Department of Psychology

MSc Psychological Research Handbook

2021-22

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Departmental information

Welcome

Welcome from the Director of Graduate Studies

The Department of Psychology was established in 1975. Our goal is to provide and maintain an environment in which teaching and research of the highest quality can flourish. Postgraduate students play an important role in this mission. They are a source of innovation and inspiration in research, and they are essential members of the research community. We aim to offer postgraduate students everything they need to fulfil their potential. You will find that our facilities for teaching and research are superb. I hope that the Department's research climate will inspire you to produce your best work and that you will thoroughly enjoy your study experience at Warwick.

Anu Realo, Director of Graduate Studies, A.Realo@warwick.ac.uk, Room H1.12 Humanities, ext 28570

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 Moodle pages will remain your reference point. We may also advise you of any changes via email, the web site, Twitter, Facebook and notice boards.

This handbook is produced for you, as a student in the department, and corrections or suggestions for improvements are welcome. Please send any suggestions to the Postgraduate Secretary, Nicola Grant (H146 - N.Grant@warwick.ac.uk)

Departmental contact details

For general enquiries, please contact the
Psychology Postgraduate Office,
Department of Psychology,
Room H146, Humanities Building,
University of Warwick, CV4 7AL.
Tel: +44/0 2476 150395
Email: PsychologyPG@warwick.ac.uk
Office hours: Monday, Tuesday, Thursday: 9.30 -16.00, Wednesday: 9.30-14.30, Friday 9.30-15.00. Outside of these hours, please use the email above.

The department is situated in the Humanities Building and the Humanities Building Extension. On the first floor are the Department's Postgraduate Office (H146), a number of small research laboratories, postgraduate work rooms and the Department Common Room (H145). On the second floor are a number of staff offices. The Humanities Building Extension houses a number of laboratories including an undergraduate computing laboratory, and 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 02476 522222.

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 term, 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.

Notice boards / Plasma Screen
There are a number of notice boards around the Department which give information and updates on useful department and university information. The notice boards will provide information on Staff Student Liaison Committees, the Psychology Society and Psychology research. There are also notice boards covering careers, Mental Health, the British Psychological Society, and forthcoming conferences. We also have a plasma screen outside the Psychology Programmes Office.

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 also a page for all current students Current Students (warwick.ac.uk). This 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.

Moodle is the teaching site, located at http://moodle.warwick.ac.uk/my/ The Moodle site is split into difference pages. There are pages 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 Moodle and web pages are produced for you, as a student in the department, and suggestions for improvements are welcome. Please send any suggestions for module pages to the module convener and any suggestions for the MSc Psychological Research page to Postgraduate Secretary, Nicola Grant (H146 - N.Grant@warwick.ac.uk) or the Academic Programmes Manager, Emily Biggs (e.biggs@warwick.ac.uk). 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 you will need to submit assessed work, where provisional marks will be displayed for you once your work has been marked (all marks are provisional until ratified by an exam board). It will also give you access to your personalised timetable, Seminar groups and any notes from the department. A guide to using tabula is provided for you when you start, and can be found on the Current Students page.

My.Warwick 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 have an official Facebook page. This is:

https://www.facebook.com/psych.postgrad.3

Staff details

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

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

	Surname	Forename		Room	Extension	Email
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

For a list of module conveners for 21/22, please see the '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

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
Personal Difficulties	• Personal Tutor • Resident Tutor • SU Advice centre (https://www.warwicksu.com/advice/)

Support with Health or Disability Issues	• Wellbeing Support Services, Senate House +44 (0)24 7657 5570
	  wellbeing.warwick.ac.uk
	  https://www2.warwick.ac.uk/services/supportservices

Difficulties with your residence	• Resident Tutor (for campus residences) • Warwick Accommodation (https://warwick.ac.uk/services/accommodation) • SU Advice centre (https://www.warwicksu.com/advice/)
Module Issues	• Module convener (see relevant Moodle pages)
Mitigating circumstances	• Your tutor (in the first instance). • For extension requests, mitigating circumstances forms should be submitted via the Tabula portal prior to the deadline.
Overseas and Exchange issues	• Dr. Olga Feher, O.Feher@warwick.ac.uk, H125
Careers	• Ms Siobhan Qadir, Ext 50199, S.Qadir@warwick.ac.uk
Course Satisfaction	• Course Director
Health and Safety issues	• Ms Linda Wilson, linda.wilson@warwick.ac.uk, H130
IT issues	• Mr Andrew Barnacle, A.C.Barnacle@warwick.ac.uk, H254
Feedback about a staff member	• Head of Department. PA to HoD, Catherine Johnstone, c.j.johnstone@warwick.ac.uk, H141
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 University Dean of Students (https://warwick.ac.uk/services/dean-of-students-office/informationforstudents/whentocontact/) and/or SU Advice Centre (https://www.warwicksu.com/advice/).

Starting out

Welcome Week

Information for Welcome week 21/22 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 in to university. Full details have been included in the correspondence with new students prior to their start. The departmental induction will be held virtually on Thursday 1 October.

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 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.

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 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.

Health and Safety

All students are expected to undertake a **Health and Safety induction** and **Fire Awareness certificate** (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 - Induction (warwick.ac.uk)

https://moodle.warwick.ac.uk/course/view.php?id=25109

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 are expected to undertake a **Diversity certificate** (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 course can be found at:

https://moodle.warwick.ac.uk/enrol/index.php?id=31420

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)

Computers within the Department are PCs, networked to give access to a central server, laser printer, the library catalogue and other bibliographic resources, email and the internet. The department's standard software is Microsoft Word for word processing, SPSS for statistics, and Endnote for bibliographic work. In addition, a variety of other special purpose software is also available.

Unlicensed software must NOT be used. Computer media can be obtained from Andrew Barnacle (A.C.Barnacle@warwick.ac.uk).

Note: The centrally administered H: drive is the only safe place to store your working files. Any available local drives may be cleared automatically**. It is the responsibility of the student to**
- **ensure that files are regularly backed-up.**
- **ensure that all data and files are removed from computers by the time that of thesis submission.**

After submission, departmental PCs will be reformatted and re-allocated and any data left will be erased.

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, it is advised that some notes from the session are recorded on Tabula.

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.**
- **Ensure that 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 Tier 4 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

Contact Point	Description	Type	Timing
	Term One		
1.	Attendance PS924	Face to face	Week 1 (w/c 04/10/2021)
2.	Supervisor Meeting	Face to face (in-person)	Week 2 (w/c 11/10/2021)
3.	Attendance PS923	Face to face (in-person)	Week 4 (w/c 25/10/2021)
4.	Supervisor Meeting	Face to face (in-person)	Week 6 (w/c 08/11/2021)
5.	Supervisor Meeting	Face to face (in-person)	Between weeks 8-9 (w/c 22/11/2021 - 29/11/2021)
6.	Submission PS923 Ass 1	Submission	Week 9 (w/c 29/11/2021)
	Term Two		
7.	Attendance PS925	Face to face (in-person)	Week 15 (w/c 10/01/2022)
8.	Supervisor Meeting	Face to face (in-person)	Week 18 (w/c 31/01/2022)
10.	Attendance PS901/PS903/PS904	Face to face (in-person)	Week 20 (w/c 14/02/2022)
9.	Supervisor Meeting	Face to face (in-person)	Week 22 (w/c 28/02/2022)
9.	Supervisor Meeting	Face to face (in-person)	Week 24 (w/c 14/03/2022)
	Term Three		
11.	Poster/Presentation (PS924/PS925/PS926)	Face to face	Week 37 (w/c 13/06/2022)
	Summer Vacation		
12.	Supervisor Meeting	Face to face (in-person or online)	Between weeks 40-42 (w/c 04/07/2022 -18/07/2022)
13.	Submission of project (PS902)	Submission	Week 50 (w/c 12/09/2022)

Note: this counts as a taught course, however there is a high research element, as students undertake long projects under supervision with the aim being to prepare them for RA work. More than for a standard taught course are therefore supervisor meetings.

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. For example, you may be ill and unable to attend the lecture that day. If you contact the programmes office (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 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 **call** +44/0 24761 50395**, or 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.

Reference requests

Writing references is part of the role of the personal tutor. 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. A reference request form can help, and some tutors would like a follow-up meeting in feedback hours. The notification period and the attached documents will allow a tutor to write the most helpful reference possible.

For Advice on Applications, Interviews and Careers please see the [Student Careers Page](#)

Transcripts/HEAR and degree certificates

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.

Course information

Course costs

There are no standard additional course costs for the MSc in Psychological Research. The department provides students with £50 worth of printing credits 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.

Some students may undertake a project that involves travel. If such a project is approved, the cost of travel to placement will be subsidised by the Department. Specifically, the department will pay the cost of public transportation (e.g., bus pass for the period of your placement). If public transportation is not feasible (and this must be demonstrated), the department will pay **25p** per mile plus parking at your placement location. **Mileage is calculated from the University.** If you are unsure of the mileage, contact the Postgraduate Secretary.

Please note that on-campus parking is the responsibility of the student.

Costs for travel, whether by public or private transportation, must be claimed using the University's Claim for Travelling and Subsistence Allowances (FP16a), available on the course intranet. When submitting a claim, you must also submit original receipts for public transport or parking.

Claims should be submitted to the Postgraduate Secretary on the last Friday of the month in which the cost was incurred.

Credit Weighting

Your work load is calculated in terms of CATS (Credit Accumulation Transfer Scheme). The normal load in each year is 180 CATS.

Any work undertaken for credit (and towards your degree) is measured in CATS, and you should use CATS as a guide in planning your options.

Each CATS point nominally corresponds to 10 hours of a student's work (including lectures, supervisions, private study and discussions).

Route: C8P9 - MSc in Psychological Research
Course Structure & Regulations

The normal load is 180 CATS. Two placements taken during the course allow you to contribute directly to the research area of your chosen supervisors. The research project element gives you the chance to develop your own area of study, supported through the advice of relevant academics. In addition to the specialist skills you will obtain conducting the research of the placements and projects, you will take modules relevant to your line of research.

First, you will take either "Advanced Qualitative and Quantitative Methods" or "Methods and Analysis in Behavioural Science."

Second, you will take one or two specialist options, depending on your research theme and previous experience. These may be drawn from (subject to supervisor recommendation and availability):

- Practical Research Skills for Psychology;
- Communication, Dissemination and Professional Issues;
- Computational Modelling.

Alternatively, if you have not previously taken a final-year undergraduate module in your research topic, such a bridging module could be selected from final year undergraduate option modules, on the recommendation of a supervisor. (If you take two options, one of your placements will be half-sized.)

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

Module Code	Module Name	Credit
PS902	Research Project	90

Core Psychology Module List

Module Code	Module Name	Credit
PS923	Methods and Analysis in Behavioural Science	15
PS907	Advanced Qualitative and Quantitative Analysis	15

Optional Core Psychology Placement Module List (students **must do 2)**

Module Code	Module Name	Credit
PS924	Psychological Research Laboratory Placement 1	30
PS925	Psychological Research Laboratory Placement 2	30
PS926	Psychological Research Short Laboratory Placement	15

Optional module list (students **must do at least 1.** Modules will depend on research theme and previous experience). Undergraduate finalist options are subject to change – below is an example.

Module Code	Module Name	Credit
PS901	Computational modelling	15
PS903	Communication, Dissemination and Professional Issues	15
PS904	Practical Research Skills for Psychology	15

Finalist Optional module List (Example)

Module Code	Module Name	Credit
PS346	Perspectives in Clinical and Counselling Psychology	15
PS348	Issues in Families and Development	15
PS349	Psychology of Ageing	15
PS350	Body Perception: Neurons to Experience	15
PS353	Developmental Psychopathology	15
PS355	Attention	15
PS358	Theories and Research on Emotion	15
PS359	Behaviour Change	15
PS360	Nonverbal Behaviour	15
PS361	Words & Reading	15
PS362	Sleep and Health	15
PS367	Psychology Across Cultures	15
PS371	Animal Behaviour	15
PS372	Psychology of Intellectual Disabilities & Sensory Impairments	15
PS373	Exploring Minds	15
PS374	Aggression & Violence	15

| PS375 | Human Evolution | 15 |

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, which 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

Requirements for Taught Postgraduate Awards

1. Principles

(a) The University has a single set of rules for the award of taught postgraduate qualifications which are not otherwise constrained by accreditation requirements.

(b) The classification system for the award of merit and distinction is based on averaging.

(c) These arrangements are consistent with the QAA Framework for Higher Education Qualifications and take account of module and course learning outcomes.

(d) The system is designed to be transparent, clear and comprehensible for students and staff.

(e) In arriving at decisions for an award, a fail mark for a module may not be condoned and a module may not be passed by compensation.

(f) For students who first registered in or after the academic year 2017-18

The award of Master will normally be made on successful completion of 150 credits at level 7, providing that a mark of at least 40 is obtained in the failed module(s) and all core modules are passed. Where departments require students to attain higher volume of credit at level 7 for the award of Master this must be clearly specified in information supplied to students.

(g) The award of Postgraduate Diploma will normally be made on successful completion of 90 credits at level 7, providing that a mark of at least 40 is obtained in the failed module(s) and all core modules are passed. Where departments require students to attain 120 credits at level 7 for the award of Postgraduate Diploma this must be clearly specified in information supplied to students.

(h) It is the responsibility of examination boards to act in accordance with these rules. Where professional, statutory or regulatory bodies specify requirements for accreditation which are inconsistent with these rules, departments must propose alternative arrangements which must be approved by Academic Quality and Standards Committee. No additional conventions may be specified by departments.

(i) For students who first registered in or after the academic year 2017-18

Where departments wish to maintain flexibility of award as outlined in (f) and (g) above, they may indicate modules, which students must take, but where the achievement of a pass mark of 50 is not critical for progression (within the context of paragraph (f) above). Any such arrangements must be clearly specified in information supplied to students and these 'required' modules listed.

2. Marking

(a) All marks should be given on a 0-100 scale.

(b) The minimum pass mark for all postgraduate modules is 50.

(c) Departments must specify in module proposals and in information supplied to students whether students must pass all elements of the assessment on a module in order to be awarded a pass mark. In the event that departments do not do so, students will be awarded a pass in the module if they attain an average mark, weighted according to the percentage of the individual elements of the assessment, which is not lower than 50.

3. Re- examination

(a) 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 (this limitation does not apply to single-module Postgraduate Award courses (PGAs)). Only one re-examination will be permitted for each module except as set out in (g) below.[1]

(b) Students should normally be allowed one opportunity to remedy failure in their dissertation/project module. Students obtaining a mark of 30 or less in the dissertation/project carrying a credit weighting of more than 60 credits will only be permitted to submit a re-worked submission for examination against different learning outcomes, the achievement of which would enable them to be considered for the award of a Postgraduate Diploma, except as set out in (g) below.

(c) Where the failure on an initial assessment in a taught module, dissertation or similar piece of independent project work is the result of penalties for late submission, the student should normally not be allowed to revise or resubmit the same assessment in order to remedy that failure, but should be required to undertake a new assessment, dissertation or project. Where it is impracticable for the department to allow the student to undertake a new assessment, dissertation or project that has failed due to penalties for late submission, the initial failure should be allowed to stand (and the matter referred to the Board of Examiners for their consideration of all the circumstances relevant to the case).

(d) Where a failure results from a finding of cheating under University regulations, it should be for the Head of the department (or his or her authorised deputy), the University Investigating Committee or the Board of Examiners to determine whether the student should be allowed to remedy that failure.

(e) Where a student has failed to reach the minimum pass mark for a module which contains more than one element of assessment, the student shall normally be required to be re-examined only in the element(s) of the assessment which has (have) not met the minimum pass mark, noting that the appropriate method of reassessment should be determined by the Board of Examiners.

(f) The maximum pass mark which may be awarded for a module on re-examination is 50, irrespective of the mark(s) which have been given for other elements of the assessment for that module, except as set out in (h) below. Departments are however required to keep a record of the uncapped mark, although it would not appear on the student's transcript.

(g) Where there is evidence of serious medical or personal problems disclosed to, and discussed by, the relevant departmental Special Cases Committee, that committee may make recommendations to the relevant Examination Board as to the extent to which these special 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 by Examination Boards. The Examination Board should not amend a module mark or the mark for any element of assessment as a result of special 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 special circumstances.

4. Progression

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[1] The above clause does not apply to professional practice modules. The right to remedy failure on professional practice modules is subject to the decision of the Board of Examiners, taking into account relevant professional standards and requirements.

(a) Where students are not initially enrolled for a full Master's award, they may normally only progress to the next stage of a course when they have acquired the required minimum number of credits specified in the tabulated summary at appendix A, including passing all modules designated as core to ensure that the stated course learning outcomes have been met. If a department requires that students must also obtain a specified average mark across some or all modules before progressing from a postgraduate certificate to a postgraduate diploma, or from a postgraduate diploma to the Master's, this must be clearly specified in information provided to students.

(b) Course proposals and documentation provided to students must, therefore, explicitly identify the core modules on any course for which credit must be achieved in order to progress.

(c) Where any additional modules are required to be passed (in addition to the total minimum credit volume to be passed as specified in appendix A) to meet the learning outcomes for an award or for progression to the next stage of a course, this must be indicated clearly in the course approval and specification and be made clear in documentation supplied to students.

5. Awards and classification

(a) For students who first registered in or after the academic year 2017-18

Students are eligible for the awards shown in appendix A if they obtain the minimum number of credits at the appropriate level(s) and all core modules are passed. Where departments require students to attain a higher volume of credit at level 7 for the award of Master this must be clearly specified in information supplied to students.

(b) Where departments require students to attain 120 credits at level 7 for the award of Postgraduate Diploma this must be clearly specified in information supplied to students.

(c) Subject to the provisions of (d) below the award of Master, Postgraduate Diploma, Postgraduate Certificate or Postgraduate Award should be with merit if a student attains an Award Average (weighted according to the credit rating of the modules comprised within the award) of between 60.0 and 69.9 inclusive and with distinction if a student attains an Award Average of 70.0 or above. Where departments specify that a student must attain a mark on a particular module or modules of 60.0 or above for an award with merit or 70.0 or above for an award with distinction this must be specified in information provided to students.

(d) Irrespective of the award average attained by a student and subject to the provisions of (e) below no student may receive an award with merit or distinction if the student has not received the minimum pass mark for any module.

(e) Where there is evidence of serious medical or personal problems disclosed to and discussed by the relevant departmental Special Cases Committee that committee may make recommendations to the relevant Examination Board as to the extent to which these special circumstances should be taken into account. Any discretionary consideration should be clearly minuted by Examination Boards.

Tabulated Summary of Credit Requirements for Awards

Qualification	Total Minimum Credit to be Taken	Total Minimum Credit to be Passed: including all core modules as a minimum of 50%	Highest Level of Credit	Minimum Credit to be Passed at Highest Level
Master (PGT)	180	150*	7	150

PG Dip	120	90**	7	90
PG Cert	60	60	7	60

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

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

The Board of Examiners will determine the final classification of candidates.

Full details of the conventions can be found at

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

Modules

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

Module Code	Module Name	Convener
PS901	Computational modelling	James Adelman
PS902	Research Project in Psychology	Friederike Schlaghecken
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	Emmanouil 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	Friederike Schlaghecken
PS925	Psychological Research Laboratory Placement 2	Friederike Schlaghecken
PS926	Short research placement	Friederike Schlaghecken
PS927	Neuroeconomics	Elliot Ludvig
PS928	Behavioural and Data Science Project	Thomas Hills (project supervisors)
PS929	DTC Social Science Research Dissertation	Elizabeth Maylor

For more information on each module, please see the Moodle pages

Registering on modules

For all non-core modules, you need to enrol for modules online via MyWarwick by the end of Week 3. 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 open from 1 week before term until Week 3 of term
- 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 up until Week 1 of term 3, but only if the module is examined in the May/June exam period and **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 at https://warwick.ac.uk/fac/sci/psych/study/pgmodules/

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 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 this 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 you do not understand, or 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 Current Student Webpages, 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 choose, 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).

Assessment and Feedback deadlines
You can find the submission dates for assignments in a number of places.

- There is a link to submission dates on the PsychRes webpage MSc Psychological Research (warwick.ac.uk)
- The submission date for each assignment is in the assignment information on Tabula
- Each module Moodle page

The submission time for ALL assignments is midday as stated in Regulation 36.

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.

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/pgt

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

Submission of Assessed work

All submissions will go through The University's coursework management programme, Tabula. (https://tabula.warwick.ac.uk/) Here 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.

Marking

Marking criteria for each assessment are provided on Moodle.

Agreed marks are submitted to 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. Tutors may inform students of the agreed percentage mark given to each piece of assessed work and the overall percentage mark obtained in each examination after the relevant Examination Board has met. All Masters level work is sample moderated. 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.

Marks for assessed work and exams are made available online after the relevant board.

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

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	(High 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%	(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.
50%-59%	(MSc Pass) The work reveals an underlying grasp of the subject matter, but with areas of confusion or some gaps in conceptual/mathematical understanding or methodology. Answers are fairly well structured but may tend towards the factual or derivative. In project or dissertation work, general conclusions or outcomes are reasonable, but there is room for substantial improvement in the individual's ability to apply theorems, analyse problems or execute technical skills.
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.

Plagiarism means:
- 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' 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 may 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 MSc Psychological Research pages on Moodle.

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. Students must submit their raw data for second and third year projects (e.g., response sheets, questionnaires, electronic data files, as agreed with the supervisor at the start of the project), and evidence of informed consent by participants where appropriate, to their project supervisors by the deadline specified for

the written report. Failure to submit the raw data could result in a mark of zero for the project. Students are therefore strongly urged to consult their supervisors at the outset of the project regarding what is expected to be submitted as raw data for each particular project.

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.

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 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 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

Unless you have been informed otherwise by the Department, you should follow the processes outlined above for all your assessed-work submissions. 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.

If you are taking an option module that is not based in Psychology, it is your responsibility to make sure that you know how to correctly submit work for that module. Other departments may have different submission procedures to follow.

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 Nicola Grant 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 work 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 or Economics, 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 Undergraduate 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

The full guide is available on the Moodle Guide pages

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.
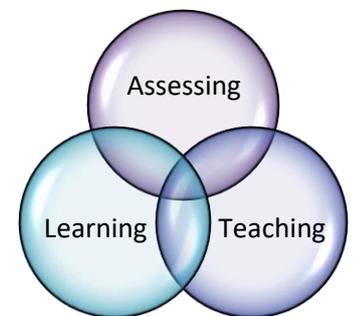
(The University Assessment Strategy was approved by Senate on 29 January 2014)

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 Guide pages on Moodle.

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.

- Marking criteria is available on your module Moodle webpage
- 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 skill your personal tutor support or DSEP can help.

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 handbooks at the start of each academic year (please find here)
- 20 University working days maximum turnaround is a universal requirement (more details here).
- 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. This marking criteria is used by academics to help mark along side your learning outcomes. If there are teams of markers a pre-meeting ensures that marking criteria is applied consistently. 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, to 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 are 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

Annually feedback that is provided to students and the quality of that feedback is monitored by course directors, there are also 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, 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 planned as detailed below. 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	01.07.2022	
Final Exam Board	21.10.2022	Marks will be available on Tabula at the end of the day (c4.30pm).

Mitigating circumstances

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 04.06.2022** for in the Interim exam board and **01.10.22** for the final exam board.

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/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: https://warwick.ac.uk/services/supportservices
- A reasonable adjustment may be unique to the individual and could include special examination arrangements, 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/disability/howwecanhelp/examinations . Recommendations that are made AFTER these deadlines will be handled under the Mitigating Circumstance Policy.
- Recommendations 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.

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

Mitigating circumstances: advice for students

MITIGATING CIRCUMSTANCES (MCs)

During the course of study you may experience <u>exceptional unforeseen short term</u> 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-see appendix A).

NOTE: Long term chronic conditions (normally greater than a term in duration and that are likely to be ongoing) and disabilities are dealt with under the reasonable adjustments (RA's) policy which can be viewed at: https://warwick.ac.uk/services/disability/howwecanhelp/

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 retrospective applications. Consequently, mitigation where a student did not wish to raise their issues until they received their results, will not normally be considered or accepted. 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 as published by your department AND ATTACH your independent evidence.
- Joint Honours students MUST make their request to their home School/Department, unless it is an extension request for an individual piece of work which will have to be made to the School owning the module.

6. GUIDANCE ON TYPES OF MITIGATING CIRCUMSTANCE

In principle, if your circumstance requires treatment or support by a professional[2] 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 expected and normal 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/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.

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

- A significant deterioration 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 your mitigating circumstances form and submit it for consideration as published by your department. The department will seek advice from the

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[2] 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.

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[3](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 underline evidence the impact of the claim on the individual during the period affected.*[3]

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

- Comprehensive and up to date evidence referring to physical or mental health 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 <u>you should still submit your case</u> 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.

For a guide on the type of evidence required see appendix A.

8. DEADLINES

Mitigating Circumstances must be submitted to your Home Department using the Mitigating Circumstances Form as published in the departmental student handbook as soon as possible. DEADLINES: For extensions requests for individual pieces of work as soon as possible and definitely before the submission deadline. For all other mitigating circumstances submissions that might be relevant to a Board of Examiners 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 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 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.

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 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.
- Waive or reduce penalties for late submission of assessed work.
- If you have failed to submit a piece of work for assessment with a credit weighting of 3 credits or less you may have that piece of assessment waived 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.
- Allow you a further re-sit (examination)/re-submit (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.
- Allow you a further sit (examination)/submit (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.
- Proceed 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.
- Subject to any restrictions imposed by accreditation or professional certification, recommend to award a Degree (or other qualification), or award of a higher class of degree than would be merited by the marks returned.
- Recommend 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.
- Recommend to the 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.

Decisions on cases concerning joint honours students will be made by the school in which you are registered and will be communicated immediately to the other department(s).

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.

- Your evidence 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 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 SSLC

The Student Staff liaison committee 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 SSLC representatives, via the You Said, We Did board in the common room, via the 'Student led' section of the MSc Psychological Research page, 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 representatives.

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/studentbehaviour/	**What's Expected of Students at Warwick**, which summarises key expectations for students and signposts to associated support
warwick.ac.uk/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/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/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/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

Ground floor, Senate House (card access, postgraduate-only). PG Hub is a peer-led collaborative community space that brings together postgraduates from across Warwick. At PG Hub you can:

- Book meeting rooms for group-work and collaborative study, as well as find first-come-first-served study and meeting space
- Ask any questions you might have about your postgraduate life at Warwick
- Access support for your dissertation 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: 09:00 – 00:00 (see website for holiday opening)

For more information:

- http://warwick.ac.uk/pghub/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: http://warwick.ac.uk/quality/categories/examinations/conventions/pgt/

Masters Skills Programme

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:

- 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

The Library has a designated Academic Support Librarian (ASL) for each academic department. The Academic Support Librarians are able to provide advice about Library services and resources for staff who are planning courses or putting together course materials and module websites. They can give advice on the Talis Aspire Reading List software which can help 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 (@WarwickUniLibrary) and its Twitter/Instagram account (@warwicklibrary).

The Library also manages a number of learning and teaching spaces from which skills enhancement and community engagement programmes are run:

- The Learning Grid, University House: (http://warwick.ac.uk/library/using/libspaces/learning_grid/)
- The Learning Grid Rootes: (http://warwick.ac.uk/library/using/libspaces/grid_rootes)
- The Learning Grid Leamington: (http://warwick.ac.uk/library/using/libspaces/grid_leamington)
- The BioMed Grid (for Biological Sciences and Medical students):
(http://warwick.ac.uk/library/using/libspaces/biomed_grid)
- Wolfson Research Exchange (for all Warwick's researchers):
(http://warwick.ac.uk/library/using/libspaces/research-exchange)
- The Postgraduate Hub (for PG students): (http://warwick.ac.uk/pghub/postgraduate_hub):
- The Teaching Grid (for teaching staff): (http://warwick.ac.uk/services/library/using/libspaces/teaching-grid)
- 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
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 careers 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).

Skills and Student Development

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. This 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 team work
- Programmes and events for female personal development

For the latest Student Careers and Skills guide, see:
http://viewer.zmags.com/publication/9551a1bc#/9551a1bc/10

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

IT Services

IT Services provide the essential resources and support necessary to give all students access to information technology services and support. If students have problems with IT related issues, IT Services provide a dedicated Help Desk. Students can go to the drop-in centre on the 1st floor of the Library building (Monday to Friday, 9am-5.30pm), telephone 024 765 73737 (Monday to Friday, 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 on-line at: http://warwick.ac.uk/its. IT Services also produce information on acceptable use of University IT facilities for students and staff: http://warwick.ac.uk/regulation31.

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

The training service provided by IT Services is available to all University students 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 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 Support

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 024 76575570.

Counselling and Psychology Interventions Team

The Counselling and Psychology Interventions Team makes up part of the network of support for all students at any level of study. The team offers students opportunities to access professional support to help them better develop and fulfil their personal, academic and professional potential. 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 https://warwick.ac.uk/services/wss.

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/supportservices.

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

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

University Dean of Students and Faculty Senior Tutors

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 024 765 22761.

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.

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: residentialteam@warwick.ac.uk or telephone 024 765 75570.

International Students Office

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 024 765 23706 or via: http://warwick.ac.uk/study/international/connect/contacts.

University Health Centre

Students 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 024 765 24888.

Chaplaincy

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 02476523519 or chaplaincy@warwick.ac.uk

Students' Union Advice Centre

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 024 765 72824 or email: advice@warwicksu.com.

Student Funding

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 024 761 50096 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 024 765 22083. In an emergency on campus, phone 024 765 22222 and in an emergency off-campus phone 999, which will take you through to external emergency services.

Students should always call 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

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

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

In recent years, 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/services/iso
- Student Recruitment, Outreach and Admissions Service: https://warwick.ac.uk/services/aro/sroas
- 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

- Graduate School: https://warwick.ac.uk/services/academicoffice/gsp