



Department of Economics

<https://www.maynoothuniversity.ie/economics>

First Year Economics Handbook

Subject Code: EC1F15 – 2024-2025

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This Handbook provides general information about Departmental and University policies regarding the first-year study program in **Economics EC1F15**.

Contact Details

The Departmental Office and lecturers' offices are located on the first and second floors of **Rhetoric House, South Campus**, which is marked as 4 in the campus map below:

<https://www.maynoothuniversity.ie/campus-life/campus-map#expanded>

The Departmental Office is Room 54, on the first floor of Rhetoric House.

The first-year coordinator for Economics is Gerda Dewit (Gerda.Dewit@mu.ie), Room 29, Rhetoric House.

General announcements for first-year Economics students will be made on the EC1F15 **Moodle** pages that students have automatic access to once their registration is complete. These pages should be checked regularly.

For specific information regarding individual modules, please contact the module lecturer. Contact details are usually available on Moodle, or via the Department webpage [<https://www.maynoothuniversity.ie/economics>].

MU First-Year Student Guide and Programme Advisory Office (PAO)

For MU First-Year Student information, see <https://www.maynoothuniversity.ie/mymaynooth>.

The PAO is available to advise on any choices a student may have to make related to their programme, including subject choice. See www.maynoothuniversity.ie/programme-advisory-office for contact info, including meeting a member of the PAO Team.

Important Dates

For the full list of important dates, please see the term calendar at:

<https://www.maynoothuniversity.ie/registrar/key-term-dates>

First-Year Modules

The academic year consists of two semesters: 12 weeks of lectures with one mid-semester study week in each semester.

Economics students take two compulsory 7.5 ECTS (credit) modules, both with three one-hour lectures per week. Each lecture starts at 5 minutes past the hour and ends at 5 minutes to the hour.

First Semester: EC101 - Microeconomics I

Second Semester: EC103 – Introduction to Macroeconomics and to Quantitative Methods This module is split into Macroeconomics (two hours per week) and Quantitative Methods for Economics (one hour per week).

Module timetable and venue information:

Go to <https://apps.maynoothuniversity.ie/timetable/> and enter the relevant module code.

Tutorials

For both EC101 and EC103, there are weekly tutorials where students are in groups of 30 (approx.), typically beginning in the third week of the semester. Students will be able to choose their tutorial session, subject to availability, via the module Moodle page. The registration period will be announced by the module lecturer and on Moodle.

In tutorials, students are strongly encouraged to ask questions and participate. Tutorials often involve discussing solutions to quizzes/assignments/problem sets and continuous assessment, though they may also discuss newspaper/magazine articles and podcasts. Students are strongly encouraged to try to work through assigned problems, by themselves or in groups, prior to attending tutorials.

Tutorials are not mini-lectures, and a tutor's role is to facilitate discussion among the group and to give guidance where necessary.

Any queries regarding tutorials should be directed to the Departmental Tutor at Shaun.McDonnell@mu.ie .

Lecture Attendance

Unless otherwise stated, lecture attendance is not compulsory but is strongly recommended in order to fully understand lecture material.

Lecture slides on Moodle

Lecturers may make their Power Point presentation slides available on Moodle, either before or after lectures. Slides are only intended to improve the presentation of the lecturer and usually provide a basic outline of the issues discussed at lectures. Lectures will expand on these by providing further explanation of diagrams, intuition, numerical examples, etc.

Under no circumstances should students regard downloading slides from Moodle as equivalent to attending a lecture. Students should take their own notes during lectures to complement those provided on Moodle.

Assessment

Both modules are completed within a semester, with final examinations following at the end of each semester in January (EC101) and May (EC103).

The overall module mark is based on a combination of the final examination and continuous assessment (CA). The weight of final examination and CA marks in the overall module grade is at the discretion of the module lecturer.

Final Examinations

Final examination for 7.5 ECTS (credit) modules is either ninety minutes or two hours in duration. Past examination papers are available on the Maynooth University Library website. These papers should be seen as a guide to the standard expected, rather than as a predictor of the content of exams, as the module content can change from year to year.

Continuous Assessment (CA)

CA can involve a combination of tests/quizzes/assignments and attendance at tutorials. CA may be conducted online (via Moodle), in-class, on-campus but out-of-class or require a hard-copy to be submitted.

It is very important to engage in CA as the grade counts towards the determination of the overall module mark and is also very helpful in preparing for the final exam. Also, **it is not possible to repeat each component of CA**, so if a student has to sit repeat final exams, part of or the entire CA mark is simply carried forward from the original module grade.

Absence from CA

If a student is absent from, or unable to submit, CA, the Department has a strict policy on how this should be addressed. Where possible, the student must notify the module lecturer in advance of the CA for which he/she will be absent. This can be done by email or telephone. Also, the absence must be covered by the department's 'excused absence' policy below:

1. Illness (supported by a doctor's certificate, dated on or before the date of the missed CA, explicitly stating that the student is unfit to attend, and submitted to the Department within three days of the missed CA).
2. Death of a close family member or close friend.
3. Sport participation (supported, prior to the sporting event, by a certified statement from the MU Sports Officer that the student is representing the University or country on a sports team; *training is **not** an acceptable reason for absence*)
4. Pregnancy.
5. Exceptional circumstances – validity to be determined by Head of Department.

If none of the above conditions apply, the student receives a 'zero' for the CA.

If any of these conditions do apply, a 'make-up' CA is offered in the last week of the semester. The format of the make-up CA (e.g. oral exam, essay, MCQ, problem-set) does not have to be identical to the original missed CA, but the subject matter must be.

It is the **student's responsibility** to contact the lecturer before the last week of the semester to confirm the arrangements for any make-up CA.

Marks/Standards and Progression to Second Year

Passing a Module:

To Pass a module, a student must receive a score greater than or equal to 40.

Passing by 'Compensation':

In first year, *under certain conditions*, a student may be able to pass 'by compensation' if the mark for a failed module is greater than or equal to 35 but less than 40. For further information on 'passing by compensation', noting that both EC101 and EC103 are Compulsory modules, see:

<https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures>

Progression to Second Year in a Subject:

For progression rules, see

<https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures>

Score Conversions:

In calculating a student's overall subject grade in an academic year, the marks obtained on each module are averaged (using the ECTS credits as weights), provided the requirements for passing the subject have been met. The award designation is made on the following basis:

Award Grades	
First Class Honours	70 - 100%
Second Class Honours Grade I	60 - 69%
Second Class Honours Grade II	50 - 59%
Third Class Honours	45 - 49%
Pass	40 - 44%
Fail	35 - 40%
Fail	<35%

Academic Misconduct Policy

When we set assignments, the aim is not just to generate marks for the module, but to contribute towards students'

learning and understanding of a topic or methodology. For this reason, it is very important that, in all submitted work, the content should be the work of the student. Where this is not the case, the student is guilty of academic misconduct.

Academic misconduct includes plagiarism and the procurement of essays or other material written by others. Where the use of Artificial Intelligence (AI) tools or other computer-generated material is permitted and used, students must declare that they have used an AI tool, and specify which one they have used (e.g. ChatGPT).

Plagiarism involves an attempt to use an element of another person's work, without appropriate acknowledgement, in order to gain academic credit. It involves the use of unacknowledged sources in theses, assignments, or other assessments; it includes unsanctioned collusion and/or the unacknowledged verbatim reproduction of material. If a student takes the work of another person and modifies it superficially (or uses software to modify it), this is academic misconduct.

Students should be aware that in any case where a lecturer is marking submitted work and is unsure of the student's level of understanding, the student may be asked to attend a meeting to discuss the assignment.

Where a marker suspects academic misconduct, they notify the Head of Department, who then assesses the evidence of misconduct. If the Head agrees that there are grounds for believing that academic misconduct has occurred, the Head will request an interview with the student. If, having taken into account all the evidence, the Head forms the opinion that misconduct has occurred, she sets in train the university procedures for reporting misconduct to the Registrar and the university's Academic Discipline Board.

Communication with Faculty and Staff

Individual lecturers may have a preference between the Moodle forum (where all class members can see the reply) and e-mail, and may indicate this. In either case, please **use your Maynooth University email address** when corresponding with Department members.

Please do not contact lecturers seeking information that is easily accessible either through Moodle or the Maynooth University website. For example, where is tomorrow's lecture on?, what textbook are we using?, what date is the MCQ taking place?, etc. It is very likely that they will not reply to such requests.

Lecturer office hours

Every lecturer has office hours (available on the module outline and/or Moodle page) that students can attend, without appointment, to **discuss issues relevant to the module**. Students can be assured that any query, no matter how trivial a student may think it is, will be treated with the utmost respect and answered as clearly as possible. This resource is hugely under-utilised but can be extremely effective in helping students.

Students are expected to have made an attempt to deal with the relevant issue prior to attending office hours, or to be able to pinpoint what the specific issue is. The lecturer will then assist the student in overcoming the issue.

If a student is unable to meet with the lecturer during office hours, perhaps due to timetable clashes, please email the lecturer to arrange a mutually convenient meeting time.

Absence from University

Students should contact the first-year coordinator (Gerda.Dewit@mu.ie) and their module lecturer(s) if they are going to be absent from the University for more than a week at a time.

Social Media

Students can follow the Department on Twitter for news and events: @MU_Econ.

We also have the following social media accounts:

<https://www.facebook.com/EconomicsMU/?form=MY01SV&OCID=MY01SV>

Maynooth University Library (<https://www.maynoothuniversity.ie/library>)

MU Library provides free group study rooms for students (can be booked online) as well as different types of study spaces. A student's **library card** (Mycard) entitles them to borrow material from the library. Students can borrow textbooks, either short-term or long-term. LibrarySearch gives details about how to find and access many thousands of books and e-books, journal articles, e-journals and subject-databases on any subject and can be accessed on or off-campus. Students can borrow a laptop to use within the library or can log on to one of the library's many PCs. The library is wireless, so a student can also use their own laptop. There are colour and black & white photocopiers. There is also a live Chat-box on the library homepage to access help with using library services. Students can learn the tricks for running a successful search through the LIST Online tutorials. The library will be running their popular LIST tutorials in the library during Semester 1.

Maynooth University Student Success (<https://www.maynoothuniversity.ie/student-success>)

Student Skills and Success is there to partner with you on your MU journey, understand your experiences and opinions, and guide you in navigating the complexities of university life. This service wants you to develop a sense of belonging as you embrace all the opportunities Maynooth University has to offer and thrive as you make the most of your time here.

Maynooth University Student Union (<https://www.msu.ie/>)

It should be a priority to make new friends in first year. Visit the MSU website for information on clubs, societies and university-wide activities.

Students are encouraged to consider becoming the academic Class Representative. Nominations for representatives will open in September. Being an Academic Representative can give you a chance to make a difference, to meet some new people, to develop skills that you can use in your studies and your career, to get to know your lecturers, ... and it looks great on your CV.



Maynooth University Student Services



For more information: www.maynoothuniversity.ie/student-services

Or email: student.services@mu.ie

