



Department of Economics

First Year Induction Meeting for BSc/BA EPaIS (LM1D)

- Professor Elizabeth Jones
- Dr. Isleide Zissimos



Getting Started....1



By now, you should have:

- ✓ Completed the **University online enrolment**
- ✓ Registered your IT Services **(ITS) account**
- ✓ Browsed the Department's **Induction Pages**
- ✓ Familiarised yourself with the online **UG Handbook**
- ✓ Logged on to **Tabula**
- ✓ Checked the timetable for **Welcome Week Activities**
- ✓ Looked at the **Refresher Mathematics for Economics**
- ✓ Looked at the **Transitioning to Economics** resources
- ✓ Completed the **Warwick Values Student Conduct Course**
- ✓ Downloaded the **My Warwick app**
- ✓ Checked your **Personalised Welcome checklist**

Getting Started....2



You should now:

- Look at your module webpages via **Moodle**: you can access them via the department's module webpage
- Check lecture timetable (sign up for classes will be in weeks 1/2 - you will be emailed by the UG office when you can do this)
- Decide on your **optional modules** (more on this later today)
- Register for your modules (by **Monday 20 October 17:00**) via eVision
- Meet your **Personal Tutor** in the coming weeks
- If you are struggling, please see the Pastoral team.
- If you have questions, please go to the Economics UG office (S0.88 in the Economics Department)
- Make use of the Academic drop-in sessions:
 - Thursday 11 – 12pm in OC0.01; Friday 12 – 1pm in OC0.02

University Life

University is different from school/college

- Each of you was probably towards the top of your class!
- You now need to become independent learners
- It is your responsibility to attend lectures/classes and complete the work set
- If you don't understand something, YOU need to take action
- The ongoing assessments/feedback at school/college is not feasible at University
- You will receive different feedback here and must make the most of it



Monitoring Points

- The Department follows University guidelines and monitors student engagement.
- The Department has a series of monitoring points during the year. Check them under the attendance tab on **Tabula**. The monitoring points include:
 - support and feedback class attendance
 - lecture attendance
 - submission of module evaluations
 - exam attendance
- Further details on the exact nature of these monitoring points for your Degree and the number of points of engagement can be seen in the [Undergraduate Handbook](#)

Meeting your monitoring points is vital – if you miss too many, you will be required to withdraw from the University.

Every year, the University withdraw numerous students due to lack of engagement – don't let it be you

How you will learn



In the Economics and PAIS Departments, we:

- Encourage collaborative learning from/with other students
- Encourage collaborative learning from/with staff
- Advise you to attend all of your lectures
- Advise you to attend all of your classes (attendance is monitored)
- Want you to make use of Advice and Feedback Hours throughout the term and not just before assessments or exams
- Want you to post on Moodle Forums and learn from the posts of others
- Attend Lecture Series/Workshops and network with your peers and staff
- Attend Department and Society events and network with your peers and staff

Teaching and Learning



- You will have 2 hours of lectures each week on each of your modules
- Your lectures in Economics and PAIS will be in-person and will take place in lecture theatres across campus

In-person Lectures:

- These are timetabled (see Tabula) and are attended by all students taking the module
- Some may be recorded (lecture capture), so you can re-watch them on Moodle at a later date, however not all modules may use lecture capture
- They may only be available for a short time, particularly if lecture attendance is adversely affected
- The Department may remove lecture captures if attendance falls

Teaching and Learning



Support and Feedback classes/seminars/tutorials

- Classes will be in-person.
- Classes meet weekly or fortnightly **from Week 3 in Economics** and **from Week 2 in PAIS**
- For some modules, you will be allocated to classes; in others you will choose your class on Tabula. (The UG office will email you about this).
- Some modules do not have classes/seminars.
- Classes discuss the work set by your lecturer - prior to attending you should be up to date with appropriate lectures and have tried pre-class questions.
- If you need to move your class time, please contact the relevant UG office - you are not permitted to swap to another class without their permission
- Classes are compulsory and attendance is monitored. If you are unwell, submit a form to obtain an authorised absence: 2 permitted per year.

Why attend lectures/classes?

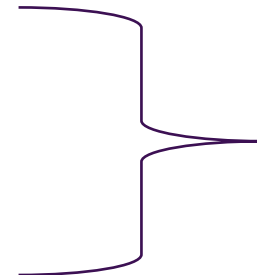
- Modules are designed carefully to enhance your learning
- Make use of all of the resources provided to you in each module
 - If you don't, your experience will be sub-optimal
- Creating the habit of attending lectures/classes gives structure to your days, weeks and terms
- It contributes to your progressive learning in the modules and helps you stay on track with your studies
- It helps you to participate in the learning community and encourages peer learning
- It improves your motivation
- Attending lectures and seminars will help you become an active learner. This is key to effective learning
- Attending lectures leads to more effective note-taking, so you are actively engaging with what the lecturer says
- You can clarify questions straight away

Make the most of your modules: Lectures

- Do your best to **attend** all the lectures and classes
- Attending is not just showing up, but is about **paying attention** when you are there
 - **Paying** is an action: you are giving your thoughts, energy and time to what is happening
 - **Attention** means focusing on what is being stated, discussed or shown and using the senses to bring information into the brain
 - **Paying attention** requires dedicating complete attention to something and this requires motivation: set yourself goals and maybe give yourself rewards!
 - Be active during the lecture: listen, take notes and try to minimise distractions (phone off!)
- If you have problems to work on during the lecture, try them. If you don't understand, ask for help.
- If a lecturer is solving a problem/drawing a graph, do it with them. It helps information retention.
- Many modules use lecture capture.
 - They are complements and not substitutes to attending lectures.
 - Use the recordings to check your understanding.
- Review your lecture notes in the days after the lecture and get help if you need it

Make the most of your modules: Classes

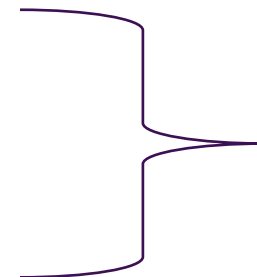
- Classes are the economic equivalent of scientific labs: they are about you
- Apply theories you've learnt to problems and real-life scenarios
- A chance to develop your knowledge and check your understanding by working with your tutor and your peers
- An opportunity to develop team working skills
- Try to complete any work before your class so you are well-prepared
 - If you haven't been able to complete the work before your class, still attend it
- Don't expect all questions to be covered during each class.
- Talk to the class tutor. Are there specific topics/questions where you need more help?
 - Ask to go through questions on those topics first.
- If you don't get complete solutions or if you don't understand something:
 - Go to the tutor's Advice and Feedback hours or
 - Post a question on the Moodle Forum or
 - Talk to other students in your class or another class



**Don't wait until the day
before the exam/test.
Do these things now!**

Make the most of your modules: A&F Hours

- Every member of staff has 2 Advice and Feedback Hours every week of term
- You can make an appointment during these hours to see any member of staff
- Every tutor has at least 2 Advice and Feedback Hours every week of term
- Most staff will have very few students coming to see them most weeks of term
- Before an assessment is due, Advice and Feedback Hours will get very busy
- Be prepared. Have specific questions ready, but don't go along with pages and pages of questions
- If you don't understand something, make an appointment to speak to your lecturer or tutor straight away. Don't delay!
- If you speak to your lecturer/tutor and find that you still don't understand, don't ignore the problem.
 - Find some additional resources
 - Speak to them again. Ask for additional resources.
 - Talk to your peers



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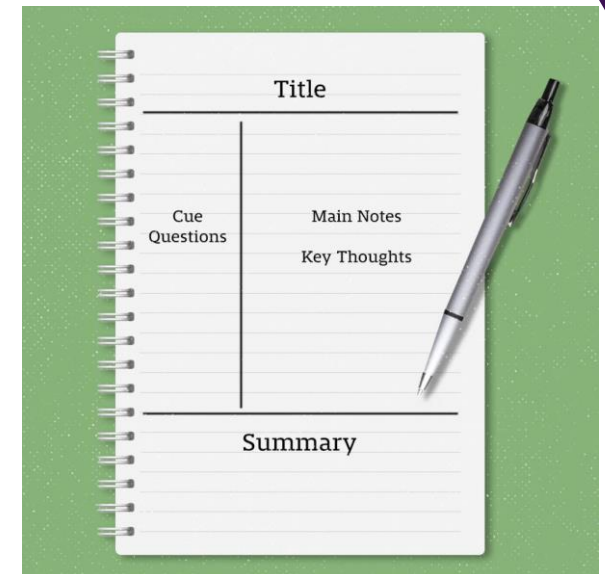
Taking Notes I

- Note-taking is an investment – it saves you time when completing assessments
- Note-taking will be different in lectures and classes and when you are reading textbooks or journal articles etc.
- Classes are more about group discussion and listening to the speaker and contributing your own thoughts.
- You may just be jotting down questions and then key points or answers
- Taking notes will help you to stay focused in lectures
- It doesn't mean copying down every word the lecturer says or copying everything from the slide
- It involves actively processing what is being said, capturing the essential points and keeping track of your own thinking
- Adding in your own thoughts is a good skill to develop
- Taking notes is not just about taking notes, but about using those notes effectively afterwards

Taking Notes II

- There are lots of ways to take notes. Find the method that works best for you
 - Pen and paper
 - Microsoft OneNote or other apps
 - Mind-mapping
 - The Cornell approach
- Once you have taken notes, review and expand on them, draw connections between concepts, fill in the blanks and get help if you are confused
- Reading articles or textbooks is challenging:
 - Keep track of which notes come from which textbook or journal article to avoid issues of plagiarism
 - Check your understanding as you go; write down key words or cues;
 - Summarise in your own words

You don't want to get to the end and say, 'I have no idea what I just read'.



Assessments and your Feedback

- Assessments are there to support your learning
- Use them as a way of checking your understanding and progress
- If your mark was lower than expected, think about why that is the case
- Did you put the work in? Are there particular questions that you got wrong? Do you know why you got the answer wrong?
- Acting on feedback is vital for your learning.
- Be pro-active and seek feedback during the development of your work.
- If you have an essay due, you may want to discuss an essay plan with your tutor
- We can't read entire draft essays, but discussing your ideas will help you learn and develop
- Make use of the Academic Writing and Academic Integrity resources
- Don't just read the individual and generic feedback on tests and essays. Reflect on it and think about how you would amend your essay/test.
- Share your marked work with other students. This can help you learn and develop
- More on Understanding Feedback in Term 2

Assessments and Integrity

- **Submission** is via Tabula. Economics deadlines are 14:00. PAIS deadlines are 12 noon.
- External modules: check other Departments' submission times/methods
- **Back up** your work and submit ahead of deadline to avoid **late penalties (5 marks/day)**
- See the Handbook for regularly refused reasons for late submissions
- **Extension** requests must be made on Tabula (tab under assignments)
- Evidence is required and should be submitted within 1 week of the assessment date
- **Waiver** requests should be made on Tabula via '**Mitigating Circumstances**'
- Check the rules on **plagiarism** – there is information in the Handbook, via Library resources and on [our academic integrity webpage](#).
- Check the guidance/advice on the use of AI in your assessments and complete the Moodle course: <https://moodle.warwick.ac.uk/course/view.php?id=62453>
- We take plagiarism very seriously: a mark of 0% may be applied to any piece of work (incl. exams)
- Having a zero on an exam can affect degree classification and will appear on your transcript
- In the past, students have had job offers removed due to being found guilty of plagiarism

DON'T DO IT

Degree Regulations-see handbook

<https://warwick.ac.uk/fac/soc/economics/current/ug/handbook/>



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Undergraduate Handbook

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1: The Department and the University 

Menu 

In this section:
Welcome to the Department of Economics from the Director of Undergraduate Studies

Welcome to the Department of Economics from the Director of Undergraduate Studies

Welcome to Economics at Warwick. I very much hope that you find your degree course interesting, challenging and rewarding. Our aim is to ensure that you will graduate with a degree from one of the best Economics departments in the UK, and that you will reach your full potential during your time here. As Director of Undergraduate Studies in Economics, my aim is to ensure that our courses are designed and delivered to the very highest standards in all dimensions of teaching, learning, development, assessment and feedback.

In the past 60 years, we have established ourselves at the forefront of both economic research and education in the UK and beyond and we attract students from all around the world due to our reputation for offering rigorous and exciting training, and the fact that so many employers are keen to work with our graduates. As a member of the academic staff, I feel very fortunate to be teaching at Warwick – in large part because of the calibre of our undergraduate students, whose energy, brightness and creativity continue to inspire (and challenge!) us as lecturers and supervisors.

I believe that Warwick provides an excellent environment for learning and for personal, professional and intellectual development. Teaching is informed by the very latest developments in research, and optional modules provide a great breadth of choice across fields of Economics and other disciplines and you will be taught by top-class teachers and researchers from year 1. The level of support available to you is something we are proud of and through exciting projects

Pastoral Support

- **Pastoral Team** – economics.pastoral@warwick.ac.uk
- Support available within the department, mitigating circumstances (e.g. academic concerns, short-term/long-term illness or health concerns, bereavement etc.) **Come and talk to us**
- **Daily Drop-In Sessions** – Run by the Pastoral Team. 2 hours per day throughout term-time
- **University Wellbeing Services** – Brief Consultations, Self-help Guides, Steps to Wellbeing, Counselling, CBT
- **Disability Services** – Reasonable adjustments, individual support requirements – make an appointment as soon as possible
- **Report and Support** - A university service you can turn to for support with harassment of any kind.



Communication

From US to YOU:

- **Warwick Email:** check EVERY DAY
- **Tabula:** Assessment marks/ absences/PT log/etc: - check accuracy of our records
- **Moodle Forums**
- **My Warwick app**
- **UG student hub page**
- **Newsletters twice a term**
- **Careers Bulletin**

From YOU to US

- **Warwick Email**
- **Economics Undergraduate Office**
- **PAIS UG Office**
- **Module content queries:** Moodle Forums, your lecturer/tutor via email or advice and feedback hours
- **Personal concerns:** Personal Tutor/Year Tutors/Senior Tutor/Pastoral drop in sessions
- **SSLC and Module Evaluation**

Economics Team



Professor Elizabeth Jones
Director of Undergraduate
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Director of Joint Degrees
(UG)



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Economics Team



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and Progression Officer



Suky Cheema

Student Support and
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Inga Turner

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Economics UG Office Team



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Bethany Cox
**Undergraduate Programme
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The UG office can be contacted via email on economics.ugoffice@warwick.ac.uk or are located in S0.88

EPAIS Key Contacts



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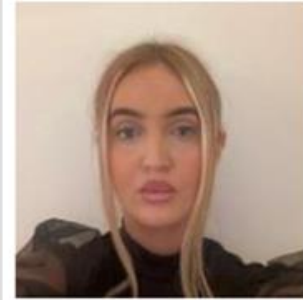
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Emma McKeowen

Joint Degree Coordinator
(Economics)



Shannon Mathieu

Course Director, PAIS and
Pais Deputy Director of
Undergraduate Studies



Karoline Schneider
Dept. Administrator, PAIS

Final Tips

- Good attendance is linked to results (unsurprising!)
- Be engaged in the lecture or class. Don't just attend for the sake of it.
- Make use of lecture capture to support your learning.
- Get help straight away if you find something you don't understand.
- Try to do the work you are set each week.
- Once you fall behind, it can be difficult to catch up. But you can catch up. Get help.
- Use Advice and Feedback hours during the whole term and not just before an assessment
- Complete your assessments and reflect on the feedback.
- Use the feedback to help you with future assessments
- If you're ever unsure about anything, please feel free to drop by the **Economics UG Office**. Remember, we are your **Home Department**, and we're here to support you.

Make use of the resources

- Financial Times Subscription*
- Economist subscription*
- Bloomberg terminals
- Mathematics Refresher Course Resources
- Transitioning to Economics Moodle page
- Academic Writing Resources
- International Student Success (warwick.ac.uk)
- Top Tips webpage
- * Log in details available here

Getting Started...Reminder



You should now:

- Check your lecture **timetable** on Tabula.
- Sign up to support and feedback classes on **Tabula (week 2)**.
- Think about optional **modules** and attend Optional Module session later today.
- Register for your modules via **eVision** once this opens on Wednesday 1 October 9am.
- Attend the **Trading Game** tomorrow (check your Warwick email for your group time)
- Attend the **Student Experience** lecture Wednesday at 14:30
- Attend **Speed Friendship** event Friday at 10.30 (sign up on tabula)
- Meet your **Personal Tutor** in the first couple of weeks
- More questions? **Attend Academic Drop-in Sessions:**
- Thursday 11 – 12pm in OC0.01; Friday 12 – 1pm in OC0.02



PAIS Introduction to Joint Degrees Session

You are invited to attend the PAIS Introduction to Joint Degrees session. Come along, meet the PAIS team and find out more about the subject.

This session is for students where PAIS is not the home department.

- Tuesday 30th September 2-3pm in R0.21 (Ramphal)



We wish you all the best

**WORK HARD – BUT REMEMBER
TO ENJOY YOUR TIME WITH
US AND HAVE NO REGRETS!**

