Department of Psychology

MSc Behavioural & Data Science Handbook

2021-2022

Contents

Departmental information

Welcome

A very warm welcome to the Warwick Psychology Department!

The Department of Psychology was founded in 1974 and is part of the Science Faculty of the University of Warwick. Psychology at Warwick offers you outstanding opportunities. You will enjoy a full and varied programme, and events organised by our highly active Psychology Student Society. Studying in an internationally leading research Department (7th in the UK for research outputs, Ref 2014) you will conduct research from your very first year and enjoy the nationally commended resources provided by our research laboratories (including, amongst others, a full driving simulator, sleep labs and baby research labs).

We look forward to an exciting new year in 2021.

Welcome to the course
The MSc in Behavioural and Data Science is a joint degree programme run by the Departments of Psychology and Computer Science, in conjunction with the Centre for Interdisciplinary Methods and Warwick Business School.

Introduction

This Handbook is a summary of departmental and relevant university procedures. It is designed to be a reference for you throughout your course, and to help new students find their way.

For any changes to regulations and procedures during the academic year, the BDS Student pages on the Psychology website will remain your reference point. We may also email you if there is anything we need to be sure that you are advise you of any changes via email, the web site, Twitter, Facebook, and notice boards.

This handbook is produced for you, as a postgraduate student in the department, and corrections or suggestions for improvements are welcome. Please send any suggestions to the Postgraduate Programmes Officer, Tom Freeman (H146 / Thomas.G.Freeman@warwick.ac.uk).

Departmental contact details

For general enquiries, please contact the
Psychology Programmes Office,
Department of Psychology,
Room H146, Humanities Building,
University of Warwick, CV4 7AL.
Tel: +44 (0)24 7657 5527
Email: PsychologyPG@warwick.ac.uk
Office Hours: Monday – Thursday 09:00 – 16:00, Friday 09:00 – 15:00
Please be aware that, due to the ongoing effects of the Covid-19 and move to hybrid working within the University, the Postgraduate Office may not be permanently staffed throughout 2021/22, and the above hours may be subject to change. As such, if you would like to discuss something face-to-face, you may find it easier to email the office first to discuss your issue and arrange a mutually convenient time to meet.

The department is situated in the Humanities Building and the Humanities Building Extension. On the first floor are the Department's Undergraduate (H143) and Postgraduate (H146) Programmes Offices, as well as the majority of staff offices. On the second floor are the remainder of the staff offices. On the fourth floor, in the Humanities Building Extension, are the postgraduate research offices, which house our MSc by Research and PhD students**.** The Humanities Building Extension also houses a number of staff offices.

The department uses teaching facilities across campus. Those designated 'H' will be found in the Humanities building. If you are unsure where to find a session, the university's interactive, searchable map at https://www2.warwick.ac.uk/about/visiting/maps/interactive allows you to search for a location.

In cases of emergency, please use the contact details above to contact the department. Please note that the first port of call for an on-campus issue should be through Security on +44 (0)24 7652 2222.

Students may need to contact other departments on some occasions as some modules for the course are based there rather than in Psychology. If so, please send you email to:

Centre for Interdisciplinary Methods: cim@warwick.ac.uk

Computer Science: dcs.pgt.support@warwick.ac.uk

WBS: Caroline.Jackman@wbs.ac.uk. NB: Caroline only works Monday – Thursday.

How we communicate with you

Email

The primary way the department will contact you is through your official Warwick email address which is given to you on registration. It will have the format xxxxxx@warwick.ac.uk. It is your responsibility to ensure that you check this regularly. 'Mass email', which is sent to a group such as everyone on a module or the course, will also go to your Warwick email address. This email will be used throughout your time here, both during and outside term time. If you do have an alternative contact email, please ensure that you keep university records of this up to date. You can do this through MyWarwick. If you will not be able to access email, please make sure that another arrangement is made.

Telephone

In the case of an emergency, we would try to contact you by telephone. Please ensure that the information the University holds is accurate and up to date. In the case of an unexpected cancellation or change to a lecture, we may use a text message facility to inform you of any unexpected changes.

My Warwick app

In the case of an unexpected cancellation or change to a lecture, we may use this app to inform you of any unexpected changes.

Post

The department does not usually handle post for students. Any mail should be directed to your Warwick postal address. If you are expecting large parcels to be delivered, these must be addressed to the student post room.

Although email is the primary contact, it is your responsibility to ensure that you keep university records of your address up to date.

IT systems

Website

The department website is http://www2.warwick.ac.uk/fac/sci/psych/. The website contains information about the Department, the people in it, news and events, and the current research. There is a section for current student information on the website.

Moodle is the teaching site, located at http://moodle.warwick.ac.uk/my/. The Moodle site is split into difference pages, generally one for each of the modules that you undertake. Each module page contains information specifically for that module e.g. reading lists, lecture notes and other teaching materials.

The **BDS Student pages on the Psychology website** contains all the general information or links you may need, procedures relating to your degree, such as submission of work, assessed work deadline dates and other important documents. This should be your first port of call for questions regarding process or procedure, if you have any questions or need any forms. It also contains a range of departmental information.

These pages are produced for you, as a postgraduate student in the department, and suggestions for improvements are welcome. Please send any suggestions for module or information pages to the Postgraduate Programmes Officer, Tom Freeman (H146 / Thomas.G.Freeman@warwick.ac.uk) or the Academic Programmes Manager – this position is seconded to Angela Gibson (a.gibson@warwick.ac.uk) until January 2022, and returned to Emily Biggs (e.biggs@warwick.ac.uk) from January 2022 onwards. General comments about the site can be directed to the IT manager, Linda Wilson (linda.wilson@warwick.ac.uk).

Tabula is the student administration site, located at https://tabula.warwick.ac.uk/. Tabula is where students submit assessed work. It will also give you access to a personalised timetable for meetings set up in Tabula. A guide to using Tabula is provided for you when you start, and can be found on the BDS Student pages on the Psychology website.

Please note: WBS use a separate system, myWBS. This is where you will find information about and submit assignments for WBS modules.

MyWarwick is the university student site, located at https://www2.warwick.ac.uk/students/. This is a central space for all student information. Through this, you can access your email, update your information, access Moodle pages, access library information, campus printer information as well as information about the Students Union and events and opportunities on campus.

Social Media
The Psychology Department has an official Facebook page. This can be found at: https://www.facebook.com/psychologywarwick.

The department also has an official Twitter account: @warwickpsych.

Staff details

Academic Staff

Title/ID	Surname	Forename		Room	Extension	E-mail Address
Dr	Adelman	James	Assoc Prof	H117	(1) 50233	j.s.adelman@warwick.ac.uk
Dr	Aussems	Suzanne	Asst Prof	H120	(1) 74677	s.aussems.1@warwick.ac.uk
Dr	Blagrove	Elisabeth	STF, Dir Teaching Learning	H251	(1) 50232	e.l.blagrove@warwick.ac.uk
Prof	Brown	Gordon	Hd BS grp	H118	(5) 24672	g.d.a.brown@warwick.ac.uk
Dr	Duffy	Hester	STF, Senior Tutor, Admissions (UG)	H131	(5) 23613	h.e.duffy@warwick.ac.uk
Dr	Feher	Olga	Asst Prof	H125	(5) 73127	o.feher@warwick.ac.uk
Dr	Fox	Claudie	STF, Dir MSc Programmes, Dir MClinApPsych (PT)	H126	(5) 23176	claudie.fox@warwick.ac.uk
Prof	Goodwin	Robin	Admissions (PG) (Terms 1 & 2)	H250	(5) 22484	robin.goodwin@warwick.ac.uk
Dr	Gray	Gemma	STF	H249	(5) 73946	g.gray@warwick.ac.uk
Dr	Gummerum	Michaela	Assoc Prof	H137	(5) 73945	michaela.gummerum@warwick.ac.uk
Prof	Hills	Thomas	Dir MSc BDS	H134	(5) 23183	t.t.hills@warwick.ac.uk
Dr	Hodson	Luke	TF	tba	tba	luke.hodson@warwick.ac.uk
Dr	Johnson	Sam	Asst Prof	H130	(5) 28181	sam.g.b.johnson@warwick.ac.uk
Dr	Jutley-Neilson	Jagjeet	Assoc Prof, DSEP	H138	(1) 51091	Jagjeet.Jutley-Neilson@warwick.ac.uk
Dr	Kadar-Satat	Gitit	TF (Placements)	tba	tba	gitit.kadar-satat@warwick.ac.uk
Prof	Kita	Sotaro	Head LLRG, Dir Research	H119	(5) 28184	s.kita@warwick.ac.uk
Dr	Konstantinidis	Emmanouil	Asst Prof, PG SSLC Co-ordinator	H116	(5) 23177	e.konstantinidis@warwick.ac.uk
Dr	Kunar	Melina	Assoc Prof (PT)	H132	(5) 22133	m.a.kunar@warwick.ac.uk
Dr	Reis E Lameira	Adriano	Asst Prof	H133	(5) 23727	adriano.reis-e-Lameira@warwick.ac.uk
Dr	Lee	Kirsty	Asst Prof	H111	(1) 50151	kirsty.s.lee@warwick.ac.uk
Prof	Ludvig	Elliot	Dir MSc BES	H121	(5) 23151	e.ludvig@warwick.ac.uk
Dr	MacCallum	Fiona	Reader, Deputy HOD	H129	(5) 23182	fiona.maccallum@warwick.ac.uk
Prof	Maylor	Elizabeth	ESRC DTC Co-ordinator	H114	(5) 24926	e.a.maylor@warwick.ac.uk
Dr	McGillion	Michelle	Asst Prof	H139	(5) 24225	michelle.mcgillion@warwick.ac.uk
Dr	Messenger	Katherine	Assoc Prof, Ethics Chair	H108	(1) 50557	k.messenger@warwick.ac.uk
Dr	von Mühlenen	Adrian	Assoc Prof, Dir UGS	H135	(5) 28182	a.vonmuhlenen@warwick.ac.uk
Dr	Preston	Jesse	Assoc Prof (Int Seminars) (Study Leave Terms 1 & 2)	H113	(5) 72817	j.preston@warwick.ac.uk
Prof	Realo	Anu	Dir Grad Studies	H112	(5) 28570	a.realo@warwick.ac.uk
Prof	Sanborn	Adam	D/Dir Research	H115	(1) 51354	a.n.sanborn@warwick.ac.uk
Dr	Schlaghecken	Friederike	Reader, Dir MSc Psych Res	H248	(5) 23178	f.schlaghecken@warwick.ac.uk
Prof	Tang	Nicole	Admissions (PG) (Study Leave Terms 1 & 2)	H110	(1) 50556	n.tang@warwick.ac.uk
Dr	Townsend	Simon	Assoc Prof	Research project - 2021		simon.w.townsend@warwick.ac.uk
Prof	Tresilian	James		H136	(5) 73009	j.r.tresilian@warwick.ac.uk
Dr	Trimmer	Peter	STF	H453	(1) 50909	pete.trimmer@warwick.ac.uk
Prof	Wade	Kim	Impact Chair (Study Leave 21/22)	H128	(5) 75680	k.a.wade@warwick.ac.uk
Dr	Walasek	Lukasz	Assoc Prof	H1.09	(5) 23762	l.walasek@warwick.ac.uk
Prof	Watson	Derrick	HoD	H140	(5) 22763	d.g.watson@warwick.ac.uk
Prof	Wolke	Dieter	Head LHWRG	H127	(5) 73217	d.wolke@warwick.ac.uk

More staff details can be found on the departmental web pages at
https://warwick.ac.uk/fac/sci/psych/people/.

Academic support and feedback hours (office hours) for academic staff can be found on the Psychology website and displayed on office doors where appropriate. Please note that, due to Covid-19, office hours may be limited during 2021/22, and students wishing to meet an academic face-to-face may find it beneficial to email the academic to discuss the issue first.

For a list of module conveners for 21/22, please see the Department Modules section of this handbook.

Support staff

Working days	Surname	Forename		Room	Extension	Email
	Barnacle	Andrew	IT Technician	H254	(5) 28190 Work mobile: 07341072464	a.c.barnacle@warwick.ac.uk
	Biggs	Emily	Academic Programme Manager (from January 2022)	H142	(1) 50514	e.biggs@warwick.ac.uk
M Tu Thurs	Burrows	Anita	Finance Officer	H141	(5) 73013	a.burrows.1@warwick.ac.uk
	Farmer	Liz	Administrative Assistant	H143	(5) 23096	l.farmer@warwick.ac.uk
	Freeman	Tom	Postgraduate Programmes Officer	H146	(5) 75527	thomas.g.freeman@warwick.ac.uk
	Gibson	Angela	Academic Programme Manager (secondment until January 2022)	H1.42	(1) 50514	a.gibson@warwick.ac.uk
M W F	Grant	Nicola	Postgraduate Secretary	H146	(1) 50395	n.grant@warwick.ac.uk
	Johnstone	Catherine	PA to Head of Psychology	H141	(5) 23745	c.j.johnstone@warwick.ac.uk
	McGladrigan	Steve	Departmental Administrator	H141	(5) 23189	s.mcgladrigan@warwick.ac.uk
T W Th am	Luckett	Julie	PA to Prof D Wolke	H106	(1) 50513	j.r.luckett@warwick.ac.uk
	Roche	Jody	Undergraduate Programmes Officer	H143	(5) 73996	j.roche@warwick.ac.uk
	Wilson	Linda	IT Manager	H106	(5) 73740	linda.wilson@warwick.ac.uk

Roles in the department

Role	Contact
Postgraduate Office	• Mr Tom Freeman, Postgraduate Programmes Officer **Room No**: H146, **Email**: Thomas.G.Freeman@warwick.ac.uk • Mrs Nicola Grant, Postgraduate Secretary **Room No**: H146, **Email**: N.Grant@warwick.ac.uk • PG Office Email: psychologyPG@warwick.ac.uk
Academic Programmes Manager	• Ms Angela Gibson (secondment until January 2022) **Room No**: H1.42, **Email**: A.Gibson@warwick.ac.uk • Mrs Emily Biggs (from January 2022) **Room No**: H142, **Email**: E.Biggs@warwick.ac.uk
Director of MSc Programmes	• Dr Claudie Fox **Room No**: H126, **Email**: Claudie.Fox@warwick.ac.uk **Working days**: Mon, Thurs, Fri
Course Director MSc in Clinical Applications of Psychology	• Dr Claudie Fox **Room No**: H126, **Email**: Claudie.Fox@warwick.ac.uk **Working days**: Mon, Thurs, Fri
Course Director MSc in Behavioural and Economic Science	• Prof. Elliot Ludvig **Room No**: H121, **Email**: E.Ludvig@warwick.ac.uk
Course Director MSc in Behavioural and Data Science	• Prof. Thomas Hills **Room No**: H134, **Email**: T.T.Hills@warwick.ac.uk
Course Director MSc in Psychological Research	• Dr Friederike Schlaghecken **Room No**: H248, **Email**: F.Schlaghecken@warwick.ac.uk
Director of Graduate Studies (Research)	• Prof. Anu Realo **Room No**: H122, **Email**: A.Realo@warwick.ac.uk
Deputy Head of Department	• Dr Fiona MacCallum **Room No**: H129, **Email**: Fiona.MacCallum@warwick.ac.uk
Head of Department	• Prof. Derrick Watson • Mrs Catherine Johnstone – PA to Head of Department **Room No**: H141, **Email**: C.J.Johnstone@warwick.ac.uk

Who to talk to

Difficulties with your course	• Personal Tutor
	• Course Director, Prof. Elliot Ludvig
	  Room No: H121, **Email**: E.Ludvig@warwick.ac.uk
	• Postgraduate Programmes Officer, Mr Tom Freeman
	  Room No: H146, **Email**: Thomas.G.Freeman@warwick.ac.uk

Personal Difficulties	• Personal Tutor • Resident Tutor (if in campus accommodation) • SU Advice Centre: https://www.warwicksu.com/help-support/

Support with Health or Disability Issues	• Wellbeing Support Services, Senate House
	  Phone: +44 (0)24 7657 5570
	  General Advice: https://warwick.ac.uk/services/wss
	  Wellbeing Portal: https://wellbeing.warwick.ac.uk

Difficulties with your residence	• Resident Tutor (for campus residences)
	• Warwick Accommodation (for Warwick-owned properties):
	  https://warwick.ac.uk/services/accommodation
	• SU Advice Centre (for private properties):
	  https://www.warwicksu.com/help-support/

Module Issues	• Module convenor (see relevant Moodle pages, Psychology website, list later in guide)

Mitigating Circumstances	• Your Personal Tutor (in the first instance)
	• Postgraduate Programmes Officer, Mr Tom Freeman
	  Room No: H146, **Email**: Thomas.G.Freeman@warwick.ac.uk
	• To declare Mitigating Circumstances regarding a piece of work, you should complete the 'Personal Circumstances' form on Tabula prior to the deadline:
	  https://tabula.warwick.ac.uk/mitcircs

Careers	• Careers Advisor, Ms Siobhan Qadir **Phone**: +44 (0)24 7655 0199, **Email**: S.Qadir@warwick.ac.uk
Course Satisfaction	• Course Director, Prof. Elliot Ludvig **Room No**: H121, **Email**: E.Ludvig@warwick.ac.uk
Health and Safety Issues	• Health & Safety Officer, Ms Linda Wilson **Room No**: H106, **Email**: linda.wilson@warwick.ac.uk

IT Issues	• IT Support Officer, Mr Andrew Barnacle
	  Room No: H254, Email: A.C.Barnacle@warwick.ac.uk
	• IT Manager, Ms Linda Wilson
	  Room No: H106, **Email**: linda.wilson@warwick.ac.uk

Feedback about a staff member	• PA to Head of Department, Mrs Catherine Johnstone **Room No**: H141, **Email**: C.J.Johnstone@warwick.ac.uk
Complaints	• Complaints are dealt with through the University complaints procedure. Please see https://warwick.ac.uk/services/feedbackcomplaints • Complaints against the University, its academic staff or other students should be directed to the University's Dean of Students (DeanofStudents@warwick.ac.uk) and/or SU Advice Centre (https://www.warwicksu.com/advice/).

Starting out

Welcome Week

Information for new students and the plans for Welcome Week can be found at:
https://warwick.ac.uk/fac/sci/psych/newstudent-pgt.

There is a whole timetable of events in Welcome Week designed to support the transition of new students into university. Full details have been included in the correspondence with new students prior to their start.

There are a whole range of welcome events on Campus to help you find your way around and introduce you to activities on campus. Induction activities, both general and specific to your course, can be found at http://warwick.ac.uk/welcomeweek. The Enrolment website, including events information, can be found at http://warwick.ac.uk/welcome.

The 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.

Recommended IT for Psychology students

This is the guidance for the academic year 21/22.

During 21/22 and future years of study you will need a personal computing device.

We have good quality IT workspaces and computing labs but due to the potential of ongoing social distancing, lockdowns or quarantines our advice is that during 21/22, you will need a personal computing device.

We recommend a laptop for portability, as you may need it on campus, in residences, in your home during term time and holidays.

Your device must support Microsoft Office Pro Plus (or equivalent), Microsoft Teams and Moodle. Some modules will use software which will not run on a mobile or tablet device.

If you already have a laptop and it is less than three years old it is likely to be sufficient. In general you do not have to buy a new device to study at Warwick as long as you have a reliable laptop. If you have an older laptop, we recommend "Intel® CoreTM i5-7nnn (7th generation) or higher". If you want to check the specification of your existing laptop, go to Systems>Settings.

Minimum Technical Specification

This is what we recommend if you are buying a new device:

You may use a Windows machine or a Mac.

Minimum spec Windows laptop:

Intel Core i5 OR AMD Ryzen 5

8GB

256GB SSD

Windows 10

Minimum spec Mac:

Intel Core i5

8GB

256GB

If you know you want a Mac rather than a Windows Laptop then that is fine.

As a guide, you should expect to spend £500-600 to purchase a laptop of this spec (indicative prices given July 2021)

The central guidance has information on contacts for any concerns about device costs.

You should buy a warranty with your device.

A microphone/headset would be a good investment and can be obtained for £15-30.

To participate in some online sessions you will need access to a camera, ideally on a laptop (most laptops have built in webcams and mics). You could use a mobile phone instead but that might restrict your participation in some activities such as whiteboards or collaborative authoring.

You will be able to download Microsoft office products for free when you get your IT account in late August, so don't feel you have to buy a personal licence.

If you have a Windows machine you will have Windows Defender anti-virus software built in. If not we recommend https://www.avg.com/en-us/free-antivirus-download. You should enable that as soon as you start using your device.

If you have a Mac machine you will have XProtect but may wish to install additional anti-virus software.

On campus: There is unlimited free wi-fi for students on campus including in teaching rooms and social spaces.

If you are living in Residences: There is unlimited wi-fi throughout campus residences. However for optimum broadband, students in campus residences study bedrooms should use a wired connection. On campus study bedrooms have an ethernet socket for optimised broadband connection so bring an USB-to-ethernet adaptor if you don't have an ethernet port on your device.

If you are living off campus: Ensure you have a broadband contract or 4G data plan.

Policies and disclaimers

Data protection

The University of Warwick is committed to protecting the privacy rights of individuals who entrust the University with their personal data. The Data Protection Policy, which can be found at https://warwick.ac.uk/services/idc/dataprotection, outlines the University's commitment to transparency and accountability and promoting good information governance.

All students at the University of Warwick who handle or process personal data about individuals (names, contact details, financial details, course details, personal circumstances, beliefs etc.) in the course of their studies **must be aware** of the Data Protection principles and how to apply them lawfully within the confines of the University's Data Protection policy. Further clarification can be sought from the Administrative Officer for Legal Compliance at infocompliance@warwick.ac.uk. Any database created containing information about individuals, who can, in principle, be identified, must be noted in the University registration. The registration covers the Psychology Department for certain databases we might be expected to keep. However, each user is responsible for ensuring that databases created comply with the requirements of the Act and are registered. For example, if a data file contains a means by which participants could be identified, then it is subject to the Act. Specific advice can be obtained from Linda Wilson, Data Protection Contact for Psychology (linda.wilson@warwick.ac.uk).

Health and Safety

All students will be expected to undertake a **Health and Safety induction and a Fire Awareness course** (on Moodle). Certificates are obtained upon completion of the Moodle course and should be retained as they may be requested as proof of completion. The courses can be found at:

Health and Safety: https://moodle.warwick.ac.uk/course/view.php?id=38001

Fire Safety Awareness: https://moodle.warwick.ac.uk/course/view.php?id=36203

Equality and Diversity

We are committed to ensuring a working and learning environment in which all University members (staff and students) are treated fairly and with dignity and respect, and where bullying and harassment are not tolerated.

All students will be expected to undertake an **Equality, Diversity and Inclusion course** (on Moodle). A screenshot of successful completion of the Moodle course and should be retained as they may be requested as proof of completion.

The course can be found at:

Equality, Diversity and Inclusion: TBC – the link will be added as soon as we have been sent it by the University

IT use

The university policy on the use of computing facilities can be found at https://warwick.ac.uk/services/gov/calendar/section2/regulations/computing/. As part of your Psychology degree, you may access systems or software which require further permissions. **It is your responsibility to**

- **Ensure that you read, understand, and adhere to the terms and conditions of use of the software.**
- **Use the software for University of Warwick-related, non-commercial purposes.**

- **Stop using this software at the end of your course.**

If you have any questions or concerns about software or IT systems, please speak to Linda Wilson, IT manager (linda.wilson@warwick.ac.uk).

Tutorials

A Tutorial is any meeting, whether group or individual, pre-arranged with a student to deal with academic support or feedback. The department of Psychology is committed to providing a high quality of student experience and to responding in a positive and forward moving way to the feedback we receive from students.

Individual Tutorials

Individual tutorials should be scheduled by the tutor on Tabula so that these are visible to the students. It is up to the tutor and the student if the Tabula facility for notes from the tutorial is used. This can help maintain a record if there are any follow up actions for either party. If an individual tutorial or supervision session is a monitoring point, then a record of the meeting **must** be recorded to Tabula under the "Personal Tutor" or "Supervisor" tab, to enable the department to confirm the meeting has taken place. Instructions on how to do this will be provided to students when needed.

Changes to tutorial sessions

Whenever possible, a tutorial session will not be cancelled. The department expects that tutorial sessions should occur as advertised or arranged, except in exceptional circumstances. In the case of illness, the tutor can request the Office to assist in communicating with students should a change be necessary. It is the responsibility of the student to check the Warwick email account regularly.

Ethics and Research

All students undertaking a project with a Psychology basis will undertake research subject to ethical approval. All students should note that **it is their responsibility to ensure that:**

- **All due process has been followed and ethical approval granted before any research is undertaken.**
- **Any research is undertaken in a non-discriminatory manner adhering to all equality and diversity principles.**
- **All data collected is anonymised.**
- **No data is stored on any personal devise or drive.**
- **All data is provided to the supervisor at the end of the relevant module for storage by the department.**

Attendance requirements and monitoring

All students registered at the University are expected to be actively engaged with their course and to be attending lectures and seminars on a regular basis. Failure to adhere to this can result in being referred to the University Continuation Committee who have the power to terminate your registration at the University. Please see University Regulation 36 for information on this. The Department is required to monitor the attendance of all students at designated points throughout the year. It is one of the responsibilities of a student on a student visa to study and ensure that they meet the progression and attendance requirements of the course. There are therefore potential implications to visa status if monitoring points are missed. The monitored contact points cover a range of academic engagement and can be, for example, lecture attendance, tutorials, assessed work submissions, meetings with project supervisors, etc.

Monitoring points for 2021/22

PLEASE NOTE: The monitoring points for BDS for 21/22 are still being finalised, and will be uploaded to the BDS Student pages and added to this handbook once finalised. Thank you for your patience.

What if I know I will miss a monitoring point?

If you know that you will miss a monitoring point, it is your responsibility to inform that department in advance of the point – if, for example, you may be ill and unable to attend a session. If you contact the Postgraduate Programmes Officer, Tom Freeman (Thomas.G.Freeman@warwick.ac.uk / PsychologyPG@warwick.ac.uk), we can mark the point as 'Authorised Missed'. This can only be done if you contact in advance of the session. It will not be done retrospectively, and it will only be done in certain situations, usually those that the student could not have predicted and had no control over (e.g. illness) as attendance is expected to be on a full-time basis.

What happens if I miss a monitoring point?

If you miss one point, there is no problem, however, you will be contacted should we become concerned about your missed Contact Points, and we have to report missed points to the University who will also contact you directly.

After **three missed points**, or if there are other concerns with your progression, we will contact you to investigate whether you are having any problems that are preventing you from fully engaging with your course.

After **four missed points**, we may refer you to the relevant professional within the University welfare system who could help you, such as the Senior Tutor or the Counselling Service, as appropriate.

After **five missed points**, you will be contacted to make you aware that you are at risk of being recommended for termination of your registration at the University.

After **six or more missed points**, the Department is able to invoke Regulation 36 (see https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/) to begin termination of registration proceedings and your case is handed over to the Academic Office.

Attendance requirements

Students classified as "full-time" are required to complete no less than 21 hours per week over 24 weeks of the year (including self-directed study). Such students are not, therefore, permitted to undertake full-time employment during term-time. International students may also have further limitations placed on the hours they can work in order to comply with the requirements of their UK visa.

All students are expected to be regular and punctual in their attendance at classes. Students are required to remain in residence throughout the full period of any term. Any student deemed to have unacceptable levels

of engagement may be referred, either by their department or by the Academic Registrar, to a Continuation of Registration Committee as set out in University Regulation 36.

Keeping in contact with the department

Please ensure that you let the department know if you are not able to make taught sessions. To do this, you can **email PsychologyPG@warwick.ac.uk**. Please state your course, year, ID number and the module and session you are going to miss so we can easily convey this to the session leader.

Transcripts/HEAR, degree certificates, and reference requests

Transcripts/HEAR

From Summer 2013 onwards, all students will receive a Higher Education Achievement Report (HEAR). This replaces the Transcript as the university summary of academic performance. It is issued by all UK HEIs and will encompass the existing transcript and the European Diploma Supplement. It is issued as an electronic document and gives students a fuller record of their achievements whilst at university. It includes information about achievements such as volunteering and prizes awarded as well as information about module marks and the Degree Classification awarded. For full information see the web pages at https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/hear.

Degree certificates

For information on Degree certificates and ceremonies, please see the university web pages at https://www2.warwick.ac.uk/services/academicoffice/congregation/.

Please note:

- If you attend a Degree Congregation you will be presented with your certificate on stage;
- If you register to defer your ceremony to a future ceremony date, your certificate will be issued at the time of your chosen ceremony (it cannot be issued before this time);
- If you are not eligible to attend a degree ceremony, or choose to graduate *in absentia*, your certificate will be posted to you or can be collected from the Student Reception;
- If you choose to attend a Degree Congregation you cannot receive your certificate in advance of the ceremony.

Reference requests

Writing references is part of the role of the personal tutor or course convenor. It is difficult for a personal tutor to write these references if you have not engaged with them fully. Please notify your personal tutor in advance that you are requesting a reference, ideally not less than 21 working days from when they would be expected to receive contact from the reference addressee. The notification period will allow a tutor to write the most helpful reference possible.

For Advice on Applications, Interviews and Careers please see the Student Careers Page.

Course information

Course costs

There are no standard additional course costs for the MSc in Behavioural & Data Science. The department provides students with £50 worth of printing credits and £500 towards their dissertation each year. Although students may choose to purchase textbooks, there are no prescribed texts that it is necessary for students to buy, as the library holds copies of textbooks.

Students also have the opportunity to attend an event organised by WBS at the Shard in London, which does incur a cost, however, students are able to access a departmental fund which covers up to £150 per student towards any activity beneficial to their learning and development, and this fund can be used towards the event if the student choses. It could also be used towards other costs, for example, towards conference attendance, if the student chose. All requests must be ratified by the student's Personal Tutor, in the first instance, and the department.

Course Regulations - Route: C803 - MSc in Behavioural and Data Science

Course Structure & regulations

The normal load is 180 CATS. Students are required to take the core modules: PS922-15; PS923-15, CS910-15 and CS917-15 in Term 1; the core modules: PS918-15 and CS909-15 in Term 2; the core module: PS928-30 in Term 3; and optional modules to bring the total to 180 CATS.

Core Module List (student must take **all** these modules)

Module Code	Module Name	Credit
PS918	Psychological Models of Choice	15
PS922	Issues in Psychological Science	15
PS923	Methods and Analysis in Behavioural Science	15
PS928	Behavioural and Data Science Project	30
CS909	Data Mining	15
CS917	Foundations of Computing	15

Optional Core Psychology/Behavioural Science Module List (students **must do 2**)

Module Code	Module Name	Credit
PS919	Behavioural Change: Nudging & Persuasions	15
PS927	Neuroeconomics	15
PS931	Bayesian Approaches in Behavioural Science	15
IB9AN	Principles of Cognition	15
IB9ZC	Behavioural Ethics	15

Optional Core Computer Science Module List (students **must do 2**)

Module Code	Module Name	Credit
CS910	Foundations of Data Analytics	15
CS916	Social Informatics	15
CS918	Natural Language Processing	15
IM913	Spatial Methods and Practice in Urban Science	15
IM919	Urban Data - Theory and Methodology	15
IM921	Visualizations	15

IM931	Interdisciplinary Approaches to Machine Learning **PLEASE NOTE: Not running 2021/22**	15
IM939	Data science across disciplines	15

Optional Core Module List (students **must do 1** not already chosen)

Module Code	Module Name	Credit
PS919	Behavioural Change: Nudging & Persuasions	15
PS927	Neuroeconomics	15
PS931	Bayesian Approaches in Behavioural Science	15
IB9AN	Principles of Cognition	15
IB9ZC	Behavioural Ethics	15
CS910	Foundations of Data Analytics	15
CS916	Social Informatics	15
CS918	Natural Language Processing	15
IM913	Spatial Methods and Practice in Urban Science	15
IM919	Urban Data - Theory and Methodology	15
IM921	Visualizations	15
IM931	Interdisciplinary Approaches to Machine Learning **PLEASE NOTE: Not running 2021/22**	15
IM939	Data science across disciplines	15

Students will need to provide a response regarding preferences for optional core modules before the beginning of the year. A form will be sent to all students in advance. Some modules may become unavailable if they are oversubscribed, but we do our best to make sure students receive their top preferences. Any queries should be directed to Nicky Grant: N.Grant@warwick.ac.uk

Credit Weighting

Your work load is calculated in terms of CATS (Credit Accumulation Transfer Scheme). The degree requires 180 CATS. A 15-CATS taught module is usually 20 workshop hours at Master's level or 30 hours of lectures/seminars at Honours level.

Each CATS point nominally corresponds to 10 hours of a student's work (including lectures, supervisions, private study and discussions. **The total work for the project should be 300 hours**.

For taught modules, at Master's level, a module with 20 workshop hours should require 130 hours for further study and the assessments; or an Honours level module needs 3 hours of lectures and 7 further hours' study per week for 10 term-time weeks plus 50 hours' exam preparation.

The load of 180 CATS corresponds to 37.5 hours' work per week for all 48 weeks, or 40 hours' work for 45 weeks.

Exit Awards

Students may be awarded a Postgraduate Certificate or Diploma where it was not possible to award the highest qualification for which they were registered, this includes students as follows:

- who have not met progression requirements
- who withdraw due to personal or medical reasons

Boards of Examiners will allow a student to remedy failure (e.g. resit, resit without residence as appropriate), wherever possible, and only recommend an exit qualification where these possibilities have been exhausted (or are not available).

The following table outlines the total minimum credit to be taken and passed in order to be able to recommend each qualification:

Qualification	Total min. credit to be taken	Total min. credit to be passed	Highest level of credit	Min. credit to be passed at highest level
PGCert	60	60	7	60
PGDip	120	90*	7	90

*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).

Postgraduate degree classification conventions

Please note: The conventions for the 2021/22 academic year are still being outlined by the University. Once they have been decided, this handbook will be updated with the necessary information.

Full details of the conventions can be found at
https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ once they have been released.

Department Module information

Psychology Postgraduate Modules and conveners (21/22 academic year)

Module Code	Module Name	Convener
PS901	Computational Modelling	James Adelman
PS902	Research Project in Psychology	James Adelman
PS903	Communication, Dissemination and Professional Issues	Elizabeth Maylor
PS904	Practical Research Skills for Psychology	Derrick Watson
PS906	Research Design and Data Collection	Michaela Gummerum
PS907	Advanced Qualitative and Quantitative Analysis	Claudie Fox
PS910	Clinical Psychology in Adult Mental Health	MSc Clinical Module only
PS911	Clinical Child and Adolescent Psychology	MSc Clinical Module only
PS914	Case Study Seminar	MSc Clinical Module only
PS915	MSc Clinical Project supervision + Placement and Project	MSc Clinical Module only
PS916	Behavioural and Economic Science Project	Elliot Ludvig (project supervisors)
PS918	**Psychological Models of Choice**	**Manos Konstantinidis**
PS919	**Behavioural Change: Nudging & Persuasions**	**Lukasz Walasek**
PS922	**Issues in Psychological Science**	**Gordon Brown**
PS923	**Methods and Analysis in Behavioural Science**	**Pete Trimmer**
PS924	Psychological Research Laboratory Placement 1	James Adelman
PS925	Psychological Research Laboratory Placement 2	James Adelman
PS926	Short research placement	James Adelman
PS927	**Neuroeconomics**	**Elliot Ludvig**
PS928	**Behavioural and Data Science Project**	**Thomas Hills (project supervisors)**
PS929	DTC Social Science Research Dissertation	Elizabeth Maylor
PS931	**Bayesian Approaches in Behavioural Science**	**Adam Sanborn**

Modules in **bold** are those relevant to the course. Other modules are listed for information only.

For more information on each module, please see their individual Moodle and departmental pages.

Registering on modules

For all non-core modules, you need to enrol for modules online, via MyWarwick, by the end of Week 3 of Term 1. Please ensure that you respond promptly to any queries (emails) from the department about your modules, or you may be de-registered. You are recommended to attend all modules from the outset, as you can deregister within this time, but may not be allowed to attend the module later (it may be full, or you may miss too much)

- Module registration is open from 1 week before Term 1 until the end of week 3 of Term 1
- Details about each module (numbers of lectures and lectures, assessment types, etc.) can be found on each module's departmental page
- Module convenors are here to help – do ask questions!

It is very important that you check that your modules are correct.

De-registering from modules

All core modules must be undertaken, and these cannot be de-registered from. For any optional modules, normally students can de-register from modules, during periods that the system is open, up until week 1 of Term 3, but only if the student will still achieve the necessary number of CATS for the year and module is examined in the May/June exam period and/or **if not more than 10% of the assessed work has been submitted**. The Academic Office will not allow de-registration beyond this point.

If you have any questions please email psychologyPG@warwick.ac.uk.

Workload and study time

Details of workload for each module are given on the module outline. These can be found by following the links to each module at: https://warwick.ac.uk/fac/sci/psych/students/bds/modules/.

If you persistently fail to attend lectures, seminars, and tutorials, you may be deemed not to be following the course. There are a series of monitoring points throughout the year, details of which can be found in the Monitoring and Attendance section of this handbook.

However, it is important to realise that there is more to a university course than contact time. In a subject like Psychology you are expected to do a lot of reading and to take responsibility for organising your own learning. At times there is a lot of work to be done in quite a short time, which means that you need to plan and manage your time appropriately.

With respect to the distribution of your time, the best guide to the proportion of time you should spend on a module is the number of Credit Accumulation and Transfer Scheme (CATS) points allocated to each module. As a rough guide, for each CATS point, a typical student would be expected to need to spend 10 hours per week to accomplish the learning outcomes. For example, on a 30 CATS module, this would be 300 hours overall. This would include contact time, independent study, preparation and completion of assessed work, and preparation for exams. This is a rough guide and the exact amount of time may vary from student to student.

Study skills are important because it is easy to spend time working, but to be wasting it by not working effectively. There is no single way of working which suits everyone. Your personal tutor will be able to discuss them with you. Time taken to develop good working habits and study skills will help you get the most out of your course and provide you with skills you will value throughout your life.

Writing skills are particularly important. If there are points on which you want advice, you should discuss them with your personal tutor.

Academic Calendar

Term dates

The term dates for the academic year can be found at https://warwick.ac.uk/study/termdates.

Please note that there are no reading weeks on courses within the Psychology department.

Timetables

Timetables for each year are available on the Psychology website, showing an overview for all Psychology modules and all events.

Please use the timetables on the website in conjunction with your Personalised timetable on Tabula. This will be personalised for the modules you chose, but may not show some events. Please note that any optional modules will only show on the personalised timetable after they have been selected through MyWarwick, and small groups are added manually once groups have been allocated (this can only be done once selections have been made).

Timetabling information for modules run by WBS will be available through myWBS once you have registered for the module.

If you have any questions about small group allocations in Psychology, please email the Postgraduate Programmes Officer, Tom Freeman (Thomas.G.Freeman@warwick.ac.uk / psychologyPG@warwick.ac.uk).

If you have any questions about small group allocations for modules run by other departments, please contact:

Centre for Interdisciplinary Methods: cim@warwick.ac.uk

Computer Science: dcs.pgt.support@warwick.ac.uk

WBS: Caroline.Jackman@wbs.ac.uk. NB: Caroline only works Monday – Thursday.

Assessment and Feedback deadlines

You can find the submission dates for assignments in a number of places:

- There is a summary document for available on the BDS Student pages on the Psychology website
- The submission date for each assignment is in the assignment information on Tabula
- Each module's Moodle page

The submission time for __ALL__ assignments in Psychology is __midday__ (12 noon) as stated in Regulation 36: https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/.

For each assignment, the university feedback turnaround time is 20 University working days. If the feedback will exceed this time, you will be contacted to inform you of this.

Please note that submission times for WBS modules may vary from those mentioned above.

Examinations and assessment

Assessment conventions

Full details of assessment conventions and progression criteria can be found at
https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions.

Details are also available in the Course Regulations section of this handbook.

Submission of Assessed work

All submissions for modules run by Psychology, Computer Science, and the Centre for Interdisciplinary Methods will go through the University's coursework management programme, Tabula (https://tabula.warwick.ac.uk/). On the 'Coursework' page you will find details of all the pending assignments for any modules for which you are registered, and their deadline dates.

Click on the 'Submit' button next to the appropriate assignment. Click 'Choose file' and attach your assignment file. Read through the submission notes and declarations, and tick the relevant box to confirm that you have read the notes and that the assignment is all your own work. When you have read through all the information carefully, click the 'Submit' button.

Once your work has been submitted, you will be sent an e-mail receipt confirming the submission, and you should save this e-mail just in case technical problems arise.

Please make sure you have uploaded the correct work, if you have submitted an incorrect document you can re-submit up until the point of the deadline, but once the deadline has passed you will not be able to change your submission. Your email receipt will show a copy of work submitted and it is your responsibility to ensure this is correct ahead of the deadline.

If you have missed the deadline, you will only be able to submit your work once so ensure that you are uploading the correct work.

Important Note: It is the responsibility of the student to submit the right thing in the right place at the right time.

Work for WBS should be submitted through myWBS (https://my.wbs.ac.uk) and follow their procedures. Please be aware these may differ from those above.

Marking

Marking criteria for each assessment are provided on the module's Moodle/myWBS page.

Agreed marks are submitted to the relevant Boards of Examiners for consideration of students' academic performance. Work and marking standards are also scrutinised by External Examiners. All assessed work (except projects) and examination scripts for Psychology courses are marked anonymously. For projects, one marker is normally the supervisor. Where the marker will know who the student is, projects are marked independently by the second marker. Individual academic guidance is provided for assessed work. All Masters level work over a weighting of 3 CATS is sample moderated in line with university policy. This means as well as being marked, a sample of the work will be reviewed by a moderator.

Students are strongly advised to keep a copy of any work they submit.

Final marks for assessed work and exams are made available online after the relevant board of examiners. Prior to the board of examiners, all marks are provisional.

Occasionally, samples of student work may be read by external assessors during periodic reviews of departmental teaching quality.

All marks are provisional until they are approved by the Examination Board and may be subject to change.

Faculty of Science Assessment Criteria for PGT (Marking Scale)

Your work will be marked using the Science Faculty's assessment criteria for PGT.

Mark Range	Level Descriptors
80% and over	**(Distinction) Work which, over and above possessing the qualities of the 70-79% descriptor, demonstrates excellence – the nature of which will vary according to the assignment but may include: comprehensive answers, complete and correct proofs or calculations, project work that extends the original brief, deep and critical analysis, originality, and advance in scholarship, a highly professional approach.**
70%-79%	**(Distinction) The work demonstrates mastery of the subject matter, methodologies, and, where appropriate, laboratory techniques. It also provides evidence of near complete conceptual understanding, high level technical competence, and depth of analysis or mathematical understanding. Where applicable, the statement and proof of theorems is handled with confidence, and their application to unseen material is sound. Accuracy and precision will be strong throughout and, if applicable, presentation will be excellent. Minor mistakes may nevertheless appear occasionally. Where appropriate, the work shows evidence of originality.**
60%-69%	**(Merit) The work demonstrates a sound and thorough grasp of subject matter and methodologies. Conceptual or mathematical understanding and technical competence are solid, but applications, arguments, or data analysis may contain minor flaws. Examined work will be well organised and structured, while good presentation and a logical approach to the material will be evident in projects or dissertations. Overall, the work reveals a high level of effort and commitment, but lacks breadth, depth, and fluency in parts.**
50%-59%	**(MSc Pass) The work demonstrates a sound and thorough grasp of subject matter and methodologies. Conceptual or mathematical understanding and technical competence are solid, but applications, arguments, or data analysis may contain minor flaws. Examined work will be well organised and structured, while good presentation and a logical approach to the material will be evident in projects or dissertations. Overall, the work reveals a high level of effort and commitment, but lacks breadth, depth, and fluency in parts.**
40-49%	**(Fail) Though it reveals some familiarity with the subject matter, and a basic grasp of factual and conceptual material, there are frequent and important gaps and/or misconceptions. Some effort has been made to reflect on and analyse questions or problems, or to apply theorems, but with little evidence of organisation or insight. Technical competence is poorly developed and general conclusions are unreliable or unsubstantiated.**

20%-39%	**(Fail) The work is insufficient to demonstrate a basic grasp either of factual or conceptual subject matter. Technical competence is at a very low level and, if appropriate, laboratory work has required constant supervision. Data used in project work may be both inaccurate and irrelevant. Overall, answers and arguments reveal little effort towards analysis or conceptualisation. Important issues may have been ignored or seriously misconstrued. There is little evidence of an individual contribution to the material.**
Less than 20%	**(Fail) Inadequate work: poorly argued, written and presented; conceptual confusion throughout; demonstrates little or no knowledge of the field. Failure to address the issues raised by the question. Project work contains little or no data. Sparse or no evidence for technical competence or individual contributions.**

Some descriptors cover a range of marks, with the location within each group dependent on the extent to which the elements in the descriptor and departmental/faculty marking criteria are met.

Academic integrity (Cheating and plagiarism)

It is expected that all students demonstrate academic integrity in their work. The idea of assignments is for students to demonstrate their understanding of the topic. This is best done in their own words. In order to assist students in maintaining academic integrity and avoiding plagiarism, students on the BDS course will have a skills session dedicated to this.

"Plagiarism" here refers to:
- Copying out passages, sentences, or even phrases from other authors, without quotation marks.
- Paraphrasing the ideas or arguments of others (changing the wording) without acknowledging the source.

Both Plagiarism and Cheating in University examinations are dealt with under Regulation 11 (https://warwick.ac.uk/services/gov/calendar/section2/regulations/cheating). The regulation also refers to plagiarism in assessments, such as essays and practical reports. "Other authors" also includes other students. It is an offence to reproduce without acknowledgement material from unpublished theses, reports, or student essays (written here or at other institutions).

All work submitted via Tabula is submitted automatically to Turnitin to check for plagiarism. These scores are analysed by the marker or Module Convenor and used as part of the identification of cases of plagiarism.

Cases of plagiarism are dealt with by the Academic Conduct Panel representative in the first instance and can be referred on to other panel members or further to an Investigating Committee of the Senate. The penalty for plagiarism may not normally exceed the award of a mark of zero for the course containing the relevant piece of work. Full details of the disciplinary procedures are set out in the University Calendar, under Regulation 11.

The University has a clear policy on proofreading, which can be found at https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/v_proofreading.

Departmental guidance can be found on the Psychology website at https://warwick.ac.uk/fac/sci/psych/students/plagiarism.

The safest way to avoid problems associated with plagiarism is to use quotation marks to identify any word for word reproduction of other people's writing, and to cite the source of the quotation.

Example 1: Quoting a passage

"Darwin's commitment to the inherited nature of co-operation would not be supported by many psychologists today. Co-operation does have survival value, however, and as such would be likely to continue to be transmitted in some form from generation to generation." (Wheldall, 1975, p. 102).

Full details of the source should then be given in a reference section of the essay or report. For example:

References

Wheldall, K. (1975). Social Behaviour. London: Methuen.

Example 2: Quoting part of a passage

Recently psychologists have refused to accept "Darwin's commitment to the inherited nature of co-operation" (Wheldall, 1975, p. 102).

Once again details of the source should be included in a reference section.

Example 3: Paraphrase

When an argument is put in the student's own words, the source should still be acknowledged. For example, an essay might properly include the statement:

Psychologists no longer accept Darwin's view that cooperation is transmitted from one generation to the next (Wheldall, 1975).

Alternatively, the statement might say:

Wheldall (1975) has argued that Darwin's views on cooperation are out of date.

In both cases, details of the source should be given, as suggested in Example 1.

The general rule is: students should take care to put things in their own words. When they do not, they should use quotation marks. When students put other people's ideas into their own words, they should say where the ideas came from. If students are in any doubt, they should seek advice from a member of staff.

Special problems may arise with respect to reports of practical work. Experiments in class are normally carried out by pairs of students or by small groups. Descriptions of procedures and results may embody the work of more than one student and are not regarded as plagiarism or cheating. The introduction, discussion and conclusion must be the work of the individual student, however, and sources acknowledged in the usual way.

It is not acceptable for students to submit a report the wording or detailed structure of which is similar or merely paraphrased. Where this occurs it is dealt with using the procedures provided by Regulation 11 of the University Calendar covering cheating.

In addition to plagiarism, cheating also encompasses the fabrication of data, and the deliberate augmenting, amending or omission of data, with the intention to deceive. It is the responsibility of the student to maintain the integrity of the data at all stages of the research. If data are excluded from analysis for any reason, if hypothetical data are discussed at any point, or if any corrections are applied to data, then this must be made explicit.

Extension requests

The department expects students to plan their workload and extensions will only be granted in cases of mitigating circumstances. Extension requests on the grounds of Mitigating Circumstances should follow the process outlined in the Mitigating Circumstances section of this handbook. Any requests for an extension should be submitted prior to the deadline. It will then be reviewed by the Director of Studies and a response given to the student.

Students with flexible deadlines as part of their Reasonable Adjustments who require an extension should instead email the department at: psychologyPG@warwick.ac.uk in the first instance.

Self-certification

Self-certifications allow students to request an automatic five working day extension to all eligible deadlines that fall within a period of five working days defined by a student. Students are granted a total of 2 self-certifications to use throughout the academic year. Please note that not all assignments will be eligible for self-certification – timed work such as tests and exams are never eligible, while most longform written assignments such as essays, problem sets, assignments, etc., are eligible (the exceptions being for valid pedagogical reasons). If you are not sure if an assignment can be self-certified for, please ask the office for clarify.

Students can submit a self-certification request through the Personal Circumstances tab on Tabula.

Late submission policy

There are penalties for late submission of assessed work. The coursework management system will automatically flag any work received after 12.00 (the midday (12 noon) deadline) as late. Five percentage points (i.e. 5% of the available marks, not the mark eventually awarded) will be deducted for each day or part of a day (excluding weekend days and public holidays) elapsing between the deadline and the actual time the piece of work was submitted. For example, 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, or just a part of a day, late, 55% if it were two days late, etc.

Release of marks and feedback

The Department aims to provide feedback to students on assessed work within 20 University working days of the submission deadline. It is possible that unforeseen circumstances, such as staff illness, might prevent this, in which case the Department would notify you in advance of a possible delay in returning feedback.

Feedback will usually be returned to you via the coursework management tool within Tabula.

If markers are returning feedback using Tabula, you will automatically be e-mailed with a link to Tabula once the feedback has been published. Either follow this link straight to the feedback page, or go to the coursework management homepage and click the 'View feedback' button next to the appropriate assignment. From here, you should see a green button that will enable you to download your feedback.

Exceptions

You should follow the processes outlined above for all your assessed-work submissions for Psychology. There may on occasion be deadlines where the submission process differs slightly, for example on assessed group-work, or project outlines. In these cases, you will be informed of the process by the module convenors and details will be made available on module web pages.

For WBS, Computer Science, and Centre for Interdisciplinary Methods modules, it is your responsibility to make sure that you know how to correctly submit work for that module.

Troubleshooting

If you think there is a fault with the coursework management system, or notice errors with the assignments shown, or the deadline dates, you should notify the Postgraduate Programmes Officer, Tom Freeman (Thomas.G.Freeman@warwick.ac.uk / psychologyPG@warwick.ac.uk), the Academic Programmes Manager, Angela Gibson (A.Gibson@warwick.ac.uk) (secondment until January 2022) or Emily Biggs (E.Biggs@warwick.ac.uk) (from January 2022), or the IT Manager, Linda Wilson (linda.wilson@warwick.ac.uk), as soon as possible.

If there is a valid reason why you are unable to submit via the electronic process, you should alert the department and the Psychology Office as soon as possible. If you are able to submit via email, this may be allowed by permission of the department.

Departmental policies on word count

Students can expect to be penalised not only for exceeding the strict word limit indicated, but also for failure to be concise even when adhering to the guidelines on length. The word count should include the body of the essay (including citations, footnotes, figure legends, etc) but exclude the title, appendix, and references.

Students exceeding the word limit will be penalised as follows: Five percentage points of the available mark will be deducted (e.g., 65-5=60) for each five percent that the word limit is exceeded (e.g., for a 1500 word essay the mark will be deducted by 5% when the count is 1501 - 1575 words, by 10% when the count is 1576 - 1650 words, etc.).

In the department of Psychology, **all word counts are as stated**.

Examinations

The course assesses student performance on each module taken by assessed essay or other coursework and by examination. Some modules have compulsory required exercises which, although not counting towards degree classification, must be completed satisfactorily.

For Examinations on modules on other departments, such as WBS, Computer Science, or the Centre for Interdisciplinary Methods, please see information provided by the relevant department.

Other important information on examinations and procedures can be found in the University Calendar on the Warwick University web site. Particularly relevant are the sections on Termination of Registration, Absence from Examinations for Medical Reasons, and on Cheating.

Some important points to note:

- Absence from exams is only acceptable where there are Mitigating Circumstances. Please see the appropriate section of this handbook, and the university guidance to students on Mitigating Circumstances (https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/u_mitigatingcircumstances).
- Degree classification is decided by the Examination Board. Classification is based primarily on a weighted combination of marks across the courses taken. However, the Examination Board may take into account other factors.

- The Department aims to be supportive to students with disabilities and students who may require special examination facilities. Where Reasonable Adjustments are needed, these are organised in conjunction with the Student Support team, and students are encouraged to speak with this team so these can be put in place as soon as possible.
- Students whose first language is not English are permitted to use a bilingual dictionary during University examinations (with obvious exceptions such as Language courses). This must be a single-volume, non-specialist, general-purpose bilingual translation dictionary covering English and the student's first language. The dictionary must be submitted to the Office in order to be stamped and certified by the Examinations Secretary in advance for use in examinations.
- Students taking modules outside the Psychology Department are strongly advised to check their assessment patterns.
- If students are late for an examination, they should go to the examination and report to the Senior Invigilator who will often be able to admit them. If they are late but are not admitted, they should report in their own interests to the University House reception desk.
- If an invigilator suspects students of cheating during an examination, they will advise them of this during the examination but students will normally be allowed to complete the paper. The procedures and penalties for cheating are detailed in Regulation 11 (https://warwick.ac.uk/services/gov/calendar/section2/regulations/cheating).

Psychology Teaching & Assessment Strategy: A brief Student Guide
Warwick Assessment Aims

We are deeply committed to providing all students with a high-quality learning experience. All assessments have specific objectives, which are directly linked to the learning outcomes at the module and course-level. The following are the key principles that underlie our assessment aims in psychology:

- All students will engage with a range of relevant formative and summative assessments, clearly linked to the module and course-level learning outcomes.
- All assessment processes will be designed to be accessible and inclusive, and aligned with the University's Equal Opportunities Statement and all relevant equality legislation.
- Formative and summative assessment will be designed to enable students to demonstrate the skills and knowledge they have acquired at both module and course level.
- The feedback mechanisms in place will include guidance on how to improve performance.
- Assessment processes and outcomes will be designed to enhance students' personal and professional development through the acquisition of skills.
- All assessment processes will be designed to embody the underlying principles of reliability; validity; equity; timeliness; manageability; and inclusivity.
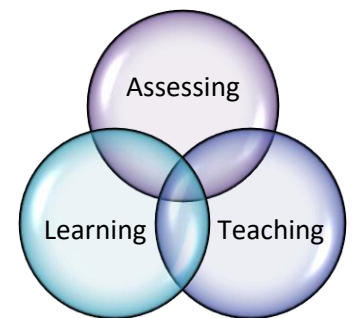
(The University Assessment Strategy was approved by Senate on 29 January 2014)

What type of assessments are used in Psychology?
To ensure we meet the above assessment aims, your Psychology modules contain a mixture of both summative and formative assessments, a diverse range of assessments, rigorous quality assurance mechanisms and importantly, helpful feedback on work that you have submitted to help you improve on future assessments.

Summative assessments contribute to the final mark for a module; these include exams, essays, in-class tests, MCQs, presentations and group work. Whereas, formative assessments are those pieces of work, which do not

contribute towards the final mark of a module. A list of the types of assessments we use in Psychology can be found on the module pages on the [BDS Student pages](#) on the Psychology website.

To ensure for accuracy of assessments and that they meet the intended learning outcomes of the module all exams and written assessments are internally verified by academic staff and externally verified by the external examiners.

In addition:

- Marking criteria are available on the module's Moodle page.
- Module convenors will **give more information about the assessment** in a lecture or seminar session.
- **Assessment and feedback** hours are an opportunity for students to meet with their Lecturers and Tutors on a one-to-one basis and receive invaluable feedback and guidance or simply discuss interesting topics.
- **Feedback fora in Moodle**, allow you to post comments and discuss issues relating to topics and assessment. They will thus act as a form of **peer-to-peer feedback** and a way for **module conveners to give feedback** by answering any questions.
- If you would like help with academic writing skills your personal tutor can help support you with this.

I have a disability and need reasonable adjustments

For more information on reasonable adjustments, please see the relevant section of this handbook. Students can apply for extensions to assignments, in accordance with the University's Policy on [Examination Arrangements for Students with Disabilities](#).

For all tests and examinations, provisions are made for any student who requires a reasonable adjustment, including separate rooms, extra time, typing answers on computers, rest breaks, stop-the-clock breaks etc. **Please note, that this can only be done in liaison with [Disability Services](#) and [Student Support](#) and if information is provided to student support by the deadlines given.**

Timing and Turnaround time for all assessed work

In order to ensure that both staff and students have clear expectations, we will communicate to all students:

- that assessments are reasonably distributed across the programme to minimise the 'bunching' of deadlines, from both the student and staff perspective.
- specific deadlines for individual pieces of work and, crucially, the dates on which assessed work will be returned to students with feedback, which should be no later than 20 University working days after the date of submission in line with this policy.
- all dates associated with assessment are communicated to students via departmental webpages at the start of each academic year.
- that the 20 University working days maximum turnaround is a universal requirement ([more details here](#)).
- that if feedback from submitted work is designed to be formative towards performance in a subsequent assessment (including an **examination**), then the calendar of submission/return of coursework should be such as to ensure that the student has a realistic opportunity to reflect on their learning from that feedback in the subsequent assessment.

How will you mark my work?

All courses should provide written criteria, which are used by teachers in marking students' work. You should be able to understand why you received the grade you were given in relation to some kind of formal statement of expectations and standards so you know what you are aiming for and you can tell what you are not yet good at. If your course does not provide a statement of criteria, then ask for it. If you don't understand the criteria, ask for an explanation.

The PGT assessment criteria aim is to facilitate greater convergence in the use of mark scales across disciplines, by encouraging use of the full range of marks. This seeks to ensure equitable treatment of students of similar abilities and achievements across the University, particularly important for inter and multi-disciplinary courses. All work is marked using assessment criteria, unless it is numerically based work such as a multiple-choice test. These marking criteria are used by academics to help mark alongside your learning outcomes. If there are teams of markers a pre-meeting ensures that marking criteria is applied consistently to all scripts. Furthermore, written guidance is also provided to the team of markers.

Moderation process

The moderator will have access to the marks and comments left by the First Marker and they are responsible for reviewing essays and exam scripts to check whether or not the mark awarded is correct and fair. In particular, they ensure that the First Marker(s) has left evidence of having marked every part of each question and check the appropriateness of the marking. If the Moderator feels that the rules for marking have not been adhered to, then the Moderator should return all scripts to the First Marker(s).

The Moderator is also responsible for ensuring that the marks recorded within the script correspond to those recorded on the front of the script (including adding up). Once this has been completed, the Moderator should then sign off the final marks on Tabula confirming they have gone through the moderation process and return all of the scripts to the office. Further clerical checks are then undertaken to ensure accuracy.

If there is more than one marker for an assessment, marks are compared to check for reliability and validity. All new staff are mentored, and marking is checked to ensure that they understand the marking criteria.

The next stage of the assessment procedure involves external examiners, who are senior and experienced academics from other UK universities. One part of their role is to review the marking and moderating processes in place and provide us with feedback. Any issues that are raised will be given consideration and changes will be implemented to ensure that our processes remain consistent and robust. A second part of their role is to review a random sample of scripts from second- and third-year undergraduate modules and all postgraduate modules. They review each of these scripts with the benefit of the internally agreed marks and the distribution of marks for each module. They must firstly decide whether or not the internally awarded marks are correct and secondly, based on the scripts they have, they will form a view on whether or not the marking on all the scripts has been applied fairly and consistently. This external layer of review provides an additional mechanism of ensuring robustness, accuracy, fairness, and consistency across all modules in the Department. It is only after all of these processes have been completed and the external examiners are fully satisfied with the whole examination process, that the examination marks can be signed off and results released.

Finally, Exam Board meetings take place where the distribution of marks for each student and module are reviewed to confirm that all marks and Classifications are appropriate and fair. Further information concerning the role of and the decisions available to Exam Boards together with the Classification of Degrees can be found in the Handbooks. The Exam Boards will use their discretion where relevant, especially when dealing with cases of Mitigating Circumstances, it is only after all of these processes have been completed and the external examiners are fully satisfied with the whole examinations process that the marks can be signed off and results can be released to students.

We are also ensuring that students have access to the external examiners reports by discussing these at your SSLC committee annually.

Quality assurance for assessment and feedback

Feedback that is provided to students and the quality of that feedback is monitored annually by course directors, there are checks by the Quality Assurance Manager and any issues that have been raised are discussed at the Teaching Away Day. We also review your module feedback and SSLC comments, and all work is internal and externally verified by experienced academics. Guidance will also be offered to new members of staff to ensure they are aware of the assessment and feedback processes we have in place.

Resits/remedying failure/Further First attempt requirements

Students on taught postgraduate degrees should normally be allowed one opportunity to remedy failure in initial assessment in modules that equate with no more than one half of the total credits awarded in the taught element of the course. Only one re-examination will be permitted for each module except where there is evidence of serious medical or personal problems disclosed to, and discussed by, the relevant departmental Mitigating Circumstances Panel. That panel may make recommendations to the relevant Examination Board as to the extent to which these circumstances should be taken into account in offering to the student an opportunity to be examined as a first attempt or offered a further opportunity for re-examination. Any discretionary consideration should be clearly minuted. The Examination Board should not amend a module mark or the mark for any element of assessment as a result of circumstances being taken into account, except that where there are a number of elements to the assessment the Examination Board may recalculate a module mark based on the elements of the assessment which have attained a pass mark and which were not affected by the circumstances.

Board of Examiners procedures, including procedures for recording mitigating circumstances

Exam board dates

Exam boards for 2021/22 are pending confirmation and the dates below are currently indicative only. If there is any change to this, you will be notified. Please note, following the board, there is an amount of work to do to ensure that students can be given marks as any changes from board need to be updated.

Board	Date	Further information
Interim Exam Board	w/c 20/06/2022	All marks except project reviewed and resits confirmed
Final Exam Board	w/c 31/10/2022	All marks reviewed and classifications recommended

Mitigating circumstances

Mitigating circumstances are submitted via Tabula using the 'Personal circumstances' tab at
https://tabula.warwick.ac.uk

Definitions of Mitigating Circumstances and Reasonable Adjustments

1. Mitigating Circumstances

Mitigating circumstances are defined as:

- Situations that the student could not have predicted and had no control over (e.g. serious illness, death of someone close, being the victim of crime, family difficulties and financial hardship);
- Situations with negative impact on the student's ability to undertake assessments/examinations which are independently evidenced in a timely fashion; (e.g. doctor's note during illness showing duration and level of negative impact);
- Situations that are acute or short term, the timing of which are relevant to the impact on study (normally within three weeks of the relevant assessment event deadline).

DEADLINES: For extension requests, as soon as possible and definitely before the submission deadline. For all other mitigating circumstances that might be relevant to a Board of Examiners by the Departmental Deadline provided in the Student Handbook, by e-mail or notices on Moodle.

The deadline for submissions for panel for 21/22 is 06/06/2022 for the Interim exam board and **17/10/2022** for the Final exam board. This is to allow for sufficient time for a panel to be arranged and consider the cases before the relevant boards.

NOTE: Long term chronic conditions (normally greater than a term in duration and that are likely to continue) and disabilities are dealt with under the reasonable adjustments (RA's) policy which can be found at: https://warwick.ac.uk/services/wss/students/disability/howwecanhelp/. *However a significant deterioration of a permanent or chronic condition already reported and covered by reasonable adjustments, is classed as a mitigating circumstance.*

2. Reasonable Adjustments

- The Equality Act 2010 (https://www.gov.uk/definition-of-disability-under-equality-act-2010) requires the University to make reasonable adjustments where a candidate who is disabled (within the meaning of the Act) would be at a **SUBSTANTIAL DISADVANTAGE** in comparison to someone who is not disabled.

- 'Substantial' is defined as 'more than minor or trivial' and that a disability (https://www.gov.uk/definition-of-disability-under-equality-act-2010) is defined as 'a physical or mental impairment that has a substantial and long-term negative effect on the ability to carry out normal day-to-day activities'.

- Students who have long term chronic conditions or disabilities and who believe they are entitled to reasonable adjustments should in the first instance contact Disability Services or Mental Health and Wellbeing and request an appointment to discuss their support requirements.

- A reasonable adjustment may be unique to the individual and could include special examination arrangements or delayed deadlines, but also alternative methods of assessments.

- Any reasonable adjustments made are evidence based; students are required to supply appropriate and recent medical evidence, or, in the case of a specific learning difference such as dyslexia or dyspraxia, a full diagnostic assessment. The type of appropriate evidence required can be discussed with Disability Services or Mental Health and Wellbeing.

- Once a student has met with Wellbeing Support Services, the adviser will contact the student's department and the Examinations Office (with their permission) to recommend any specific adjustments.

- Reasonable adjustment recommendations for examinations must be made before the annual deadlines as set out by the Examinations Office on the Disability Services website at: https://warwick.ac.uk/services/wss/students/disability/howwecanhelp/examinations/.
Recommendations that are made AFTER these deadlines will be handled under the Mitigating Circumstance Policy.

- Recommendations on how to apply reasonable adjustments may include for the student to be able to complete assessments via alternative assessment methods; bearing in mind that academic or professional standards in relation to core competencies and assessed criteria still need to be met.

- Students who were formerly undergraduate students at Warwick should be aware that reasonable adjustments **do not** carry over between courses. If you had reasonable adjustments as an undergraduate student, if you wish to make you of them during your postgraduate course then you will need to re-apply when you begin your postgraduate studies following the instructions above.

- Further information on disabilities and reasonable adjustments can also be accessed in the University's Disability Policy at: https://warwick.ac.uk/services/equalops/learnmore/equalityact/disability.

Mitigating circumstances: advice for students

MITIGATING CIRCUMSTANCES (MCs)

During the course of your studies, you may experience exceptional unforeseen short-term circumstances which are outside your control and might have a detrimental effect on your studies. Some students have a late identification of a disability and so reasonable adjustments to assessments may not be in place. Both scenarios are dealt with through the University's Mitigating Circumstances procedure. It is important that you always tell your Personal Tutor/Departmental Senior Tutor of any mitigating circumstances or reasonable adjustment needs as early as possible to ensure that appropriate support is put in place.

1. DEFINITION

Mitigating circumstances are defined as:

- Situations that you could not have predicted and had no control over (e.g. serious illness, death of someone close, being the victim of a crime, family difficulties and unforeseen financial hardship);

- Situations with significant impact on your ability to undertake assessments/examinations which are <u>independently evidenced</u> in a timely fashion; (e.g. doctor's note during illness showing duration and level of negative impact);
- Situations that are acute or short term, the timing of which are relevant to the impact on your study (normally within three weeks of the relevant assessment event or deadline).

In general terms, mitigating circumstances must be (a) significant (they have more than a minor impact on you), (b) unexpected (you must have had no prior knowledge of the event), (c) unpreventable (there was no reasonable steps you could have taken to prevent the event), (d) relevant (you must be able to link the event, and its impact on the period for which your claim is being made) and (e) corroborated (it must be independently verifiable and the evidence must meet the University requirements).

NOTE: Long term chronic conditions (normally greater than a term in duration and that are likely to continue) and disabilities are dealt with under the reasonable adjustments (RA's) policy which can be found at: https://warwick.ac.uk/services/wss/students/disability/howwecanhelp/. *However, a significant deterioration of a permanent or chronic condition already reported and covered by reasonable adjustments is classed as a mitigating circumstance.*

2. UNIVERSITY SUPPORT FOR YOUR MITIGATING CIRCUMSTANCES

The University offers support through a number of mechanisms for individual mitigating circumstances. If you are in any doubt about whether your situation is eligible as a mitigating circumstance you should consult either your Personal Tutor or the Departmental Senior Tutor. Your Student Handbook will specify who should be consulted in the first instance in your department about mitigating circumstances. Additionally, you may wish to consult staff outside your department for extra support and guidance, e.g. Wellbeing Support Services or one of the advisors at the Students' Union Advice Centre. Even if your circumstance is not eligible for consideration it may nevertheless be something for which you should seek support.

NOTE: A successful mitigating circumstance case does not excuse you from an assessment as the learning outcomes for the module(s) affected must still be undertaken. It may lead to an extension for assessed work or a resit opportunity (as a first attempt or for a capped mark) for any test, oral, or written examination (to be taken at the earliest scheduled opportunity).

3. CONFIDENTIALITY

Information provided by you is sensitive and will be treated confidentially and in line with General Data Protection Regulation (GDPR). Any student who believes that the mitigating circumstances submission contains sensitive personal information and/or highly confidential evidence, may submit their mitigating circumstances marked "strictly confidential and for the attention of the Chair of the Mitigating Circumstances Panel only". The information will be relayed by the Chair to the Mitigating Circumstances Panel (MCP) in each Department and/or Faculty without divulging the details of the sensitive nature of the information, subsequently, the MCP will decide on the recommendations to be made to the Board of Examiners. Any further communications to other bodies (such as to Board of Examiners boards and/or module leaders) is ONLY permitted to list the type of mitigation agreed and reporting the appropriate grading of the MC submission AND NOT the details of the circumstances or any evidence or how it was assessed.

4. REPORTING OF MITIGATING CIRCUMSTANCES

While it is acknowledged that you may be reluctant or not comfortable disclosing relevant information pertaining to private or sensitive issues or mental or physical health difficulties which are impacting on your academic progression, this cannot be used as an excuse not to do so. We cannot take into account circumstances that we are not told about. To ensure fairness to all students, it is your responsibility to fully disclose all relevant mitigating circumstances within the time frames laid down by your department. Once marks have been officially released to you, it is too late to submit mitigating circumstances and provide retrospective applications. Consequently, mitigation will not normally be considered or accepted where a student did not wish to raise their

issues until they received their results. All applications for mitigating circumstances are treated confidentially, and only a small number of staff will sit on the panel which decides the outcome.

What if I miss the deadline? Mitigating circumstances not submitted by the relevant deadline cannot be considered by the appropriate Board of Examiners and may only be considered by an Academic Appeals Committee as part of an academic appeal, please see Regulation 42 at:

https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg42academicappeals

An Academic Appeals Committee will only consider mitigating circumstances reported outside the deadlines if there is an exceptional reason <u>why</u> the submission was not presented at the correct time. **The reason must be evidenced by independent supporting documentation highlighting <u>why</u> it wasn't presented before the deadline.** Academic Appeals Committees often take place after the start of the next academic year which means if successful, a student may have to take a year out before re-joining their course or taking resit exams or assessments.

5. SUBMISSION OF INFORMATION
- You should normally discuss your mitigating circumstances with your Personal Tutor or a Departmental Senior Tutor before submission (this allows you to be signposted to relevant University support services).
- You must fill out the mitigating circumstances form on Tabula (https://tabula.warwick.ac.uk/mitcircs) AND ATTACH your independent evidence.
- Submissions will be considered by your home department – this means Psychology cannot comment on Mitigating Circumstances submissions for Economics students, and vice versa.

6. GUIDANCE ON TYPES OF MITIGATING CIRCUMSTANCE

In principle, if your circumstance requires treatment or support by a professional[1] or a University Support Service, it is likely to qualify as a mitigating circumstance. If you have not accessed support then it might not be serious enough to warrant mitigation. For example, if an illness does **not require medical treatment** (e.g. medication prescribed by a GP, GP visit or a referral to specialist physical or mental health services) or is minor (e.g. cough or cold) then it will not normally be eligible. Similarly, typical short-term assessment/examination stress and anxiety is <u>expected and normal</u> and might not meet the mitigating circumstance criteria. Students who have been diagnosed with long term mental or physical health conditions (e.g. anxiety, panic attacks) may be eligible for reasonable adjustments for study which are recommended by either the Mental Health and Well Being Team or Disability Services (https://warwick.ac.uk/services/wss/students/disability/howwecanhelp/). **Students would need to provide additional evidence of worsening or new symptoms or any other circumstances that would have impacted on their academic performance during the assessment period to meet the mitigating circumstances criteria.**

NOTE: Evidence of serious physical or mental illness must demonstrate that advice or treatment was sought at the time, or soon after any illness. Disclosure weeks or months later would not normally be eligible or will carry very little weight.

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[1] Where your Mitigating Circumstances relate to **physical or mental health conditions** you should provide documentation from a medical practitioner or a practitioner who is registered with an appropriate professional body such as the British Association for Counselling and Psychotherapy, the UK Council for Psychotherapy, the British Psychological Society, or an appropriately qualified Student Support professional. Medical practitioners in the UK should be members of a recognised professional body such as the General Medical Council, Nursing and Midwifery Council, General Chiropractic Council, General Dental Council, General Optical Council, General Osteopathic Council, General Pharmaceutical Council, Health Professions Council or Pharmaceutical Society of Northern Ireland. If you have sought medical attention abroad the certificatory must be licensed to practise in the country in question. Where your Mitigating Circumstances relate to **non-medical conditions** you should provide evidence from a solicitor, a court or tribunal officer, a police or fire officer, an official certificate (e.g. Birth or Death Certificate), a Departmental or Faculty Senior Tutor. **University Services** Evidence can also be obtained from the following Warwick services: Student Support, Financial Hardship, Disability Services and Mental Health and Well Being and the Students' Union Advice Centre.

Claims based on the following fall normally within the definition of mitigation circumstances (the list is not exhaustive):

- A <u>significant deterioration</u> of a permanent or chronic condition close to assessment (normally within three weeks of the assessment due) which you have already reported and is already covered by reasonable adjustments OR/IF the reasonable adjustments do not fully address the impact of the condition and still leave you at a disadvantage over others.
- Serious illness (physical or mental), accident or severe trauma at the time of the assessment or during the preparation for it.
- Death of someone close to you around the time of the assessment.
- Serious illness or accident (including significant caring responsibilities) of someone close to you at the time of the assessment.
- Significant change in employment circumstances beyond your control (part-time students only).
- Significant change in personal or unforeseen financial circumstances (e.g. divorce of student, fire, court appearance by student, acute accommodation crisis).
- Late diagnosis of a disability, including Specific Learning Difficulty (SpLD).
- Bullying, harassment or threatening behaviour.
- Victim of a crime or involvement in a criminal case (e.g. as a witness).

NOTE: This list is not exhaustive and if you feel that you want to report a claim for mitigating circumstances which is not listed above, but does in in your opinion represent a mitigating circumstance, you should list the mitigating circumstances on the mitigating circumstances form and submit it for consideration as published by your department. The department will seek advice from the relevant Academic Director of Undergraduate or Postgraduate Studies to ascertain if the mitigating circumstance falls within the definition of mitigating circumstances.

Claims based on the following would not normally be considered to fall within the definition of mitigating circumstances (the list is NOT exhaustive):

- A permanent or chronic condition which you have already told us about and is covered by reasonable adjustments.
- Circumstances that do not relate to the assessment period in question unless independent evidence is provided which demonstrates the ongoing detrimental impact of a personal situation/medical condition.
- Minor illnesses, minor injuries (e.g. coughs, colds etc.) **not** requiring treatment from a qualified practitioner and that in a work situation would not normally lead to absence.
- Minor illnesses of relatives (unless you have substantial care or support responsibilities for the person).
- Examination stress and anxiety, unless a flare-up of a pre-diagnosed illness/condition.
- Stress or symptoms of anxiety or low mood which do not meet the criteria or threshold for a diagnosis of an anxiety or mood disorder.
- Pressure of academic workload.
- Computer, printer or other IT failure.
- Temporary self-induced conditions, e.g. hangover.
- Travel disruption (e.g. traffic jams, delayed trains).
- Misreading or misinterpreting of an assessment title, assessment dates, time, and deadlines.
- Claims submitted without independent supporting evidence.
- Assessment dates being clustered or close together unless there has been a specific recommendation for reasonable adjustments which includes spacing of assessment dates.
- Employment or other types of external work (unless due to hardship that could not be foreseen).

- Non-academic activities and events that can be planned (such as holiday, moving house, weddings, normal sporting events etc.) or that were foreseeable and preventable.
- Late disclosure of circumstances on the basis that the student did not feel comfortable submitting mitigating circumstances prior to the relevant Board of Examiners' meeting where marks are confirmed (i.e. only submitting mitigation after they have failed an assessment).
- Staff absence due to illness or other unforeseen circumstance.
- Ignorance of the regulations or examination or assessment arrangements.

7. ACCEPTABLE EVIDENCE

Evidence is a vital part of a mitigating circumstances submission. Without it your claim will be rejected. It must be:

- Written by an independent qualified practitioner (letters from relatives are not acceptable); dated and written on headed or official notepaper and in English. If the letter is in another language you must provide both a copy of the original note and a certified translation into English. The University may seek to verify the accuracy of the translation provided. Photocopy or scanned evidence is acceptable.
- Written around the time you were experiencing your claim in order for an assessment to be made on the impact of your claim. *Evidence written sometime after the event will not normally be accepted as it is not possible to evidence the impact of the claim on the individual during the period affected.[2]*
- Comprehensive and up to date evidence referring to physical or mental health which should be obtained normally after an appropriate face-to-face consultation with a qualified practitioner. Evidence obtained via a consultation over the phone (unless from a UK GP) or over the internet may be given less weight and will be rejected if it is has been written sometime after the event.

If you are waiting for evidence and are worried it will not arrive in time before the mitigating circumstances deadline you should still submit your case BUT highlight that you are still awaiting evidence and report when it was requested, when it is likely to arrive and who it will be coming from.

The University reserves the right to check the legitimacy of any evidence provided. If any submission is found to be fabricated or altered then the student may be investigated under Regulation 23, Student Disciplinary Offences (https://warwick.ac.uk/services/gov/calendar/section2/regulations/disciplinary).

8. DEADLINES

Mitigating Circumstances must be submitted to your Home Department using the Mitigating Circumstances Form on Tabula as soon as possible. DEADLINES: For extensions requests for individual pieces of work, Mitigating Circumstances should be submitted as soon as possible and definitely before the submission deadline for the piece of work in question. For all other mitigating circumstances submissions that might be relevant to a Board of Examiners, submissions should occur by the departmental deadline provided in either the Student Handbook, by e-mail, or notices on Moodle.

Mitigating circumstances not submitted by the relevant deadline cannot be considered by the School/Department and may only be considered by an Academic Appeals Committee as part of an academic appeal, please see:

https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg42academicappeals

An Academic Appeals Committee will not consider mitigating circumstances reported outside the deadlines as set out in this policy unless the student can demonstrate that there is an exceptional reason why the

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[2] Evidence written after the fact by a professional that is based on observations made at the time is acceptable

submission was not presented at the correct time which must be accompanied by independent supporting evidence highlighting why it couldn't be presented before the deadline.

9. WHAT HAPPENS NEXT?

Requests for extensions: The Director of Studies with input from the Chair of the MCP (normally the Senior Tutor) will review your mitigating circumstances in confidence and decide whether an extension or late submission penalty waiver is appropriate. You should receive a decision within 3 WORKING DAYS. The Board of Examiners will be notified of any decision but NOT your mitigating circumstances behind it to ensure confidentiality.

Other mitigating circumstances relevant for an exam board: Your evidence will be examined and the impact of the mitigating circumstances, but not necessarily the circumstances themselves, will be graded (rejected, weak, moderate, severe) in confidence by a Mitigating Circumstance Panel (MCP) in your Department, after the departmental deadline for submission and before the Board of Examiners' meeting. The panel will make recommendations based upon the type, timing, severity, and robustness of evidence provided. The MCP may typically include the Senior Tutor, the Director of Undergraduate/Postgraduate Studies, the Head of Department, the Chair of the Board of Examiners, the Secretary to the MCP, or the Director of Student Experience. Individual Departments must publish the membership of their MCP's in the Student Handbook and their membership may be different if appropriate. The Board of Examiners will be notified of the decision but NOT of your mitigating circumstances to ensure confidentiality.

For Psychology PGT courses, MCP's will usually be comprised of some combination of the following membership (please note that membership may change at any time for any reason):

- Dr Hester Duffy, Senior Tutor
- Dr Claudie Fox, Director of PGT Studies and Course Director for MSc in Clinical Applications of Psychology
- Professor Elliot Ludvig, Course Director for MSc in Behavioural and Economic Science (Science Track)
- Professor Thomas Hills, Course Director for MSc in Behavioural and Data Science
- Dr Friederike Schlaghecken, Course Director for MSc in Psychological Research
- Ms Angela Gibson (secondment until January 2022)/Mrs Emily Biggs (from January 2022), Academic Programmes Manager
- Mr Thomas Freeman, Postgraduate Programmes Officer
- Mrs Nicola Grant, Postgraduate Secretary

Outcomes made to the Board of Examiners will be recorded by student ID number only. The record will include a brief summary of the discussion of the case. A student is entitled to know the outcome of their submission, however, details of the discussions held will not normally be disclosed.

10. POSSIBLE OUTCOMES AT AN EXAM BOARD

The MCP will take into account and reflect relevant factors such as your mode of study, or mode of assessment, and the decision will only be based on the evidence that has been presented to it in the original submission. Marks WILL NOT be changed for assessed work or examinations. Depending upon the severity of the circumstances, the possible recommendations of the Board of Examiners can include:

- The claim was rejected.
- The mitigating circumstances were considered weak, and/or had no material effect on your academic performance. For example, the circumstances fall within the normal level of everyday life that a person with normal emotional resilience would be expected to cope with.

- The waiving or reducing of penalties for late submission of assessed work.
- The waiving of a piece of work you failed to submit for assessment that had a credit weighting of 3 credits or less, if the Board of Examiners concludes that it is not in your interest (or it is not possible) to reschedule it. The unreliable component will be disregarded, and the module mark will be recalculated.
- Allowing you a further re-sit (examination)/re-submission (assessed work) opportunity. This would be as a final attempt so the marks will be capped at the pass mark and there will be no further opportunity to remedy failure.
- Allowing you a further sit (examination)/submission (assessed work) opportunity. This would be as a first attempt so marks will not be capped and there will be a further opportunity to remedy failure. Any marks achieved in the subsequent attempt will count as the original mark.
- Proceeding with low credit to the next year of study. This decision must be made within University and Programme Regulations. You must be notified of the implications this has on any future failure and for the achievement of your degree.
- The recommendation that you be awarded a Degree (or other qualification) or award of a higher class of degree than would be merited by the marks returned, subject to any restrictions imposed by accreditation or professional certification
- The recommendation to the Academic Registrar that you should be granted a repeat of the year in full as a first attempt so that marks will not be capped (except for the MBChB programme) and there will be a further attempt to remedy failure. All previous marks achieved will be discounted. Note this will incur another set of fees.
- The recommendation to the Academic Registrar that you should be granted a repeat of the year in full as a final attempt so that the marks are capped at the pass mark and there will be no further attempt to remedy failure. Note this will incur another set of fees.

An additional outcome at any level of severity may be:

- No action is required in terms of progress decisions, but the circumstances will be carried forward and be considered when determining the degree classification at the relevant level and at a future meeting of the Board of Examiners.

11. WHY MIGHT MY CLAIM BE REJECTED

- Your form was incomplete or incorrectly submitted.
- Your evidence was recorded and submitted after the relevant event and deadline for MC submission without prior indication that it might be submitted late.
- The evidence you submitted did not support the claim that the nature of the circumstances was over and above the normal difficulties that would be experienced by an average person with average resilience.
- Your form was not submitted by the relevant deadline and the mitigation would not have prevented the claim being made before the deadline.
- No independent documentary evidence was supplied to support your request (letters from family, and friends are not normally sufficient).
- There was insufficient evidence to show that the timing of the circumstances adversely affected your assessment.
- Sufficient mitigation had already been made for the same circumstances.
- The circumstance is a disability for which reasonable adjustments had already been made.

Pastoral Care and Support

Personal tutors

Personal Tutors are academic members of staff based in departments, assigned to each student on arrival at Warwick. 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. All departments have one or more Senior Tutors with whom students can also discuss issues. On occasion your personal tutor may refer you to either the Senior Tutor or to other support services within the university, such as Wellbeing Support Services.

The Senior Tutor for Psychology is Dr Hester Duffy (H.E.Duffy@warwick.ac.uk).

Additional academic support

The department has a number of additional support facilities, including 3 mental health first aiders.

Name	Location	Contact
Liz Farmer	H143	L.Farmer@warwick.ac.uk
Nicola Grant	H146	N.Grant@warwick.ac.uk
Jag Jutley-Neilson	H138	Jagjeet.Jutley-Neilson@warwick.ac.uk

Student engagement

The PGSSLC

The Postgraduate Student Staff Liaison Committee (PGSSLC) provide an accessible arena for students to discuss any concerns they have with teaching, learning and student support services with the academic staff from their department.

SSLCs work in conjunction with the Students Union, and their website gives details for the representatives for the academic year: https://www.warwicksu.com/sslc/.

Feedback can be sent through the PGSSLC representatives, via the PGSSLC page on the Psychology website, or via any member or staff. We welcome student feedback in all areas.

If you are interested in being involved with the SSLC, please contact the current PGR representatives:

Agne Raneberg (Agne.Raneberg@warwick.ac.uk) – Psychology PGSSLC Chair

Zhihong Huang (Zhihong.Huang@warwick.ac.uk) – Psychology PGSSLC Secretary

University Feedback and Complaints procedures

University complaints procedures are outlined at
https://warwick.ac.uk/services/feedbackcomplaints/students/.

You are always encouraged to speak to the department if there is any feedback you would like to give.

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:

warwick.ac.uk/about/values/	**What's Expected of Students at Warwick**, which summarises key expectations for students and signposts to associated support
warwick.ac.uk/services/equalops	**Equal Opportunities Statement**, setting the value we place on maintaining an inclusive environment where all can contribute and reach their full potential
warwick.ac.uk/dignity/	**Dignity at Warwick Policy**, setting out how our differences are respected and valued and how we aim to prevent and address harassment and bullying
warwick.ac.uk/about/strategy	**University Strategy**, which sets our vision as a world-class university and our values
warwick.ac.uk/wscs/	**Warwick Student Community Statement**, which sets out aims for the University as well as for students
warwick.ac.uk/services/gov/calendar	**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
warwick.ac.uk/services/aro/studentrights/	**Student Rights and Responsibilities**, which provides quick and easy links to University regulations, policies and guidelines that govern what a student can expect from the University and what they need to adhere to as a student

University Policies For All students

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/

Attendance and Study
- Regulation 36; Regulations Governing Student Registration, Attendance and Progress: http://warwick.ac.uk/regulation36
- Study Hours Statement: https://warwick.ac.uk/services/aro/dar/quality/categories/studyhours
- Policy on Recording Lectures: http://warwick.ac.uk/quality/recordinglectures/
- Regulation 31; Regulations governing the use of University Computing Facilities: http://warwick.ac.uk/regulation31

Assessment:
- University assessment strategy: http://warwick.ac.uk/quality/categories/examinations/assessmentstrat
- Policy on the Timing of the Provision of Feedback to Students on Assessed Work: http://warwick.ac.uk/quality/categories/examinations/assessmentstrat/assessment/timeliness
- Moderation guidance: http://warwick.ac.uk/quality/categories/examinations/moderation
- Regulation 10; Examination Regulations: http://warwick.ac.uk/regulation10
- Regulation 11; Procedure to be Adopted in the Event of Suspected Cheating in a University Test: http://warwick.ac.uk/regulation11
- Regulation 23; Student Disciplinary Offences: http://warwick.ac.uk/calendar/section2/regulations/disciplinary/

University Information For Postgraduate Taught students

PG Hub

Please note: Due to the ongoing effects of Covid-19, the PG Hub may not be operating as usual during 2021/22. Please make sure to check their website for the latest information on opening times.

Found on the second floor of the Junction building (card access, postgraduate-only), the PG Hub is a peer-led collaborative community space that brings together postgraduates from across Warwick. At the 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 through Dissertation Station
- Find mentorship to take you to the next level
- Get actively involved in cultural events, such as Hallowe'en, the Burns Poetry Competition, Chinese New Year, and a Nowruz Celebration
- 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: see website

For more information:

https://warwick.ac.uk/services/library/pghub/about/postgraduate_hub/

@WarwickPGHub

pghub@warwick.ac.uk

Policies for Postgraduate Taught Students
- Regulation 37; Regulations Governing Taught Postgraduate Courses: http://warwick.ac.uk/regulation37
- Requirements for Taught Postgraduate Awards (harmonised PGT conventions), including any approved exemptions and specific departmental requirements: https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt20-21/

Masters Skills Programme
You can use the Masters Skills Programme to develop your academic, personal and professional skills whilst at Warwick. Our range of workshops, events and online resources will help you adjust to postgraduate study, boost your employability, and enhance your research skills.

Selected highlights include:

- Warwick Skills Portfolio Award: tailored by you to meet your personal development needs, this award encourages you to work towards your own goals and reflect on your learning experiences

- Leadership Scheme: this scheme runs during the spring term and is designed to support students in developing their leadership skills whilst at Warwick

There are plenty of opportunities to meet other students and you can gain recognition for your efforts through the Warwick Skills Portfolio Award.

For more information:

- http://warwick.ac.uk/skills/events/mastersworkshops

- skills@warwick.ac.uk

- @warwickskills

Learning Resources and Student Support

Library

Please note: Due to the ongoing effects of Covid-19, the Library and its associated spaces may not be operating as usual during 2021/22. Please make sure to check their website(s) for the latest information on opening times.

The Library has a designated Academic Support Librarian (ASL) for each academic department. For Psychology, this is Samantha Johnson (Samantha.A.Johnson@warwick.ac.uk). 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 you 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, various Learning Grids and the Modern Records Centre
- Information sources for your subject
- Developing information and research skills
- Sources of help and advice

Students can access 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, 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:

- The Learning Grid, University House
- The Learning Grid Rootes
- The Learning Grid Leamington
- The BioMed Grid (for Biological Sciences and Medical students)
- The Teaching Grid (for teaching staff)
- Wolfson Research Exchange (for all Warwick's researchers)

Information about the above can be found at: https://warwick.ac.uk/services/library/using/libspaces/.

The Library is also responsible for:

- The Postgraduate Hub (for PG students): (https://warwick.ac.uk/services/library/pghub/about/postgraduate_hub/)
- 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 Careers

Please note: Due to the ongoing effects of Covid-19, Student Careers may not be operating as usual during 2021/22. Please make sure to check their website(s) for the latest information on opening times.

The Student Careers team offers a wide range of online resources, workshops, 1:1 information, advice and guidance, employer presentations, careers fairs and a student helpdesk accessible in person, by email and phone. Student Careers can help students:

- 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 Careers Consultant who can provide discipline-specific support for students and online careers. This can include 1:1 career guidance, support for alumni events and discipline-specific information sessions. Students can also be referred to the Careers website for more information (http://warwick.ac.uk/careers).

For Psychology, our designated Careers Consultant is Siobhan Qadir (S.Qadir@warwick.ac.uk).

Skills and Student Development

Please note: Due to the ongoing effects of Covid-19, Skills and Student Development may not be operating as usual during 2021/22. Please make sure to check their website(s) for the latest information on opening times.

Skills and Student Development offers a wide range of online resources, workshops, 1:1 support, advice and guidance at all levels of study. There are three distinct programmes aimed at undergraduates, taught postgraduates and postgraduate research students. Support and services provided includes:

- Warwick Skills Portfolio Awards

- Student Enterprise Fund

- Undergraduate Research Support Scheme

- 1:1 appointments on academic skills

- Personal writing mentors

- Drop-in sessions for support in maths and stats.

- Study and Research Skills sessions like academic writing, notetaking, speed reading, project management, critical thinking and exam revision.

- Personal Development sessions like presentation skills, leadership, assertiveness and teamwork

- Programmes and events for female personal development

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

IT Services

Please note: Due to the ongoing effects of Covid-19, the Help Desk and other face to face IT Services functions may not be operating as usual during 2021/22. Please make sure to check their website(s) for the latest information on opening times.

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 +44 (0)24 7657 3737 (Monday to Friday, 8.30am-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 online 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 and is provided 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 the 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/.

Please see MyWarwick at: http://warwick.ac.uk/students for links list to useful pages.

Language Centre

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:

1. Modules for credits on the academic programme

These can be taken as part of an undergraduate degree course, but must be agreed with the student's home department before enrolling. There are a range of levels available, as well as accelerated options for those who want to develop their language skills at a faster pace. More information is available from: http://warwick.ac.uk/languagecentre/academic/.

2. Academic modules not for credit

The same modules as those available for academic credit are also available to take in addition to degree studies. A fee applies to these modules. More information is available from: http://warwick.ac.uk/languagecentre/academic/fees/.

3. Lifelong Language Learning (LLL) Courses

A programme of language courses available to students and staff from beginner through to advanced level. More information is available from: http://warwick.ac.uk/languagecentre/lifelonglearning/.

Enrolment for academic modules takes place during Welcome Week and week 1. Please consult https://warwick.ac.uk/fac/arts/languagecentre/ for updated enrolment dates.

Online enrolment for Lifelong Language Learning courses is available from mid-September. The Language Centre is located on the ground floor of the Humanities Building and can be contacted by email: language.enquiries@warwick.ac.uk .

Wellbeing and advice

Wellbeing Support

Please note: Due to the ongoing effects of Covid-19, some aspects of Wellbeing Support may be offered online during 2021/22. Please make sure to check their website(s) for the latest information on opening times.

Wellbeing Support offers an access point to all Wellbeing services – following a short consultation, we will refer you to the most appropriate Wellbeing colleagues for support.

In addition, the Wellbeing Support team offers 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

Wellbeing Support is located on the ground floor of Senate House. To access services, submit an enquiry through wellbeing.warwick.ac.uk or telephone +44 (0)24 7657 5570

Counselling and Psychology Interventions Team

Please note: Due to the ongoing effects of Covid-19, some aspects of Wellbeing Support may be offered online during 2021/22. Please make sure to check their website(s) for the latest information

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. There are a wide variety of services, including individual counselling, group sessions, workshops, and email counselling.

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. Students bring problems from their past or present that hinder their capacity to function, such as: abuse, self-harm, eating disorders, loss. Counselling and psychology can help with exploring issues to develop insight and bring about positive change to psychological and emotional distress.

The Counselling and Psychology Interventions Team is located on the ground floor in Senate House. To access our services, submit an enquiry through wellbeing.warwick.ac.uk, or see https://warwick.ac.uk/services/wss/students/counselling for more information.

Disability Services

The University offers a wide range of support services to students with disabilities and encourages a positive climate of disclosure. Students with disabilities can seek advice and support through the Disability Services 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/.

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/wss.

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/staff/information/.

University Dean of Students and Faculty Senior Tutors

Please note: Due to the ongoing effects of Covid-19, the Dean of Students' Office may not be operating as usual during 2021/22. Please make sure to check their website for the latest information on opening times.

The University Dean of Students works closely with Faculty Senior Tutors to assist students and 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.

The Dean of Students' Offices are located on the First Floor of the Senate House (open Monday to Thursday, 9am-5pm, Friday 9am-4pm). In the first instance, please contact the appropriate Faculty Senior Tutor (http://warwick.ac.uk/services/tutors/about/). The Dean of Students can be contacted on: SeniorTutor@warwick.ac.uk or telephone the Offices on +44 (0)24 7652 2761.

Personal Tutors

Personal Tutors are academic members of staff based in departments, assigned to each student on arrival at Warwick. They meet regularly, at least two-three times per year with tutees depending on their year of study.

They provide academic advice and support to personal tutees and discuss feedback. They can also advise on course regulations and mitigating circumstances. They may signpost students to support and development resources and opportunities, and provide references for jobs, further study and internships.

All departments have one or more Senior Tutors with whom students can also discuss issues. On occasion your Personal Tutor may refer you to the Senior Tutor where further support is required. For Psychology, the Senior Tutor is Dr Hester Duffy (H.E.Duffy@warwick.ac.uk).

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.

The Residential Life Team can be contacted via email at: residentialteam@warwick.ac.uk or telephone +44 (0)24 7657 5570.

International Students Office

Please note: Due to the ongoing effects of Covid-19, the International Students Office may not be operating as usual during 2021/22. Please make sure to check their website for the latest information on opening times.

The International Students Office supports all EU and international students during their studies at Warwick and is able to assist 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, providing letters to prove student status for visa purposes, banking); and the International Student Experience (social events and trips for international students and their families, and the opportunity to take part in Host UK visits).

Immigration Advice for Students

Advice on immigration can only be obtained via authorised staff who are deemed to meet the Immigration Services Commissioner's Code of Standard and Guidance. Students should be directed to the Immigration Team (immigrationservice@warwick.ac.uk) or the Students' Union Advice Centre (advice@warwicksu.com) in the first instance for immigration advice. It is also worth noting that changes in 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 may wish to seek advice accordingly. You will find more information from the Immigration Service here: https://warwick.ac.uk/study/international/immigration/.

The International Students Office is located on the first floor of University House Building (open Monday to Thursday, 9am-5pm, Friday 9am-4pm) and can be contacted by telephone on +44 (0)24 7652 3706 or via: http://warwick.ac.uk/study/international/connect/contacts.

University Health Centre

Please note: Due to the ongoing effects of Covid-19, some aspects of the Health Centre may be offered online during 2021/22. Please make sure to check their website(s) for the latest information on opening times.

Students who are resident on campus and in some local areas should register with the University Health Centre. Students must be registered in order to use the Health Centre, although the Centre may be able to assist non-registered people in emergencies.

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 visit 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 +44 (0)24 7652 4888.

Chaplaincy

Please note: Due to the ongoing effects of Covid-19, the Chaplaincy and its associated spaces may not be operating as usual during 2021/22. Please make sure to check their website for the latest information on opening times.

The Chaplaincy is a place of hospitality, safety, care, and encounter. We're here for absolutely anyone, of all faiths and none, who would appreciate the different pace of our space and the support of our Chaplains.

If you need space to reflect in the midst of a busy academic life, you can find it here. If you have a particular faith and 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. In addition to a large central space used by all faith groups, we have a Christian Chapel, Islamic Prayer Halls, and a Jewish meeting room with Kosha kitchens on Central Campus, plus Multi Faith Prayer Rooms on Westwood and Gibbet Hill Campuses. The Chaplaincy can be contacted on +44 (0)24 7652 3519 or by emailing chaplaincy@warwick.ac.uk.

Students' Union Advice Centre

Please note: Due to the ongoing effects of Covid-19, the Students' Union Advice Centre may not be operating as usual during 2021/22. Please make sure to check their website for the latest information on opening times.

The Students' Union Advice Centre provides free, independent, non-judgmental, impartial, and confidential advice to Warwick students. It offers the service to all Students' Union members irrespective of race, gender, sexual orientation, age, disability, or religious belief. The Advice Centre acts on behalf of and in the interests of our clients independently of the University and other agencies.

Some of the main areas of advice provided by the Advice Centre are:

- Academic advice: appeals, complaints, change of course and problems, temporary or permanent withdrawal, any University Committee proceedings (continuation of registration, cheating or plagiarism, fitness to practice, fitness to attend, fees and other monies owed to the University)
- 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, contact the Advice Centre to get advice as early on in the process as possible
- Personal advice: Health, sexuality, harassment
- Consumer advice: faulty goods, utility bills, mobile phone, and computer problems
- Employment advice: tax and national insurance, non-payment of wages, terms and conditions of employment

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

The Advice Centre is on the second floor of SU HQ (open Monday to Friday, 9am-3pm). It will see students usually by appointment or can be reached by telephone on +44 (0)24 7657 2824 or email: advice@warwicksu.com.

Student Funding
Please note: Due to the ongoing effects of Covid-19, the Student Funding team may not be operating as usual during 2021/22. Please make sure to check their website for the latest information on opening times.

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

Students should visit Student Funding if they want to know what financial support they may be entitled to; want to know more about the scholarships and bursaries; are having difficulty paying for day-to-day living expenses; or have additional financial needs because they care for a child or have a disability.

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 +44 (0)24 7615 0096 or email: studentfunding@warwick.ac.uk.

Campus Security
The Campus Security 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 security on campus, you can email: campussecurity@warwick.ac.uk. You can also phone the Campus Security team on +44 (0)24 7652 2083. In an emergency on campus, phone +44 (0)24 7652 2222 and in an emergency off-campus phone 999, which will take you through to external emergency services.

Students should always call Campus Security 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 Campus Security contact phone numbers can be found on the back of student and staff ID cards.

University Children's Services
Please note: Due to the ongoing effects of Covid-19, please make sure to check their website for the latest information.

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 +44 (0)24 7652 3389 or email: nurseryenquiries@warwick.ac.uk.

In recent years, school holiday schemes and summer schemes have also been available (http://warwick.ac.uk/services/childrensservices) 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.

Academic Registrar's Office

- Academic Office: http://warwick.ac.uk/ao

- International Student Office: https://warwick.ac.uk/study/international/immigration/

- Student Recruitment, Outreach and Admissions Service: https://warwick.ac.uk/services/aro/sroas/admissions/

- Student Careers: http://warwick.ac.uk/careers

- Skills & Student Development: https://warwick.ac.uk/services/skills

- Teaching Quality: http://warwick.ac.uk/quality

Academic Office

- Examination Office: http://warwick.ac.uk/ao/examinations

- Student Records: http://warwick.ac.uk/studentrecords

- Awards and Ceremonies: http://warwick.ac.uk/ao/congregation/ceremonies

- Student Finance: http://warwick.ac.uk/ao/finance

- Student Funding: http://warwick.ac.uk/ao/funding