

UCD School of Economics Undergraduate Handbook 2017 - 2018



This handbook is to be used by current Economics students. We have attempted to be as accurate as possible. However, the choices and options available to students may be changed.

TABLE OF CONTENTS

1. INTRODUCTION AND WELCOME FROM THE HEAD OF SCHOOL	3
2. TEACHING AND LEARNING	4
Communication in the School	4
Lectures, Tutorials and Drop-in Centre	4
- Lectures	4
- Tutorials	5
- Drop-in Centre	5
- Attendance	5
- Autonomous Students learning	5
Assessment	5
- What happens if I miss an assignment?	6
- Submission of coursework and Policy on Late Submission	6
- Information on plagiarism	7
Problems	7
3. THE ECTS CREDIT SYSTEM	8
Grading for Modularised Courses	8
Grades and Grade Points	9
- How do I calculate my GPA?	10
- A GPA calculation example	10
4. YOUR PROGRAMME CHOICES	11
4. 1 Single honours	11
4. 2 Joint Majors	14

1. Introduction and Welcome from the Head of School

Welcome to the UCD School of Economics. 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 or joint major and participates in other programmes in the UCD Colleges of Arts and Humanities, and Business and Law.

This handbook is primarily for the use of current students. 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:

UCD Prospectus (<http://www.myucd.ie/ucd-prospectus/>),
UCD Horizon (<http://www.myucd.ie/applying-to-ucd/ucd-horizons/>)
UCD Student Guide (<http://www.ucd.ie/students/index.html>).

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 if you wish to continue studying economics after your first year at UCD.

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 our information centre at economics@ucd.ie.

We hope that you enjoy your time at UCD. Many thanks for your interest.

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

Professor Karl Whelan
Head of School
UCD School of Economics

2. Teaching and Learning.

Communication in the School

Once you register with UCD Computing Services you will receive an e-mail account, a UCD Connect account and access to Blackboard.

Blackboard is a Virtual Learning Environment (VLE) which is used in conjunction with more traditional teaching practices. It allows lecturers to share course materials such as lecture notes and problem sets, post announcements for students, and run quizzes and surveys. Blackboard also includes a Virtual Classroom facility, discussion forums and various other course tools.

The main methods for the School of communicating with students are via

- UCD e-mail
- Blackboard
- the notice boards outside the School office located on the second floor (G213) in the JHN Building.

In accordance with UCD's Student E-mail Protocol (http://www.ucd.ie/registry/academicsecretariat/docs/email_po.pdf) the School uses UCD student's e-mail to communicate to students important notices and instructions. You are therefore expected to check your UCD e-mail on a frequent and consistent basis.

Lecturers frequently post important information regarding modules via the *announcement* facility on Blackboard. It is your responsibility to check Blackboard 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 Blackboard; in that case 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.

All staff members are available for consultation at regular times which are posted outside their office doors. In order to make an appointment to meet with a staff member outside these hours you should contact the staff member directly either by e-mail or telephone. Staff contact details are posted outside the School office as well as on the School website: <http://www.ucd.ie/economics/about/ourstaff/> .

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.

Lectures

In most modules lectures take place 2 hours per week. What happens in a lecture depends on the lecturer and the size of the audience. Usually lecturers give formal presentations of theoretical/conceptual material to students. Although many lecturers use PowerPoint and

other electronic delivery methods, students 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.

Tutorials

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 Blackboard, students are strongly advised to attend these tutorials when offered, since they are a good opportunity to raise questions and clarify doubts in a smaller and less intimidating classroom environment.

Finally some modules might involve computer lab attendance.

Drop-in Centres

The School of Economics provides academic support for some core modules via a student drop-in centre, where students attending those modules may go with any problems they may have. The problems may be specific, i.e. relating to a particular tutorial or exam question, or may be of a more general nature where the student would like help in understanding a particular topic. The drop-in centre is run by some of our PhD students. See <http://www.ucd.ie/economics/studentsupport/> for opening times and location.

Attendance

One of the biggest differences between 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 regularly 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.

Autonomous Student Learning

Depending upon the modules and programme you choose, 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 our 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 hour's 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!

Assessment

A minimum of 20% of the final grade for most economics modules will usually be made up of continuous assessment. 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. The balance of the final grade will consist of a final exam.

The majority of final exams will be written, however some may be partially or completely comprised of multiple choice questions. The lecturer will make you aware of assessment methods and the format of the final exam at the beginning of the semester.

Students may find more information on UCD regulation regarding assessment on <http://www.ucd.ie/students/assessment/index.html>.

What happens if I miss an assignment?

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

If a student misses a component of continuous assessment during the semester, the student needs to contact immediately the module coordinator and provide directly to the module coordinator any documentation in support of his/her 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 (http://www.ucd.ie/registry/academicsecretariat/docs/extcstudent_g.pdf). The module coordinator will then indicate to the student how to make up for the missing component if he deems acceptable the documentation provided.

If a student misses the final exam, the student should follow the procedure outlined in the UCD's policy on extenuating circumstances and submit the necessary documentation either online or to the relevant Programme Office. (http://www.ucd.ie/registry/academicsecretariat/docs/extcstudent_g.pdf). Students should also contact the relevant module coordinator as soon as possible.

Submission of Coursework and Policy on Late Submission

Unless otherwise stated by the lecturer, modules will follow UCD's policy on late submission of essays and projects (http://www.ucd.ie/registry/academicsecretariat/docs/latesub_po.pdf) which requires:

1. The due date for each item of coursework must be clearly indicated to students.
2. Coursework must be delivered by hand to the School Office or submitted electronically via an approved system, **no later than 3 pm on the due date**. Coursework should not be submitted directly to individual staff members, placed directly in staff post boxes, or delivered to or deposited in any location other than that designated by the School. The School will issue a receipt to confirm submission of coursework.
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 two grade points (or the percentage mark reduced by 10%). Coursework submitted more than one week but up to two weeks after the due date will have the grade reduced by four grade points (or the percentage mark reduced by 20%).

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).

Information on 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 http://www.ucd.ie/t4cms/plag_pol_july2015tb.pdf, while UCD comprehensive regulations and procedures can be found at http://www.ucd.ie/registry/academicsecretariat/docs/plagiarism_po.pdf

Problems

If you have any problems with a course you should address them firstly to the relevant member of staff (usually the lecturer or tutor) and in the vast majority of cases he or she will be able to solve your problem. Failing that, you should approach the module or year coordinator (see contact details in Section 4). If you still have not managed to resolve your problem then you should approach the Head of School.

3. The ECTS Credit System

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. For more information about the modular system at UCD please go to www.ucd.ie/horizons

Grading for Modularised Courses

Each assessment component of all modularised 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:

GRADE	LOWER	UPPER
A+	90.00	100
A	80.00	89.99
A-	70.00	79.99
B+	66.67	69.99
B	63.33	66.66
B-	60.00	63.32
C+	56.67	59.99
C	53.33	56.66
C-	50.00	53.32
D+	46.67	49.99
D	43.33	46.66
D-	40.00	43.32
E+	36.67	39.99
E	33.33	36.66
E-	30.00	33.32
F+	26.67	29.99
F(FM)	23.33	26.66
F-	20.00	23.32
G+	16.67	19.99
G	13.33	16.66
G-	0.02	13.32
NG	-	0.01

The letter grades achieved in each assessment component are then uploaded onto Gradebook. The aggregate result for the module is calculated by Gradebook 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 semester and year of study.

Grades and Grade Points

A grade point is a way of converting a letter grade (A, B, C, etc) to a numerical grade. 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 semester, 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

E	Marginal Fail, may compensate	E = 1.8		
F	Fail	F = 0		

How Do I Calculate My GPA?

Convert the grades that you received to grade points (see above).

In each class, 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 3.6×5 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 semester 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).

4. Your Programme Choices

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

Please note that programme structures are subject to change; students enrolled in stage 1 in 2017-18, for example, may have a different programme structure in their stage 2 in 2018-19 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.

If students require further information about the programme they are enrolled in, or have queries regarding the modules they need to register to, they can contact their stage coordinator.

Contact details are as follows:

Stage 1 Coordinator	Dr. Ciara Whelan (ciara.whelan@ucd.ie)
Stage 2 Coordinator	Dr. Kanika Kapur (kanika.kapur@ucd.ie)
Stage 3 Coordinator	Prof. Paul Devereux (devereux@ucd.ie)

Typically a student will have to register for 60 credits in each of the three 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.

4.1 Single Honours

Stage 1 (60 credits, of which 40 in economics)

If you have entered UCD via the DN510 entry code (Single Honours 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 10030 Introduction to Quantitative Economics
ECON 10730 Data Analysis
ECON 10740 Exploring Economics
ECON 10750 Statistics for Economics (SH)
ECON 20130 Economic History

Students must also select **1 subject/stream** among the ones listed below

- Mathematical Studies
- Politics
- Sociology
- Geography

and must register to 10 credits of core modules within the subject chosen.

Students are also welcome to take an additional Level 1 module offered by the School, ECON 10040 Economics and Society, as option, although it is not a necessary prerequisite for progressing to stage 2.

Students should also pick two elective modules. 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 BA Joint Honours Degree in two subjects other than Economics, students are strongly recommended to use their elective modules to pick a second subject/stream offered in the BA and register to 10 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 2017-18 after having regularly taken all prescribed modules in their Single Honours stage 1, must complete the following **six core modules** (30 credits) in stage 2

ECON 20010 Intermediate Microeconomics I
ECON 20180 Intermediate Microeconomics II
ECON 20020 Intermediate Macroeconomics
ECON 20170 Economic Research Workshop 1
MATH20330 Optimization for Economics
ECON30130 Econometrics

Students transferring to Single Honours Economics at the end of Stage 1 of their Arts degree must take ECON20040 Statistics for Economics in semester 1 as one of their electives in addition to the above modules (they should register to ECON30130 Econometrics in semester 2 after having taken ECON20040 Statistics for Economics in semester 1).

Students must also take **four option modules** from the following list of modules offered by the School in 2017-18 (20 credits).

ECON 20060 Irish Economy
ECON 20080 Economic Policy Analysis
ECON 20100 Game Theory
ECON 20120 European Economy
ECON 20130 Economic History (available to transfer students only)
ECON20190 Introduction to Financial Economics
DEV 20130 Sustainable Development Goals
ECON 30150 International Money and Banking
ECON 30270 Behavioural Economics

Note that it is also possible to take up to six economics options (30 credits), if electives are taken from the above list.

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

Students progressing to stage 3 in the academic year 2017-18 must complete the following **five core modules** (30 credits)

ECON 30290 Advanced Microeconomics
ECON 30120 Advanced Macroeconomics
ECON 30130 Econometrics
ECON 30310 Economics Research Project
ECON 30250 Economic Research Workshop 2

Note that ECON30310 Economics Research Project is a 10 credit module.

Students must also take **four option modules** offered by the School (total 20 credits). Of these, students are required to take *a minimum of three Level 3 modules* from the following list of options offered by the School.

ECON 30100 Health Economics
ECON 30150 International Money and Banking
ECON 30160 International Trade Economics
ECON 30170 Financial Economics
ECON 30180 Industrial Economics
ECON 30190 Economics of Public Policy
ECON30270 Behavioural Economics and Public Policy
ECON30360 Labour Economics
ECON30370 Environmental Economics
ECON30380 History and Economics of Financial Crises
FIN 30200 Econometrics of Financial Markets

Please note that if you have already taken ECON20090 Labour Economics or ECON20160 Economic of the Environment in previous years, then you cannot register for ECON30360 or ECON30370 respectively.

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 20100 Game Theory
ECON 20120 European Economy
ECON 20130 Economic History
ECON20190 Introduction to Financial Economics
DEV 20130 Sustainable Development Goals

It is also possible to take up to six economics options (30 credits) in stage 3, if electives are taken from the above lists.

Important note: *students must ensure they have completed ECON20010, ECON20020, ECON20030, ECON20040, ECON20170 and ECON20180 either last year or this year to complete their degree.*

Degree Compliance Information

Students should be aware that to be able to graduate at the end of the academic year 2017-18 they must comply with the following requirements:

1. in accordance with University Regulations, students must have taken at least 100 credits at level 2 or above, and at least 40 credits at level 3 or above.
2. in accordance with School requirements, students must have passed all economic core modules and must have taken at least three Level 3 option modules.

4.2 Joint Major

Stage 1

Students who are admitted to UCD via entry route DN500 (UCD Arts) and wish to continue studying economics in stage 2 as part of their degree programme must take and pass the following modules:

ECON10770 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 should take ECON10070 and ECON10030 in semester 1, and ECON10010 and ECON10020 in semester 2.

Students who have achieved a grade less than O3/H7 in Leaving Cert Math must take, in semester 1, a level 0 Math module (MST00050) that will provide them with sufficient mathematical background for them to be able to study ECON10030. These students will therefore need to register for ECON10770 and MST00050 in semester 1, and for ECON10010 and ECON10020 in semester 2. Conditional on their successful completion of MST00050, they can then register in semester 2 for ECON10030.

Students should be aware that if they fail MST00050 in semester 1 they will not be able to progress to stage 2 Economics in 2018-19 since they will need to register for a resit of that module in semester 2 and will only be able to register for ECON10030 in semester 1 of the next year, subject to passing the resit. Students who need to take MST00050 are therefore advised to pick an extra subject if they wish to avoid a progression delay.

Students are also welcome to take an additional Level 1 module offered by the School, ECON 10040 Economics and Society, as option, although it is not a necessary prerequisite for progressing to Economics in stage 2.

Note for students registered to stage 1 in 2014-15:

These students are required to have passed ECON10010 Principles of Microeconomics and ECON10020 Principles of Macroeconomics in stage 1 to be able to progress to stage 2 and choose economics as one of their major subjects. Students must also pass ECON10030 Introduction to Quantitative Economics prior to degree completion, hence they need to take this module as soon as possible in stage 2 as one of their electives, if not taken already in stage 1.

Note for students registered to stage 1 in 2015-16 and 2016-17:

These students are required to have passed ECON10010 Principles of Microeconomics and ECON10030 Introduction to Quantitative Economics in stage 1 to be able to progress to stage 2 and choose economics as one of their major subjects. Students must also pass ECON10020 Principles of Macroeconomics prior to degree completion, hence they need to take this module as soon as possible in stage 2 as one of their electives, if not taken already in stage 1.

At the end of stage 1, provided they have passed all core Economics modules, students can progress to stage 2 choosing Economics as one of their joint major subjects.

Students who perform particularly well in the Economics modules in stage 1 can potentially transfer into our single subject major degree in second year if they wish. Please check <http://www.ucd.ie/economics/study/currentstudents/singlesubjectmajortransferringto/> for more information on the School's transfer requirements and application procedures.

Stage 2 (60 credits, of which 25 in Economics)

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

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

Students must also take **one option module** from the following list of Level 2 modules offered by the School in 2017-18 (5 credits).

ECON 20060 Irish Economy
ECON 20080 Economic Policy Analysis
ECON 20100 Game Theory
ECON 20120 European Economy
ECON 20130 Economic History
ECON20190 Introduction to Financial Economics
DEV 20130 Sustainable Development Goals
MATH20330 Optimization for Economics

Note that it is also possible to take up to three economics options (15 credits), if electives are taken from the above list.

Important note: Students who did not take ECON10020 Principles of Macroeconomics in stage 1, should take it as one of their electives as soon as possible in stage 2. This is a compulsory module that must be passed prior to degree completion.

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

There are no core required modules for Joint Majors students in Stage 3.

Students must take **five option modules** offered by the School (total 25 credits). Of these, students are required to take **a minimum of four Level 3 modules** from the following list of options offered by the School in 2017-18.

- ECON 30290 Advanced Microeconomics
- ECON 30120 Advanced Macroeconomics
- ECON 30130 Econometrics
- ECON 30100 Health Economics
- ECON 30150 International Money and Banking
- ECON 30160 International Trade Economics
- ECON 30170 Financial Economics
- ECON 30180 Industrial Economics
- ECON 30190 Economics of Public Policy
- ECON30270 Behavioural Economics and Public Policy
- ECON30360 Labour Economics
- ECON30370 Environmental Economics
- ECON30380 History and Economics of Financial Crises
- FIN 30200 Econometrics of Financial Markets

Please note that if you have already taken ECON20090 Labour Economics or ECON20160 Economic of the Environment in previous years, then you cannot register for ECON30360 or ECON30370 respectively.

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 20100 Game Theory
- ECON 20120 European Economy
- ECON 20130 Economic History
- ECON20190 Introduction to Financial Economics
- DEV 20130 Sustainable Development Goals
- MATH20330 Optimization for Economics

It is also possible to take up to seven economics options (35 credits) in stage 3, if electives are taken from the above lists.

Important note: *students must ensure they have completed ECON20010, ECON20020, ECON20040, and ECON20180 either last year or this year to complete their degree.*

Degree Compliance Information

Students should be aware that to be able to graduate at the end of the academic year 2017-18 they must comply with the following requirements:

1. in accordance with University Regulations, students must have taken at least 100 credits at level 2 or above, and at least 40 credits at level 3 or above.
2. in accordance with School requirements, students must have passed all economic core modules and must have taken at least four Level 3 option modules.