University of Warwick

ESRC Doctoral Training Partnership

Masters in Social Science Research

Handbook 2023-24

Version 1
1/9/23

Table of Contents

Welcome to the Masters in Social Science Research

This programme has been introduced to address the remit of the ESRC of developing a new generation of versatile researchers, with a global outlook and a willingness to lead. In addressing this goal we will introduce you to a range of research methodologies and illustrate their application in the field of social research. In following the programme your challenge is to balance your grounding within a particular field, and within a particular department, with a broader interest in social science research as carried out throughout the faculty. Challenging but intellectually exciting.

In getting a broader view of social research you will frequently need to step outside your comfort zone. For example, if you are more used to carrying out qualitative research, you may find the quantitative module new and demanding. In contrast if you identify strongly with modelling and factor analysis as research approaches, you might be less interested in qualitative approaches and perplexed by critical social theory. Please engage with perspectives you find difficult – even ones that at first sight appear unhelpful. We are not interested in pushing you one way or another but in giving you the resources to make informed decisions about your research and to justify your choices, showing an appreciation that other ways of tackling social research problems are possible.

Organising your year

A 1 + 3 route gives you the time and space in your first year to read widely before becoming fully committed to your funded PhD project. The structure of our programme enables you to carry out work both in a department (and the pathway supported by that department) and within our DTP. This mix is reflected in your programme. Within the DTP you will be taking four core modules, as outlined in this booklet, and within your pathway, further modules plus a dissertation. You may want to take a module from outside your pathway and this is often possible. As an ESRC supported student you will gain both a departmental and faculty perspective on social research.

In order to proceed with ESRC funding you do need to pass this Masters programme. In this booklet we outline the requirements for the award of Masters in Social Science Research, as well as some of the support mechanisms that are in place for research students and for research more generally. Do take advantage of whatever works for you. Please come forward with your own ideas for improving the Masters in Social Science Research experience and use the Student Staff Liaison Committee (SSLC) and your student representatives to offer suggestions and share your experiences. It really is a pleasure to have you here.

Introduction

This handbook will provide you with a guide to the Masters in Social Science Research degree course and its support structures to enable you to make the most of your time at the Warwick Doctoral Training Partnership (DTP). It points you towards other sources of information and also includes some essential regulatory and statutory information of which you need to be aware.

We wish you every success in your studies at Warwick.

Staff details

Professor Jon Coaffee
Midland Graduate School ESRC DTP Director, Warwick DTP Director
J.Coaffee@warwick.ac.uk

Jon joined the University of Warwick as Professor of Urban Geography in April 2013, and became Director of the Midlands Graduate School ESRC Doctoral Training Partnership in May 2019. Prior to becoming Director, Jon has been Deputy Director of the EPSRC Centre for Doctoral Training in Urban Science and Progress at Warwick (from September 2014).

Administrative Staff

Ashleigh Skelhorn, DTP Consortium Manager

- Looks after administrative projects for the newly established Midlands Graduate School ESRC Doctoral Training Partnership including ESRC DTP student applications, ESRC funding and budgets as well as giving advice and guidance related to ESRC policies.
- Manages and develops ESRC DTP engagement activities in the consortium working in collaboration with all the partnership universities.

Beverley Morris, Centre Administrator

- Looks after administrative projects, related to ESRC student applications, ESRC funding and budgets as well as giving advice and guidance related to ESRC policies.
- Please contact for enquiries relating to ESRC Studentships, ESRC funding related to Overseas Institutional Visits and Overseas Fieldwork Funds, and ESRC policy and ESRC budget administration.

Laura King, Training Coordinator

- Responsibilities within the DTP are administrative support for our Core and Advanced training as well as our Postgraduate Certificate and Award in Social Research; and the administration of our interdisciplinary event grants and skills events.

Alan Acreman, Administrative Assistant

- Responsibilities within the DTP are administrative support for Research Support Training Grants (RTSG) for DTP funded students and DTP student expenses claims.

Individual staff contact details are available on the website:
https://warwick.ac.uk/fac/cross_fac/esrcdtc/about/people/

Communication

To contact the Centre, please use the email address below:
esrcdtp@warwick.ac.uk

The Centre is friendly and relatively informal and it is easy to see individual members of administrative staff during University business hours if you have any questions. Academic staff post 'office hours' on the doors of their rooms when they will be available during term-time.

You can always set up appointments at other times via email. If the individual you are seeking is not available, you may leave a message on his or her voicemail; use email; or contact the DTP's Administrative Team. We will normally aim to answer your email within 5 working days.

All communications to students will normally be through their Warwick email account so please ensure that you check yours regularly. Students should normally check their University email account on a daily basis during term-time.

We strongly encourage you to seek advice and guidance from your module tutors and personal tutors, or from the Centre's Administrative Team, whenever you have a query about any aspect of your course. While short queries can be answered by e-mail, it is often better that longer discussions take place in person.

It is essential that we have up-to-date information on your address, phone number and email so that we can get in touch with you when we need to. Keep your contact details up-to-date with the University via: www.warwick.ac.uk/go/evision.

In the event of an emergency, please contact the Centre Administrator via phone: 024 765 24228 or email: ESRCdtp@warwick.ac.uk.

Cancellations

Occasionally cancellations to teaching sessions are unavoidable. On the rare occasion that this happens at short notice an email will be sent to your Warwick account and within the relevant Moodle page. Any other alterations to the timetable will be communicated to you by module tutors in person as well as by email.

Your first weeks at the University

Welcome Information

The first weeks of postgraduate study, especially if you are new to the institution, may appear a little disorientating. The University has developed sessions to introduce and integrate you into your study with the minimum of disruption.

All new DTP students are also encouraged to attend the University Enrolment and Induction events: http://warwick.ac.uk/welcome

Students' Union

Warwick Students' Union (SU) is a democratically run, student-led charity and a separate organisation from the University of Warwick. Upon enrolling at Warwick, every student automatically becomes a member of the SU and has access to the range of services they provide, including democracy, academic representation, student activities, welfare and entertainment. There are many different ways for students to get involved at the SU, which can support and enhance their experience whilst at Warwick. The concept of a Students' Union may be new to first year or international students, and even students from other UK institutions, so please direct them to www.warwicksu.com or contact the SU on enquiries@warwicksu.com for more information.

Term Dates

The University term dates are available here: http://warwick.ac.uk/termdates

Attendance requirements and monitoring

Your responsibilities

We expect our students to be autonomous learners and active participants in their education who take responsibility for managing their learning and their engagement in the following ways:

- attending all prescribed lectures, seminars, classes, meetings with their personal tutors/supervisor(s)
- preparing for and participating in classes or carrying out their own research
- directing their own learning beyond that specified by their teachers
- completing formative and summative assessment tasks
- monitoring and reflecting on their own progress
- taking the initiative in seeking support when necessary from their department and the wider University (e.g. Director of Graduate Studies, Centre for Student Career and Skills, Students' Union, Senior Tutor, Disability Coordinator)

Attendance Requirements

Attendance at lectures and seminars is compulsory, as required by University of Warwick regulations:
http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress

Attendance will be monitored via Tabula. If you are unable to attend a lecture or seminar in any week, you should inform the Training Coordinator via esrcdtp@warwick.ac.uk as well as the module convenor or session lecturer in advance.

Monitoring Attendance

As part of the welfare and progression monitoring process, the DTP Team will check attendance and participation throughout your course. Monitoring points have been set for your course under guidance from academic and administrative staff within the DTP Office, and the International Office and Teaching Quality within the wider University. All taught sessions, meetings with dissertation supervisors, and submissions of work for assessment are compulsory unless you are specifically told to the contrary about a particular session/piece of work. All of these form part of the monitoring framework. If you miss multiple monitoring points, formal steps will be taken to discuss your progress and assess whether additional support is required from the DTP Office or through the wider

support structure in the University. You should ensure that the DTP is kept informed as soon as possible about any issues which are affecting your studies. Where there are serious concerns about your engagement with the programme (usually in cases of repeated unauthorised absence) the matter will be referred to the University's Continuation of Registration Committee under the [University's Regulation 36](#) which may determine that your registration should be terminated.

International students should be particularly aware of the consequences of missing Contact Points: the Academic Office is obliged to report to the Home Office UK Visas and Immigration (formerly the UK Border Agency) if any students on a Student Visa have been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas.

Full-Time Monitoring Points 2023-24

Term 1	
1	Attendance at Warwick DTP Induction
2	Meeting with Supervisor/Personal Tutor
3-6	Lecture attendance in Weeks 3,5,7,9
Term 2	
7-10	Lecture attendance in Weeks 16,18,20,22
Term 3	
11	Attendance at dissertation/project supervision meeting
Summer	
12	Attendance at dissertation/project supervision meeting
13	Submission of dissertation

In addition to the formalised monitoring points above, we will still be monitoring students' attendance on individual modules and follow up with students directly or take action to challenge falling attendance, should that be necessary.

Course Regulations

The Masters in Social Science Research consists of 180 CATS in total. The programme is broken down as follows:

- 80 CATS of core modules (20 CATS each):
  IM924: Philosophy of Social Science Research
  IM925: Foundations in Qualitative Research
  IM926: Research Design, Practice and Ethics
  SO916: Quantitative Methods in Social Science Research or P091Q Fundamentals in Quantitative Research Methods
- 40 CATS of subject-specific modules delivered by your pathway department, to be distributed evenly across Term 1 and Term 2 *
- 60 CATS subject-specific dissertation supervised within pathway department, to be completed in Term 3 and over the Summer

Guidance on optional module selection for each pathway will be provided separately.
*It may be possible to take up to 20 credits of optional modules outside your Pathway. Please contact the office to discuss this further.

The award of Masters in Social Science Research is governed by the University's Requirements for Taught Postgraduate Awards:

http://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt/

The award of a Masters will be made on successful completion of 150 credits at level 7, providing that a mark of at least 40 is obtained in any failed module(s) and all core modules are passed.

The Masters will be awarded with Merit if the overall weighted average of all marks is 60 to 69, and with Distinction if the average is 70 or above. However, neither higher classification will be awarded where there is any final module mark below 50.

Exit Awards

To be awarded a Postgraduate Diploma, you must take modules equating to at least 120 CATS; you must pass modules totalling 90 CATS and achieve a mark of at least 40 in the remaining 30 credits. The pass mark for all modules is 50.

To be awarded a Postgraduate Certificate, you must pass core modules totalling 60 CATS. The pass mark for all modules is 50.

The Postgraduate Diploma or Postgraduate Certificate may be awarded with Merit if the overall weighted average of all marks is 60 to 69, and with Distinction if the average is 70 or above. However, neither higher classification will be awarded where there is any final module mark below 50.

Tabulated Summary of Credit Requirements for Awards

Qualification	Total Minimum Credit to be Taken	Total Minimum Credit to be Passed: including all core modules	Highest Level of Credit	Minimum Credit to be Passed at Highest Level
Masters (PGT)	180	150*	7	150
PG Dip	120	90**	7	90
PG Cert	60	60	7	60

* The award of Masters may be made where a student has obtained 150 credits providing the student has obtained a mark of at least 40 in the failed module(s).

** The award of Postgraduate Diploma may be made where a student has obtained 90 credits providing the student has obtained a mark of at least 40 in the failed module(s).

Assessment

Assessment methods

The core modules 'Philosophy of Social Science Research' and 'Research Design, Practice and Ethics' are each assessed through a single summative essay of 4,000 words.

The assessment for the core module 'Foundations in Qualitative Research' is split into two parts: a 3000 word evaluation of published qualitative work chosen by the student for its relevance to their own research (75%); and participation in a group poster project (25%) where disciplines are deliberately mixed.

Please see the module webpages for full details.

All assignments are to be submitted via the Tabula system. Students will receive notification when the system is open for submissions. Deadlines will be set by the module Convenor and students will be notified of these initially during teaching sessions and also via the Tabula system.

Assessment methods on pathway-specific modules will typically include different combinations of, for example:
• assignments (e.g. essays, written reports)
• examinations
• class tests
• group work (e.g. presentations, written reports)

Please ensure you check the module information provided for pathway-specific modules to ensure you are aware of the requirements for assessment.

Assessment criteria

The pass mark for assessments contributing to the Masters in Social Science Research (MSSR) is 50%. The assessment criteria for the MSSR are those applied to the majority of PGT qualifications in the Faculty of Social Sciences. The marking grid is used to assist markers, it is not used as the basis for calculating the final mark. Different weighting may be applied to different categories and the final mark is based on a holistic overview of the essay. Please see the table below for a detailed breakdown of the criteria.

	Comprehension	Analysis	Critique	Presentation
Grade A: 70-100	Use of wide range of relevant sources, well understood and fully appreciated.	Excellent answer to question. Locates suitable concepts and makes comprehensive assessment of issues involved. Understands the relevant theories and applies them to answering the question.	Distinctive personal perspective on the problems in the question. Ability to set sources and viewpoints in context and evaluate contributions. Methodological awareness and theoretical appreciation.	Well-structured and planned. Clear, articulate style (with good spelling, grammar and syntax). Proper referencing and bibliography. Confident presentation and appropriate length.
Grade B: 60-69	Good understanding of main sources, well summarised and used in a relevant way.	Competent answers to the question bringing out useful points and substantiating them. Use of theoretical models in a relevant way to answer to the question. Presentation of arguments and intelligent comments relevant to the question.	Appreciation of main issues and ability to make appropriate critical points. Sensible commentary on evidence and materials used.	Competent structure. Clear presentation (including good spelling, grammar and syntax). Proper referencing and bibliography. Control of length.
Grade C: 50-59	Understanding of the literature and fair range of source material consulted.	Limited use and understanding of theoretical models. Presentation of arguments and intelligent comment relevant to the question.	Sensible commentary on evidence and materials used.	Coherent presentation. Satisfactory spelling, grammar and syntax. Satisfactory

				referencing and bibliography.
Grade D: 40-49	Some evidence of reading and understanding.	Introduction of basic concepts and effort made to relate them to the question.	Mainly descriptive unsubstantiated points. Uncritical exegesis.	Attempt made at coherent presentation.
Grade E: 0-39	Few relevant sources used. Poor understanding.	Lack of analytical approach. Purely descriptive account. Often the question has been ignored or badly misunderstood.	Irrelevant comments. Lack of any critical or appreciative framework.	Unstructured presentation, lack of coherence, page referencing etc.

Plagiarism & Cheating

We expect all students to demonstrate the highest standards of academic integrity at all times. Lack of academic integrity (academic dishonesty) refers to 'cheating' which means any academic act that is dishonest or unfair. This includes plagiarism, collusion or unauthorised collaboration, examination misconduct, theft of other students' work and misconduct in research.

If you are unsure about any aspect of University policy relating to plagiarism and/or cheating, please seek advice from a module convenor, your supervisor, or the DTP Office. It is your responsibility to ensure that you understand what is expected of you - ignorance is not an accepted defence should you be subject to investigation.

Details of the Universities regulations relating to plagiarism can be found at the following link: http://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat/plagiarism/. This includes a link to Reg. 11 - Procedure to be Adopted in the Event of Suspected Cheating in a University Test.

Students are strongly advised to familiarise themselves with these regulations.

Further information on Academic Integrity can be found at https://warwick.ac.uk/students/supportservices/academic_integrity. You are strongly advised to complete the Moodle Avoiding Plagiarism course to check your understanding with regard to referencing.

Plagiarism

Plagiarism means reproducing somebody else's words or ideas, and presenting them as your own, without acknowledgement. Examples of plagiarism include:

- verbatim copying of another individual/institution's work without acknowledgement;
- close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without acknowledgement;
- unacknowledged quotation of phrases from another's work;
- the deliberate and detailed presentation of another's concept as one's own.

Plagiarism can also include self-plagiarism – that is repeating your own, earlier work, without acknowledgement.

Collusion

Collusion means working with another person to produce a piece of work that is then submitted and passed off as a piece of individual work for assessment.

This can take the form of conscious collaboration, without prior written approval from the Module Convenor, between two or more students in producing an assessed piece of work which is ultimately submitted by each in an identical, or substantially similar form and/or is represented by each as the product of their individual efforts.

Contract Cheating

"Contract Cheating" means submitting work for assessment that is procured through a third party, with or without a payment being made.

Please also refer to the Proofreading Policy below in this context.

Turnitin

All assignments submitted via Tabula will be passed through the Turnitin system. Turnitin is similarity detection software used by the university to reduce the instances of plagiarism. Turnitin acts as a repository and compares submitted student assignments to a large database of resources including online journals and academic publications, the internet, archived copies of the internet and other students' assignments. It looks for matches between the text submitted to it in an assignment and the data held in the database.

Proofreading

You should note that the University considers proofreading your own work to be a valuable learning experience. If you do decide to engage a proofreader, formally or informally, they must not actively amend existing, or create new, content in your work. It is your responsibility to familiarise yourself with the University's Proofreading Policy, and ensure that any proofreaders you engage are also familiar with the policy, and act within its guidelines.
Full details of the policy can be found here:
http://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/v_proofreading/

If a proofreader is used, paid or unpaid, you must ensure that the proofreader was made aware of, and has complied with, the University's proof reading policy.

Extension requests

Extensions are normally granted only for unforeseen events for example on solid medical grounds, or in cases of severely difficult personal circumstances (such as a bereavement). An extension will not be given where students have failed to plan their work pattern adequately including around the time of the PhD upgrade process. Extensions will also not be granted in cases where late submission is attributable to computing difficulties. Students should make adequate back-up copies of any work produced in digital format and plan to finish and submit pieces of work well before the deadline to allow for unforeseen IT issues.

If you need to apply for an extension to your submission deadline, you should make the request through Tabula (one for each separate assignment on each assignment page), setting out the reasons for the application. Supporting evidence for the request should be attached and uploaded. Such a request will be seen by the necessary parties only and will be treated as confidential. ***Informal arrangements for extensions may not be made with the member of staff for whom the work is due.***

Applications for an extension should normally be submitted before the deadline for the piece of work in question. Tabula will not allow requests to be made after the normal assigned deadline. In exceptional circumstances where an advance request has not been possible, students may email the Training Coordinator via esrcdtp@warwick.ac.uk with their request, including reasons and supporting evidence. Students applying for a retrospective extension must demonstrate that they were unable to apply for an extension in advance of the submission deadline. Extension requests that do not meet this requirement may be refused.

The maximum amount of time for an extension is one calendar month and extensions will generally be of much shorter duration than this.

If granted an extension, students must submit their assignment via Tabula following the normal procedures. Tabula will reflect the extension granted which will allow you to submit at the agreed later date.

Self Certification

The University has introduced a self-certification policy, this allows you to request an automatic five working day extension to deadline(s), for all eligible assessments* falling within a five-day window (the self-certification period). Please note:

- You normally have two self-certification extension requests per academic year.
- The extension will be automatically accepted on eligible assignments without the need for academic judgement and independent evidence by your department.
- This is managed through the Personal Circumstances tab on Tabula

*eligibility for self-certification can vary between assessments, please check with the department managing the module.

Penalties for Late Submission of Assessed Work

The mark for an assessed piece of work will be reduced by 5 marks per University working day in the case of the late submission of work where no formal extension had been granted.

A late piece of work that would have scored 65% had it been handed in on time would be awarded 60 if it were one day late, 55 if two days late etc. A day is defined as a 24 hour period counting from the time of the published deadline. Thus, when a deadline is specified at 12:00 noon, an assignment handed in the same day but at 12:01 pm or later will attract a 5 mark penalty.

Penalties will be accrue only on University working days (not weekends, public holidays).

Please bear in mind that these penalties are agreed at University level, and the DTP does not have the authority to vary them. It is therefore obviously important that you organise your time to take account of the very precise deadlines specified via the Tabula system: http://tabula.warwick.ac.uk. You are also advised to check after submitting your work to confirm it has been successfully uploaded.

You are strongly advised to submit your work in good time before the deadline to allow time to resolve any unexpected problems, considering the availability of technical support where needed.

Should technical problems prevent you from successfully submitting your work online you must contact the DTP Office before the deadline has expired.

Penalties for Exceeding Word Count

Please note and observe word count limits given on assignment briefs. For core modules, a variation of +/-10% will result in a deduction of 5 marks; a variation of +/-20% will lead to a deduction of 10 marks.

Please note:

- Students must specify the word count on the cover page for each item of assessed work.
- Acknowledgements, credits, a table of contents, lists of figures and / or tables, as well as a list of acronyms, are not included in the word count.
- The word length does not include bibliographic endnotes and footnotes, or references.
- The word length does include *explanatory* footnotes/endnotes and all other text. Explanatory footnotes/endnotes provide additional information on or clarification of statements made in the text. They contain material that is related to but not appropriate for inclusion in the text itself.
- Appendices: an appendix can only include material that supports the dissertation, but that is otherwise inaccessible to the reader. Materials falling into this category are: interview transcripts, statistical coding documents. If, and only if, you include these documents in the appendix will they not count towards the word allowance. Any other material included in appendices will be counted towards the word allowance.

Assessment feedback

Feedback on assessed coursework (except Dissertations) will be provided via Tabula within 20 University working days of the submission deadline for an assignment, or within 20 University working days of the submission of an assignment if an extension has been authorised. The mark is provisional at this stage, as your coursework will not have been seen by the External Examiner, nor confirmed by the Examination Board. Some tutors and markers may be willing to provide oral on your performance and progress. However, this is at their discretion and you should make individual arrangements with them to receive this.

Resubmission process

Resits or second attempts are only permitted for failed modules; that is, where the overall module mark is a fail. If you fail one coursework component you may still pass the module depending on the weighting of the failed component and the grade of your second component. If you fail an assessment you will usually be permitted to resubmit only once. The deadline for resubmission is one calendar month from the date of original feedback. Second submissions are to be made via a separate resubmission assignment page on Tabula. Students will receive an email containing instructions regarding the process. The mark awarded to ALL resubmitted work shall be capped at 50%.
No more than half of the taught modules across the whole of the Masters (by CATS weighting) may be reattempted.

If you are required to resit/resubmit an assessment by the Board of Examiners, but fail to do so you will receive a final mark of '0' for that assessment.

If you choose not to pursue an optional resit/resubmission at the time it is offered, this opportunity will not be made available to you later in the course.

If an assessment is failed due to late penalties, you must undertake a new assessment, dissertation or project instead of revising/resubmitting the same assessment.

If you obtain a mark of 30 or less in the dissertation, you must undertake a new dissertation instead of re-working the same submission.

Please refer to the Requirements for Taught Postgraduate Awards (http://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt) for further clarification.

Board of Examiners

All marks remain provisional until they have been confirmed at a Board of Examiners meeting. The Board of Examiners will consist of:
• External Examiner
• Chair
• Secretary
• Core module convenors

The meeting will be quorate with two-thirds of the named Board present. The Board usually meets as a progression Board in July to consider marks on module assessments and in the Autumn (normally in November) to consider further module assessment marks, as well as dissertation performance and resubmissions.

Further information on the role of the External Examiner for the University may be found at the following link:
http://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/externalexaminers

Mitigating Circumstances

Mitigating Circumstances are unforeseen events or circumstances which have a significant negative impact on your ability to successfully complete, or study effectively in preparation for, summative assessment tasks such as essays, written or oral examinations, assessed presentations or assessed laboratory work. If you want any such events or circumstances to be considered by the relevant Board of Examiners you are required to communicate formally (normally in writing) with the DTP Office about them. Please note that while it is acknowledged that cultural attitudes to the disclosure of personal information may vary, students are expected to fully disclose all matters they wish to have taken into consideration by the Board of Examiners.

If you are unsure whether something that has happened to you, or to someone close to you, is eligible to be considered as a Mitigating Circumstance, it is likely to be eligible if it was unforeseeable or beyond your control and if it also had a significant impact on your ability to prepare for or complete the assessment in question. If you are in any doubt about whether something that has happened to you or someone close to you is eligible for consideration then you should consult your Personal Tutor or Wellbeing Support Services or one of the advisers at the Students' Union Advice Centre. Even if the event or circumstance is not eligible for consideration in this way it may nevertheless be something for which you should seek support and the tables below indicate, in their final column, where to go to access that support.

Mitigating Circumstances can never result in the changing of marks for individual modules or assessments, however, they may affect your overall degree classification. For further information on the possible effects of your Mitigating Circumstances claim being accepted, see *Mitigating Circumstances Process and Procedures* online at: https://warwick.ac.uk/quality/categories/examinations/policies/u_mitigatingcircumstances/.

Guidance on Evidence required for Mitigating Circumstances can be found at https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/u_mitigatingcircumstances/mitigatingcircumstancespolicy/evidence/. The University recognises that it may be difficult to obtain supporting documentation in a timely fashion, however, you should still register the circumstance pending supply of supporting documentation.

Submission of Mitigating Circumstances

If you think you do have an eligible Mitigating Circumstance you should submit your mitigating circumstances via the Mitigating Circumstances Portal and submit it as soon as possible after the circumstance. The University recognises that it may be difficult to obtain supporting documentation in a timely fashion, however, you should still register the circumstance pending supply of supporting documentation.

Assessment policies and regulations

i. University assessment strategies:
   http://warwick.ac.uk/quality/projects/assessmentreviewprogramme/assessmentstrategiesproject
ii. Policy on the Timing of the Provision of Feedback to Students on Assessed Work:
   http://warwick.ac.uk/quality/categories/examinations/assessmentstrat/assessment/timeliness
iii. Moderation guidance:
   http://warwick.ac.uk/quality/categories/examinations/moderation
iv. Regulation 10; Examination Regulations:
   http://warwick.ac.uk/regulation10
v. Regulation 11; Academic Integrity: http://warwick.ac.uk/regulation11
vi. Regulation 23; Student Disciplinary Offences:
   http://warwick.ac.uk/calendar/section2/regulations/disciplinary/
   Regulation 37; Regulations Governing Taught Postgraduate Courses:
   http://warwick.ac.uk/regulation37
vii. Rules for Award

Personal tutoring system

Personal Tutors

Personal Tutors are academic members of staff based in departments, assigned to each student on arrival at Warwick. In your MA year, this is usually your supervisor. They provide academic advice to personal tutees on their studies and personal development including feedback on academic progress and transition into university life. They also offer help and advice on other issues that impact students' ability to study which may involve signposting students to Wellbeing Support Services for professional assistance.

Personal tutors are the first point of contact for help with concerns about academic progress, study problems, enquiries about course changes, general concerns about university life, and financial issues.

Feedback Mechanisms

Staff-Student Liaison Committee

The DTP has a **Staff-Student Liaison Committee (SSLC)** Membership of the Committee is as follows: representatives from the Masters programme (including part-time students); the Course Director and one or two other members of DTP staff.

Early in the Autumn Term, **the DTP asks for volunteers to sit on the SSLC**. The SSLC meets at least once a term and your participation via your representatives is encouraged.

The SSLC is chaired by one of the students, elected to the position by his/her peers. It produces an annual report, compiled by the Chair. The annual report is considered by the Faculty and University Boards of Graduate Study. Items for inclusion on the agenda can be emailed to any of the SSLC members. If you have any questions or concerns about the degree or your programme, do not hesitate to contact one of the SSLC members.

You can consult the University *SSLC Handbook* for a fuller account of Warwick's SSLC system via: https://www.warwicksu.com/student-voice/academic-representation/course-rep-resources/handbook/

Module feedback

We will ask you to provide feedback on individual modules. This gives you the opportunity to express your views on various aspects of each module. However, feedback is only useful if it is provided in a considered and thoughtful way.

What happens to my feedback?

Information provided by students through the module feedback process is fed into core training module review meetings which take place at the end of term 1 and the end of term 2 to examine what went well and how we can improve the modules in the future. Feedback is also passed on into the Annual Course Review process. Summarised feedback may also be made available to outside agencies, such as the Quality Assurance Agency for Higher Education (QAA).

Course feedback

The University circulates surveys to gather feedback on the student learning experience at Warwick on an annual basis. This typically includes the Postgraduate Taught Experience Survey (PTES) and the International Student Barometer (ISB). All students are encouraged to complete the survey relevant to their course of study to ensure that the results accurately reflect the views of the majority of students.

Academic appeals and complaints

Complaints Procedure

Should you wish to make a complaint about the teaching and learning process you should first pursue informal channels within the DTP to seek a resolution. We advise that you first raise your concerns with the module convenor or the DTP Office staff and then escalate to the DTP Centre Director, the SSLC, or the Students' Union Education Officer as required. If, having explored the informal channels, you remain dissatisfied with the outcome of consideration of your complaint, you should follow the University's Student Academic Complaints Procedure. Please note that formal complaints should be received within three months of the occurrence about which the complaint is made.
Full details about the complaints procedure are available at:
http://warwick.ac.uk/aro/academiccomplaints/studentcomplaints.

Appeals Procedure

If the Board of Examiners determines that your performance merits the award of a lower qualification than the one for which you were registered or does not merit the award of a qualification at all, you have the right of appeal. Regulation 42 sets out the procedure to be followed for Undergraduate, Postgraduate Taught and Postgraduate Research students which can be found in the University Calendar:
https://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg42academicappeals.
Students should note that there is no right of appeal against the requirement to resubmit work or resit examinations nor against the decision to award a Master's degree at pass level rather than with distinction or merit.

Full details about the appeals procedure are provided
at: https://www2.warwick.ac.uk/services/academicoffice/examinations/students/appeals.

Ethics Policy

All research undertaken during the MA in Social Science Research, including essays and dissertations, must comply with the Warwick ESRC DTP Ethics Policy. Students must ensure work complies with the full rules detailed on the following webpages:
https://warwick.ac.uk/fac/cross_fac/esrcdtc/mainssr/ethics_policy

University Information

Community

At Warwick, we believe that every individual in our University community should be treated with dignity and respect and be part of a working and learning environment that is free from barriers, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity status.

We value our diverse and international community, the pursuit and dissemination of knowledge and research with real impact.

We want to support our students and each other to become critical thinkers and collaborative yet independent learners – individuals with a global and sustainable outlook, who are able to make an active and positive contribution to society. At the same time, we are committed to working towards a supportive, accessible and inclusive environment.

We uphold the importance not only of freedom of thought and expression, but also the significance of academic and personal integrity, equality and diversity, and mutual respect and consideration for the rights, safety and dignity of all.

We place great importance on the responsible behaviour of both our students and staff at Warwick. It is important for you, as a student, to have an idea of Warwick's core values and an understanding of the primary expectations of student members of the Warwick community. Take a look at the following to help you understand what this means for you:

Our values, the principles that set out expectations of how we behave as a University community, both as individuals and as an institution.

Equal Opportunities Statement, setting the value we place on maintaining an inclusive environment where all can contribute and reach their full potential.

Dignity at Warwick, setting out the policy that outlines unacceptable behaviours and the process on reporting and dealing with inappropriate behaviour.

University Strategy, which sets our vision as a world-class university and our values.

Warwick Student Community Statement, which sets out aims for the University as well as for students.

University Calendar, the main 'rule book' and includes ordinances and regulations which you need to be aware of, including examinations, cheating, use of computing facilities and behaviour.

Student Rights and Responsibilities, which provides quick and easy links to University regulations, policies and guidelines that govern what you as a student can expect from the University, and what you would need to be aware of and adhere to as a registered student.

Feedback and Complaints

We want you to be able to let us know when things are going well or there is something that you particularly like, but also if there is a problem that you don't feel you can resolve yourself. As part of this, we have a Student Feedback and Complaints Resolution Pathway and actively encourage feedback on all aspects of the student experience.

While we are committed to providing high quality services to all our students throughout their University experience, if there is something that goes wrong and you want assistance to resolve, we have an accessible and clear procedure which you can use to make a complaint (http://warwick.ac.uk/studentfeedbackandcomplaints/).

Health, Safety and Wellbeing Policy Statement:
http://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy

Smoking Policy:
http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy

Anti Bribery Policy:
https://warwick.ac.uk/services/gov/university-policies/antibribery/

Recommended IT Device Specifications

We recommend a laptop for portability, as they may need it on campus, in residences and at home during term time and holidays, and devices must support Microsoft Office Pro Plus (or equivalent), Microsoft Teams and Moodle.

To participate in the learning and assessment for their particular course activities, students may need a different device specification. Departments will provide additional information to their students if required.

We are stressing to students that it is not essential to buy a new device to study at Warwick – a reliable laptop that is less than three years old is likely to be sufficient. For older laptops, we advise students to check their specification (going to System > Settings).

To find out more and read the full recommended technical specification for student devices, please visit our website.

PG Hub (Junction Building (card access, postgraduate-only))

PG Hub is a peer-led collaborative community space that brings together postgraduates from across Warwick.

At PG Hub you can:
- Book meeting rooms for group-work and collaborative study, as well as find first-come-first-served study and meeting space
- Ask any questions you might have about your postgraduate life at Warwick
- Access support for your dissertation

- Find mentorship to take you to the next level
- Get actively involved in cultural events, such as Hallowe'en, Chinese New Year, Eid and other celebrations
- Locate support for your studies and future career plans through events and drop-ins
- Share your postgraduate life through our competitions and social media

We recognise that postgraduate life is about more than just work. The PG Hub exists to make your time at the University more productive and enjoyable, so we welcome your ideas on things you want to see as a Warwick postgraduate.

Opening times: 09:00 – 22:00 (see website for holiday opening)

For more information:
http://warwick.ac.uk/pghub/postgraduate_hub
#WarwickPGHub
pghub@warwick.ac.uk

Library

The Library has a designated [Academic Support Librarian (ASL)](#) for each academic department. The Academic Support Librarians are able to provide advice about Library services and resources for staff who are planning courses or putting together course materials and module websites. They can give advice on the [Talis Aspire Reading List software](#) which can help with acquiring resources, and which improves the student experience by connecting them seamlessly to their reading material.

The ASLs work with academic colleagues to embed information skills throughout the curriculum, including the Student as Researcher programme (see https://warwick.ac.uk/services/library/staff/student-as-researcher/).

They can also provide discipline-specific text about the Library for student handbooks. These include:

- General information about accessing and using the Library, the various Learning Grids and the Modern Records Centre
- Information resources for your subject
- Developing information and research skills
- Sources of help and advice

Students can be directed to the Library website at: http://warwick.ac.uk/library for general information, and to subject web pages at: http://warwick.ac.uk/library/subjects/ for support in starting research in their subject area. Regular news and updates can be found via the Library's homepage, Facebook pages (@WarwickUniLibrary) and its Twitter/Instagram account (@warwicklibrary).

The Library also manages a number of learning and teaching spaces from which skills enhancement and community engagement programmes are run. [Study spaces - University of Warwick Library](#):

- The Learning Grid, University House)
- The Learning Grid Rootes
- The Learning Grid Leamington
- The BioMed Grid (for Biological Sciences and Medical students
- Wolfson Research Exchange (for all Warwick's researchers
- The Postgraduate Hub (for PG students)
- The Teaching Grid (for teaching staff)
- Modern Records Centre: (http://warwick.ac.uk/library/mrc)

More on the Library's community engagement wellbeing services for students can be found at: https://warwick.ac.uk/library/students/study-happy/ or via Twitter at #StudyHappy.

Student Opportunity

Student Opportunity (https://warwick.ac.uk/services/studentopportunity) offers a wide range of face-to-face and online resources, workshops, presentations, 1:1 information, advice and guidance and dedicated enquiry point based in the Student Opportunity Hub in Senate House.

Within Student Opportunity, the **Careers team** supports students to personalise their career path, building confidence and equipping them to explore the widest possible range of possibilities. They offer support with navigating employer recruitment and selection processes and bring hundreds of employers of all sizes and from all sectors to campus events. Employability support enables students to:

- Understand what's important to them, their values, strengths and career goals
- Recognise and develop the transferrable skills employers look for
- Research employers, search for vacancies, gain work or volunteering experience and find a job or further study place for after graduation

Each academic department has a designated Senior Careers Consultant who can provide discipline-specific support for students. This can include 1:1 careers guidance, support for alumni events and discipline-specific information sessions or employability sessions embedded in academic curricula. Students can also be referred to the Careers website for more information, see https://warwick.ac.uk/services/careers

The **Skills Development team** offers a wide range of online resources, workshops, 1:1 support, advice and guidance as well as specific development programmes. They lead on the provision of Warwick Core Skills. Look online for:
- Warwick Core Skills, a collection of 12 core skills synthesising academic and employability skills specifically sought by graduate recruiters. Students can use a self-diagnostic tool and seek out opportunities to upskill in these specific areas
- The Undergraduate Research Support Scheme
- Programmes and events for female personal development

For more information see https://warwick.ac.uk/services/skills.

Student Opportunity offer services specifically for international students, including the **Immigration & Compliance team** which supports all EU and international students during their studies at Warwick and assists with immigration advice (a free and confidential service advising on issues including visa extensions, dependant visas, working in the UK during or after study, travel visas, etc.); practical support (bringing family to the UK, Police registration, provides letters to prove student status for visa purposes, banking); and the supports the welcome, induction and integration of international students.

Advice on immigration should only be obtained via appropriately qualified staffin the Immigration team, (https://warwick.ac.uk/study/international/immigration) or the Students' Union Advice Centre (https://www.warwicksu.com/help-support/).

It is important to note that changes to a student's enrolment status, for instance, temporary withdrawal, can have implications for their ability to hold a visa to remain in the UK and students will wish to seek advice accordingly.

The **Internationalisation team** (https://warwick.ac.uk/worldatwarwick) seek to internationalise the student experience for all, facilitate integration and help students develop their intercultural curiosity and competence. The team supports international students' transition to Warwick and participation in student life. The international student reception is located on the first floor of University House .

The **Student Mobility team** (https://warwick.ac.uk/studentmobility) is able to support students interested in pursuing work and study opportunities overseas, whether a traditional Year Abroad or a period of short-term mobility.

The **Internships and Work Experience team** (https://warwick.ac.uk/workexperience/) supports students to secure work experience opportunities and gain the maximum benefit from work experience, supporting students through online learning, managed programmes and access to bursaries.

Warwick Volunteers (https://warwick.ac.uk/about/community/volunteers) enables students to access a wide range of volunteering opportunities, enabling students to gain experience and transferable skills whilst benefitting the local community.

IT Services as part of the Information & Digital Group

IT Services provide the essential resources and support necessary to give all students access to information technology services and support. If students have problems with IT related issues, IT Services provide a dedicated Help Desk. Students can go to the drop-in centre on the 1st floor of the Library building (Monday to Friday, 9am-5.30pm), telephone 024 765 73737 (Monday to Friday, 9am-5.30pm) or email: helpdesk@warwick.ac.uk.

Every student, with the exception of those students on courses at partner institutions which are validated by the University, is entitled to register to use the services provided by IT Services, which can be accessed from anywhere on campus. Information on setting up an account, accessing the network from on and off campus, printing and purchasing computers is available on-line at: http://warwick.ac.uk/its. IT Services also produce information on acceptable use of University IT facilities for students and staff: http://warwick.ac.uk/regulation31.

A range of Help Desk Leaflets providing useful IT support information are available from: http://warwick.ac.uk/servicedesk/leaflets or students can pick up copies from the IT Services Help Desk Drop-in centre. IT services also provide support for personal computer-related issues such as slow performance, removing viruses, replacing hardware and assisting with file recovery.

The training service provided by IT Services is available to all University students to facilitate students to work more effectively with applications delivered by IT Services: http://warwick.ac.uk/its/servicessupport/training.

IT Services provides a number of open access work areas across Gibbet Hill, Westwood and main campuses, accessible to all students, and the University provides student residences with a network connection and access to wireless. For further information on the Residential Network Service (ResNet), please visit: http://warwick.ac.uk/its/servicessupport/networkservices/resnet/.

The Language Centre (http://warwick.ac.uk/languagecentre) supports the University's commitment to the increased provision of foreign language learning opportunities for undergraduate and postgraduate students across the University. For those interested in developing their language skills, the Language Centre offers a wide range of modules and the facilities, resources and programmes to support students. There are a number of choices available for acquiring a new foreign language or brushing up language skills:

Wellbeing Support Services

Wellbeing Support Services offer brief consultations daily from 10am to 3pm Monday to Friday. These can be accessed via an online queue or students can drop in in-person. The brief consultations are an opportunity to discuss what it is you are looking for support with, to learn about the different support options available, and plan the best next steps for you, with the support of the wellbeing professional.

The Wellbeing Support Team offer advice and support appointments on a wide range of issues. Whether you are an undergraduate or a postgraduate; home or international – if there is something troubling you, or hindering you from focusing on your studies, please come and talk to us.

The issues may be:
- practical - for example, difficulties with accommodation
- emotional - family difficulties, homesickness, support through a disciplinary process
- wellbeing-related - concerns about your wellbeing and how you can better manage it, or that of another member of the University community
- safety-related - concerns about security, harassment or crime

The Wellbeing Support Team also run a wellbeing programme called Steps to Wellbeing. This programme offers support and advice on managing low mood, stress and anxiety, productivity, managing change and sleep and relaxation. There are also 30-minute masterclasses offering tips on managing your wellbeing that run on a weekly basis during term time.

Wellbeing Support is located on the ground floor of Senate House. To access services, visit https://warwick.ac.uk/services/wss/ or telephone 024 76575570

Counselling and Psychology Interventions Team

The Counselling and Psychology Interventions Team makes up part of the network of support for all students at any level of study. The team offers students opportunities to access professional support to help them better develop and fulfil their personal, academic and professional potential. The service is confidential, and no information will go on any academic student records. There is a range of services, including individual counselling (either in person or virtually online as appropriate), themed group sessions and counselling via email. The team uses a variety of theoretical models, including CBT, in their work to support students.

Students engage with the Counselling and Psychology Interventions Team to work through issues such as depression, anxiety, or problems with self/identity or interpersonal relationships, and so on. Students from all academic departments may bring problems from their past or present that

hinder their capacity to function, such as: abuse, eating distress, loss, trauma and self-harm. The Psychological Therapists can help with exploring issues to develop insight and bring about positive change to psychological and emotional distress so students can better focus on their studies.

The Counselling and Psychology Interventions Team is located on the ground floor in Senate House. To access the services, submit an enquiry through the Wellbeing portal https://warwick.ac.uk/services/wss. and you can speak to a Wellbeing professional who will advise you on the next steps.

Disability Team

The University offers a wide range of support services to students with disabilities (including specific learning differences, mental health, autistic spectrum and long term medical conditions) and encourages a positive climate of disclosure. Students with disabilities can seek advice and support through the Disability Team in Wellbeing Support Services. Further information relating to the University's provision for students with disabilities is available at https://warwick.ac.uk/services/wss/students/disability/

The Disability Team is located on the ground floor in Senate House. To access the services, submit an enquiry through the Wellbeing portal https://warwick.ac.uk/services/wss

Academic Departments, the Dean of Students Office, the Students' Union, the Health Centre and other teams in Wellbeing Support Services can also offer advice and guidance to students with disabilities. Further information can be found at https://warwick.ac.uk/services/supportservices.

The Disability Services team in Wellbeing Support Services can also provide information and guidance to staff supporting students with disabilities, also in relation to inclusive teaching and learning practices, the accessibility of course resources, assessment and delivery. Further information is available at https://warwick.ac.uk/services/wss/students/disability.

University Dean of Students and Faculty Senior Tutors

The University Dean of Students works closely with Faculty Senior Tutors to promote and develop the academic support of students, individually and collectively.

The Dean of Students and Faculty Senior Tutors are experienced members of academic staff whom students can turn to in confidence for support regarding difficulties with their studies, which they have been unable to resolve with departmental Personal and departmental Senior Tutors.

The University Dean of Students has overall responsibility for the development of the personal tutor system, but no disciplinary function. Issues typically dealt with by the Dean of Students Office include: academic course issues unresolved at the departmental level; advice on temporary withdrawal; appeals against academic decisions; academic complaints; ongoing difficulties with a Personal Tutor, Course Tutors or Supervisors; and problems with termination of registration proceedings.

To contact the Dean of Students Office please contact the Dean of Students PA (DofSResourcePA@warwick.ac.uk) who will put you in touch with Dean of Students or the appropriate Faculty Senior Tutor (http://warwick.ac.uk/services/tutors/about/).

Residential Life Team

All students who have accommodation on campus have access to the Residential Life Team support network. The Residential Life Team works and lives alongside students within the Halls of Residence.

Resident Tutors are there to help with a wide range of matters including personal or family problems, feeling lonely or homesick, problems with accommodation, and when students are not sure where to get help or who to talk to. Resident Tutors in students' accommodation are their primary point of contact, if unavailable, students are advised to contact the Residential Life Team.

Guidance about life on campus has been compiled, including information for students who find themselves in residences and need to self isolate:https://warwick.ac.uk/services/residentiallife/lifeinhalls

The Residential Life Team can be contacted via email: residentialteam@warwick.ac.uk or telephone 024 765 75570.

University Health Centre

Students living on campus or within the catchment should register with the University Health Centre. Students will have to be registered in order to use the Health Centre services, although the Health Centre may be able to assist non-registered students in emergencies.

Please see full details of eligibility on the **Home Page** within the **Register Here** tab on the Health Centre website: http://www.uwhc.org.uk

The Health Centre provides primary health care GP services to registered patients; two medical practices with both male and female doctors; nurse practitioners and Practice Nurses; sexual health clinics; travel clinics and immunisation facilities. Students should call the Health Centre if they require a consultation with a doctor or nurse, an emergency appointment, emergency contraception, vaccinations or advice on vaccinations, and sickness certification.

Students living off-campus, who are not able to register with the health centre, can locate their nearest GP by visiting: www.nhs.uk.

The University Health Centre is located on Health Centre Road and can be contacted by telephone on 0247 526 3418.

Chaplaincy

Our Chaplains and Faith Advisors delight in the diversity and vibrancy of relationships between people with differing worldviews. We would love you to be part of the community here and to feel at home.

If you need space to reflect in the midst of a busy academic life, you can find it at the Chaplaincy. It's a place of safety, care and encounter. We're here for absolutely anyone who would appreciate our quieter space and the support of our Chaplains.

You're welcome to drop in and make yourself a hot drink; take a seat in our lounge or study spaces; take a moment by yourself or with friends. Life can be challenging, so if an ear to listen would be helpful, our Chaplains are there for you, whatever your own beliefs and faith. We are here for people of all faiths and none.

If you have a particular faith or religion, we are able to help you meet with people who share your beliefs and can help make University a time of growth for you.

For the latest details and to contact a Chaplain, please refer to the website.

Warwick Students' Union Advice Centre

Warwick Students' Union Advice Centre (WSUAC) offers free, independent, non-judgmental, impartial and confidential advice to Warwick students. The team of experienced advisors will provide friendly, professional and practical advice and support or/and signposting on a range of enquiries which include:

Academic advice: Appeals, complaints, change of course and problems, temporary or permanent withdrawal, any University Committee proceedings continuation of registration, misconduct or plagiarism, fitness to practice.

Housing advice: Campus accommodation, university and private housing, landlord and tenant disputes, tenants' rights, repairs and deposits.

Disciplinary advice: If you are involved in any incident that is investigated under the Disciplinary Regulations, WSUAC can support you through the process and accompany you at meetings and hearings.

Money advice: Fees, debt advice, budgeting SFE problems, hardship, money owed to the university.

This is not an exhaustive list of what WSUAC does, so if you are unsure where to get help or advice contact them and they will help you or signpost you to someone who can help.

Contact Warwick Students' Union Advice Centre via:
https://www.warwicksu.com/help-support/contact/

Student Funding

The Student Funding team offers information, advice and guidance on all aspects of financial support. This includes government grants and loans, and undergraduate scholarships and bursaries provided directly by the University to students. The team administers University hardship funds to students and can provide budgeting advice.

Students should contact Student Funding if they want further information about what financial support they may be entitled to, including loans, grants, scholarships and bursaries, or are having difficulty meeting essential course-related or living expenses.

The Student Funding team is located on the ground floor of Senate House (open Monday to Thursday, 9am-5pm, Friday 9am-4pm) and can be contacted by telephone on 024 761 50096 or email: studentfunding@warwick.ac.uk.

Community Safety

The Community Safety team works 24 hours a day, 7 days a week, 365 days a year to support the University community by ensuring there is a safe, secure and friendly environment for students, staff and visitors. If you have any queries about your safety and security on campus, you can visit our

webpage at https://warwick.ac.uk/services/community-safety/ or email: community.safety@warwick.ac.uk.

You can also phone the Community Safety team on 024 765 22083. In an emergency on campus, phone 024 765 22222 and in an emergency off-campus phone 999, which will take you through to external emergency services.

Students should always call Community Safety for emergency response requirements, i.e. first aid/ambulance/fire, safety and security issues on and off campus, mental health aid, pastoral care, facility support, outdoor event applications and entertainment support including external speaker events. The Community Safety contact phone numbers can be found on the back of student and staff ID cards.

University Children's Services

Children of Warwick staff and students are eligible to attend the University Nursery (http://warwick.ac.uk/nursery). Parents interested in placing their child in the nursery should contact the nursery with regards to availability and complete an application form as early as possible: https://warwick.ac.uk/services/childrensservices/nursery/enrolment/.The nursery administrator can provide parents with advice on how to search for alternative nursery care, if required.

The Nursery is located on Lakeside, opposite the Scarman House Conference Centre, on Scarman Road and can be contacted by telephone on 024 765 23389 or email: nurseryenquiries@warwick.ac.uk.

In recent years, a Holiday Camp has also been available https://warwick.ac.uk/services/holidaycamps to primary school age children for all holidays (exc. Christmas). Booking opens approximately 6 weeks before the beginning of the individual schemes. For more information on the scheme parents can email holidayscheme@warwick.ac.uk.

University contacts

Education Group

    a) Student Administrative Services: http://warwick.ac.uk/ao
    b) Student Opportunity: https://warwick.ac.uk/services/iso
    c) Student Recruitment, Outreach and Admissions Service: https://warwick.ac.uk/services/aro/sroas
    d) Doctoral College: https://warwick.ac.uk/services/dc
    e) Education Policy and Quality: http://warwick.ac.uk/quality

Finance

    a) Student Finance: https://warwick.ac.uk/ao/finance
    b) Student Funding: https://warwick.ac.uk/ao/funding