

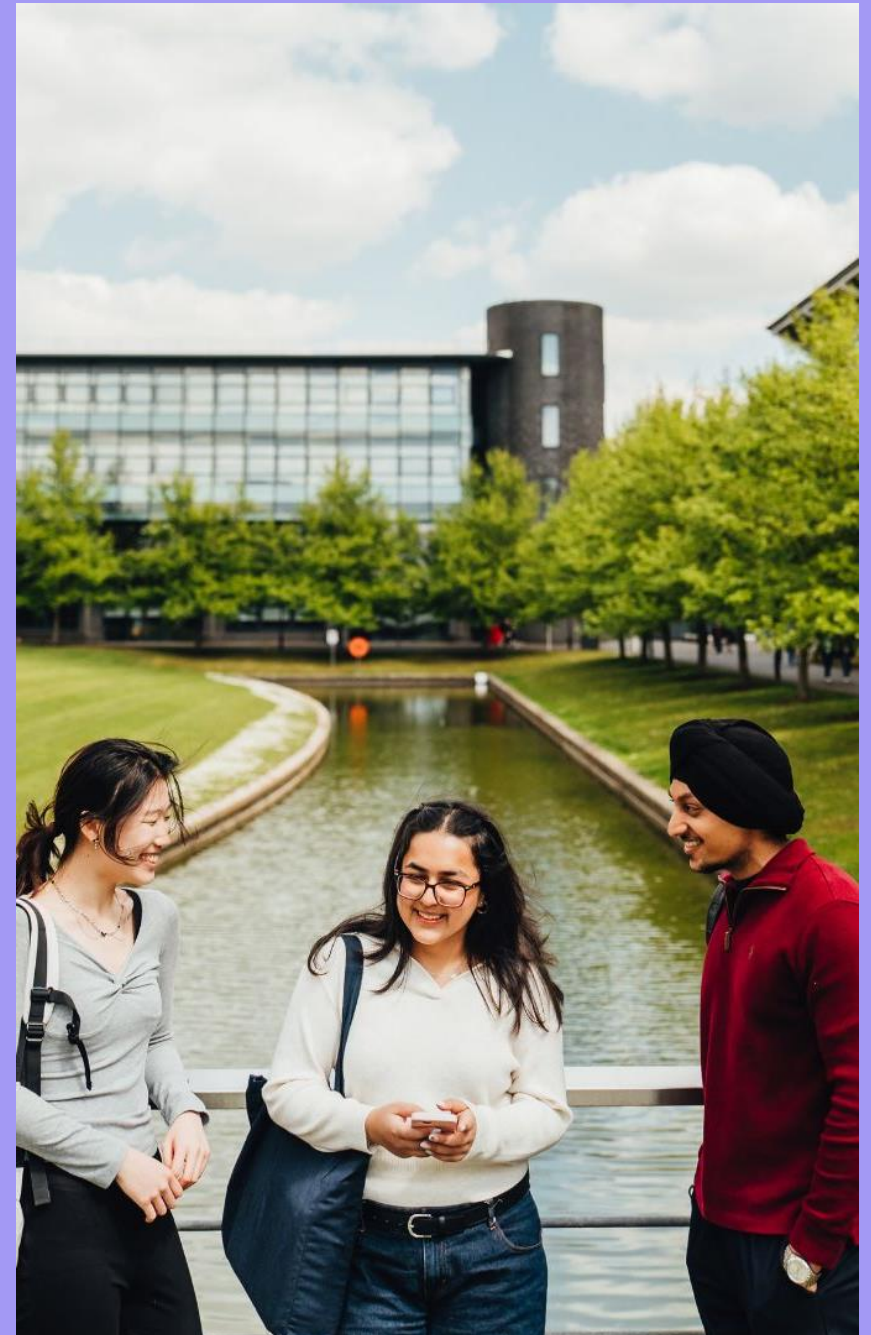


Department of Economics

First Year Induction Meeting for BSc Economics (L100)

Professor Elizabeth Jones

**UNIVERSITY
OF WARWICK**



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



What Should You Do Now?

- Check the module webpages and **Moodle** pages for more information about modules
- Choose your optional modules (module queries will be covered in the Optional Module lecture on Wednesday)
- Module registration opens **Wednesday 30th September**. Please register your modules on eVision before **Monday 19th October, 17:00**. You will learn more in your Optional Modules lecture tomorrow.
- Meet your Personal Tutor in the coming weeks
- Check your lecture timetable: Class sign-up opens in Weeks 1–2. The UG Office will email you when it's time

Where to go for advice?



- For general queries, speak to the **Economics UG Office**
 - Location: S0.88, Social Sciences Building
 - Email: economics.ugoffice@warwick.ac.uk
 - Open Monday-Thursday 9:00-17:00 and Friday 9:00-16:00

- Want to speak to a fellow student?
 - Visit the **Ask an Ambassador help-desk**
 - 10:00-16:00, Social Sciences foyer (outside the UG Office) during Welcome Week

- If you're struggling and want to talk, speak to our **Pastoral Team**:
 - Location: S1.132, Social Sciences Building (first floor, above the UG Office)
 - Email: economics.pastoral@warwick.ac.uk

- Make use of the **Academic drop-in sessions** this week:
 - Tuesday 1– 2pm in OC1.07; Wednesday 12 – 1pm in OC0.04; Friday 1 – 2pm in OC1.09

- Pop into our **Maths and Stats drop-in sessions**, for advice and support on Maths queries.
 - In term 1, they are: Monday 3 – 4pm in S1.141 and Tuesday 11 – 12pm in S0.45.

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
- There are lots of resources available to help you transition to university life
- Some students settle in quickly. For others, it can take more time. Both are normal.



Monitoring Points



- The Department follows government requirements and University guidelines to monitor student engagement throughout the year.
- Engagement is tracked through a series of monitoring points. You can view these under the **Attendance tab** on Tabula.
- Monitoring Points include:
 - Support and feedback class attendance
 - Lecture attendance
 - Submission of module evaluations
 - Exam attendance
- Further details on the exact number and nature of these monitoring points are in the [Undergraduate Handbook](#)

Meeting your monitoring points is essential. Missing too many may result in you being **required to withdraw from the University.**

- Every year, the University withdraws students due to lack of engagement — **don't let it be you.**

Course Specifications

You can find out more about your course specifications in the UG 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

How you will learn

In the Economics Department, 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
- Want you to sign up to and participate in Study Skills groups on your core modules
- 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 1



In-person Lectures:

- You will normally have 2 hours of lectures each week on each module
- Your lectures will be in-person and will take place in lecture theatres across campus
- Lectures 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, however not all modules may use lecture capture and this cannot be guaranteed
 - 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 2



Support and Feedback classes/seminars/tutorials

- Classes are in-person.
- Classes meet weekly or fortnightly **usually from Week 3** (scheduled on Tabula week 1/2).
- 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 classes, you should be up to date with appropriate lectures and have tried any pre-class questions.
- If you need to move your class time, please contact the 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, you should submit a form to obtain an authorised absence: 2 permitted per year.

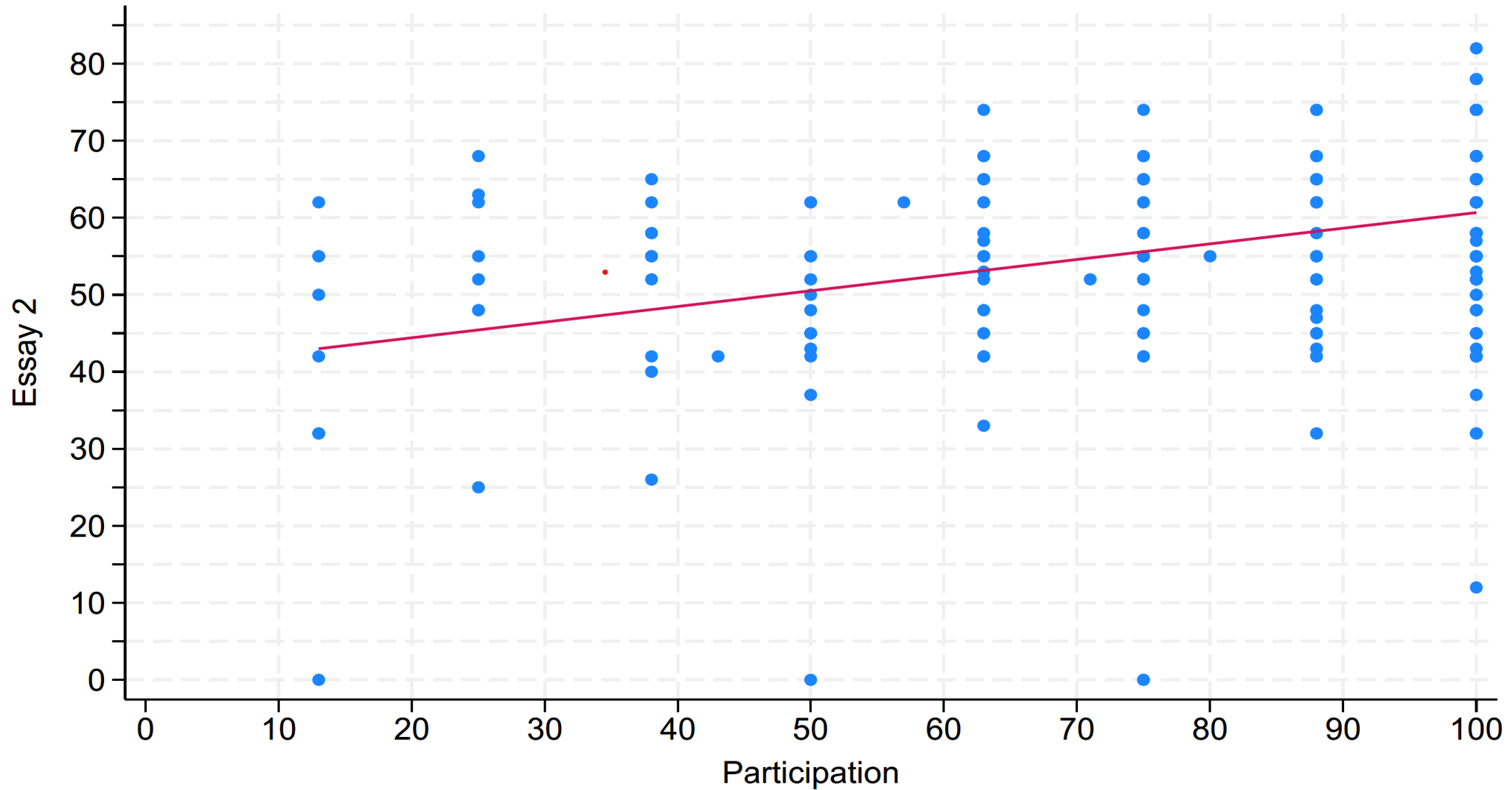
Why attend lectures/classes



- Modules are designed carefully to enhance your learning
- Make use of 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

IT IMPROVES YOUR PERFORMANCE!!!!!!

Relationship between participation and performance



Make the most of your modules: Lectures



- 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.
 - These 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
- 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

Don't wait until the day
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Taking Notes I

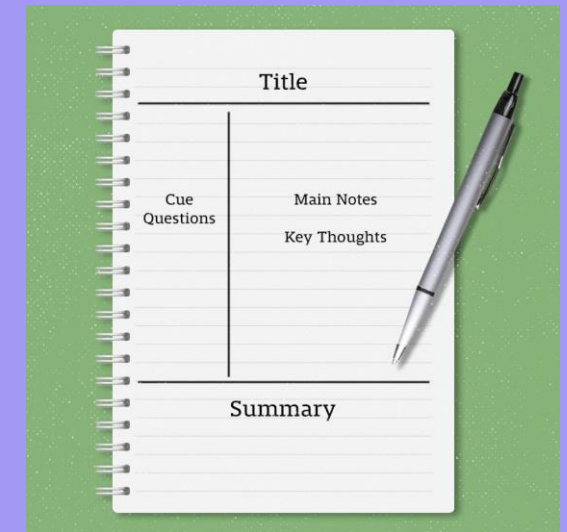


- Note-taking is an investment – it saves you time when completing assessments
- Note-taking will be different in lectures and classes and when you are reading textbooks or journal articles etc.
- Classes are more about group discussion and listening to the speaker and contributing your own thoughts.
- 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'.



Employability skills in your modules



- Every module you take will develop different skills. You can find the discipline-specific and transferable skills for your EC-coded modules on module webpages
- Many of them will help you in your future careers
- In every lecture you have, think about the skills you have learnt – it may not always be obvious how they will be useful in your career – but they will be!
- Learning to optimise – problem solving
- Looking at a table and making deductions – data analysis
- Analysing a game theory matrix – strategic thinking
- Looking at or developing economic models – abstraction
- Reading literature – research skills
- Analysing data using software – coding skills
- Deciding how to solve a problem – critical thinking
- Writing an essay – written communication skills
- Delivering a presentation – oral communication skills
- Working in a group – Team work skills

Assessments and your Feedback



- Assessments are there to support your learning
- If a test is formative, it's still in your interest to take it
- Use assessments to check your understanding and progress
- If your mark was lower than expected, think about why
 - Did you put the work in? Which questions did you get wrong? Do you know why?
- Acting on feedback is vital for your learning.
- Be pro-active and seek feedback during the development of your work.
 - We can't read entire drafts, but discussing your ideas helps you learn and develop
- 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 helps you learn and develop
- More on Understanding Feedback in Term 2
- Make use of the Study Skills sessions on Understanding Assessment and Feedback (in term 2) and the Academic Integrity resources.

Assessments: Submissions



- **Submit via Tabula:** Economics deadlines are **14:00**
- **External modules:** Check other departments' submission times and methods
- **Plan ahead:** Back up your work and submit early to avoid late penalties (**5 marks per day**)
- **Late submissions:** See the Handbook for commonly refused reasons for late submissions
- **Extensions:** Extension requests need to be made via Tabula (under the Assignments tab)
 - Evidence is required and should be submitted within **1 week** of the assessment date
 - Self-certification: not permitted on Economics modules. Check for other departments, as some assessments may permit self-certification
- **Mitigation/Waiver requests:** Apply via Tabula under *Personal Circumstances*
- **Group Work:** One person submits, but it is the group's collective responsibility to ensure you submit and any issues with submission will affect all group members

Academic Integrity



Academic integrity matters:

- Check the rules on plagiarism - there is information in the Handbook, 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](#)

Plagiarism consequences: We take plagiarism very seriously:

- Work may receive a **0% mark** (including exams)
- A zero in an exam can impact degree classification and appears on your transcript
- In serious cases, students have had **job offers withdrawn**

! Don't do it!

Pastoral Support....1

Department Support



- **Economics Pastoral Team:** If you are struggling and need someone to talk, to our pastoral team are here for you. Come along for friendly chat!
 - **Daily Drop-ins** — sessions available everyday during term time
 - **Email** - economics.pastoral@warwick.ac.uk
 - **Speak to Tina and Jess** - our Student Support & Progression Officers, located in S1.132, first floor above the UG Office
- **Mitigation:** If you are impacted by extenuating circumstances which impact your studies:
 - Submit mitigation under the personal circumstances tab on tabula.
 - ❖ If you are unsure if your situation qualifies, pop in and speak to the pastoral team for an informal chat.
- **Personal Tutor:** All students will be allocated a Personal Tutor
 - Meet your Personal Tutor 4 times across the year as a group
 - Your Personal Tutor can provide individual advice and support on academic or pastoral issues as well.



Economics Pastoral Team



Dr. Amira Elasra
Senior Tutor



Dr. Ernil Sabaj
Year 1 Tutor



Dr Aicha Kharazi
Year 1 Tutor



Tina MacSkimming
Student Support
and Progression Officer



Jess Proudlock
Student Support
and Progression Officer



Pastoral Support 2

Central University Support



- **University Wellbeing Services** – Brief Consultations, Self-help Resources, Steps to Wellbeing, Counselling, CBT
- **Report and Support** - A university service you can turn to for support with harassment or bullying of any kind
- **SafeZone App**- Download for quick access to community safety and emergency support.
- **Disability Services** -Reasonable Adjustments
 - If you require adjustments for a known condition, you must meet with Disability Services promptly to have these put in place.
 - The deadline to have your reasonable adjustments approved by Disability Services in time for the summer exams will be announced shortly. To avoid missing out on support, please book an appointment as soon as possible, as applications submitted after the deadline may not be considered.

Communication

From US to YOU

- **Warwick Email:** check this EVERY DAY to avoid missing important communications
- **Tabula:** Assessment marks/absences/PT log/etc: - check accuracy of our records
- **Moodle Forums**
- **My Warwick app**
- **UG current student webpage**
- **Newsletters and weekly mailouts**
- **Fortnightly Careers Bulletin**

From YOU to US

- **Warwick Email-**Please always use your Warwick email address in communications and state your student ID
- **Economics Undergraduate Office-**located in S0.88 Social Science Building
- **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
- **Student Staff Liaison Committee (SSLC)**
- **Module Evaluation**

Economics Team



Professor Jeremy Smith
Head of Department



Dr. Emil Kostadinov
Deputy Director of
Undergraduate Studies



Professor Elizabeth Jones
Director of Undergraduate
Studies



Dr. Mahnaz Nazneen
Director of Student Engagement
and Progression



Dr. Claudia Rei
Deputy HoD (Teaching and
Learning)



Dr. Cecilia Lanata Briones
Director of Assessment and
Feedback

Economics Undergraduate (UG) Team



Jo Turrall

UG Programmes Manager:
Student Experience



Jen Mills

UG Programmes Manager:
Operations



Carolyn Andrews

Head of Administration
(Teaching and Learning)



Ram Govindaswamy

Assistant Programme Manager
Joint-Degrees (UG)



Maninderjit Bhogal

Assistant Programme
Manager (UG)



Claire Johnson

Student Engagement & Experience
Coordinator

Economics Undergraduate Team (continued)



Emma McKeown

Joint Degree
Programme Coordinator



Alison Croshaw

Undergraduate
Programme Coordinator



Bethany Cox

Undergraduate Programme
Administrator



Thais Gaylor

Undergraduate Programme
Administrator



Chloe Stirley-Mullis

Undergraduate
Programme Administrator

Make use of the resources

- Financial Times Subscription
- The Economist subscription
- Capital IQ
- LSEG Workspace
- Company and Financial Databases
- Economics Library Resources
- Bloomberg terminals
- Mathematics Refresher Course Resources
- Maths and Stats Drop in sessions
- Transitioning to Economics Moodle page
- International Orientation Course
- Top Tips information
- Survive and Prosper Guide-coming soon

Scan to find out more



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.
- If you fall behind, it is 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.
- Studying at University is the equivalent of a full-time job. Put in the time and work. Be an independent learner.

If you're ever unsure about anything, please feel free to drop by
the **Economics UG Office (S0.88)** or email
economics.ugoffice@warwick.ac.uk

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 on Wednesday
- Register for your modules via **eVision** from Wednesday 30th September
- Check your **Personalised Welcome checklist**
- Attend the **Trading Game** on Thursday (students have been divided into two different groups and time slots for this activity. Please check your allocated timeslot on your **tabula timetable**)
- Attend the **Student Experience** lecture on Thursday (students have been divided into two groups and time slots for this lecture, you can see your allocated timeslot on your **tabula timetable**)
- Meet your **Personal Tutor** in the first couple of weeks (check Tabula)
- More questions? **Attend Academic Drop-in Sessions this week:**
 - Tuesday 1– 2pm in OC1.07; Wednesday 12 – 1pm in OC0.04; Friday 1 – 2pm in OC1.09
- Recordings and slides from the Welcome Week sessions will be uploaded to the induction website throughout the week
- Please check your Warwick emails regularly

We wish you all the best

Work hard but remember to
enjoy your time with us and
have no regrets

**UNIVERSITY
OF WARWICK**

