

Data Science Course Handbook 2020/21

Department of Statistics, University of Warwick

version: 06 October 2020

Note: The current document reflects the state of the course handbook on 06 October 2020. Some of the links may redirect to content, information, and guidance, that has moved or seen updates since.

Section 1: General Information

This handbook is a guide prepared by the Department of Statistics for students on all variants of the Data Science degrees. It contains essential information about the regulations and policies governing the programmes. First year students are provided with a hard copy of the booklet. If you are reading this in hardcopy or PDF, please note that the up to date version is maintained online at

<https://warwick.ac.uk/fac/sci/statistics/currentstudents/handbooks>.

All content in this handbook that is about changes in regulation or arrangements in response to the Covid-19 pandemic is clearly prefixed with **Covid-19 Advice**. In the unlikely case of conflicts between that content and other parts of the handbook, then the content prefixed with **Covid-19 Advice** take precedence.

The information and guidance displayed in these pages is current at the revision date of each page.

In this Section:

1.1 About Data Science

1.2 Courses

1.3 Contacts and Key People

1.4 Facilities

1.1 About Data Science

Background

The global demand for graduates with high-level knowledge, understanding and skills in all Statistics, Computer Science and Mathematics is huge, and still growing. The Warwick BSc and MSci in Data Science degrees exist to satisfy part of this demand in a particular way, through carefully designed courses that have strong mathematical underpinning.

The courses are organised jointly by the Departments of Statistics and Computer Science, with collaboration also from other Warwick departments (most notably the Warwick Mathematics Institute and the Warwick Business School). Primary organisational responsibility for the Data Science courses rests with the Department of Statistics. The first two years of the Data Sciences courses are largely foundational, designed to equip students with a firm grounding in the essential parts of mathematics, statistical theory and methods, and computing. The final years offers students a wide range of options and opportunities to specialize, as well as a substantial Data Science Project that gives the opportunity for each student to gain valuable practical experience and a taste of innovative research.

Aims

The Warwick degrees in Data Science provide an unrivalled education in the highly complementary areas of mathematical statistics and computer science. The aim of the degrees is to produce graduates who will be in high demand, and who, ultimately, will be capable of leadership roles in the rapidly growing field of Data Science in both science and commerce. In common with other mathematical science degree courses at Warwick we aim to:

- Attract well-qualified students.
- Provide an intellectually stimulating environment.
- Help students develop key intellectual skills.
- Provide a challenging education in mathematical statistics and computing, and their applications in the intelligent use of data to answer important questions.
- Produce high-quality graduates who are well prepared for the next step of their professional lives whether this involves further research training or moving directly into a career.

Detailed objectives for each year are to be found at the start of the relevant section.

Careers

There is a massive choice of career opportunities for Data Science graduates in many spheres, including commerce (especially e-commerce), finance, government, genomics and other areas of “Big Science”, entertainment and sport, education and academic research. Graduates from Warwick’s BSc and MSci degrees in Data Science, with their strong emphasis on core knowledge and skills and mathematical foundations, will be highly adaptable to and well sought-after for addressing new data-related challenges as they arise, perhaps in hitherto unforeseen fields.

RSS Accreditation

The Royal Statistical Society (RSS) accredits the BSc and the Integrated Masters in Data Science.

Details of the requirements for accreditation are available on the departmental web-page: <https://warwick.ac.uk/rssaccreditation>

1.2 Courses

BSc in Data Science

The first two years of the course are largely foundational, designed to equip students with a firm grounding in the essential parts of mathematics, statistical theory and methods, and computing. The final years offer students a wide range of options and opportunities to specialize, as well as a substantial Data Science Project that gives an opportunity for each student to gain valuable practical experience and a taste of innovative research.

The first year counts 10%, the second year 30% and the third year 60% towards the final BSc degree mark.

Covid-19 Advice

For students entering in 19/20 only, the first year counts 0%, the second year 30%, and the third year 70% towards the final BSc degree mark.

MSci in Data Science

As with the BSc in Data Science, the first two years of the course are largely foundational, designed to equip students with a firm grounding in the essential parts of mathematics, statistical theory and methods, and computing. The third year offers students a wide range of options and opportunities to specialize, as well as a substantial Data Science Project that gives an opportunity for each student to gain valuable practical experience and a taste of innovative research. The third year also involves a module whose aim is to prepare you for the statistical investigative cycle from problem formulation to the communication of conclusions. The fourth and final year of a MSci in Data Science offers a range of advanced modules from across Data Science, and you also choose a masters-level dissertation project from a wide selection of topics.

The first year counts 10%, the second year 20%, the third year 30% and the fourth year 40% towards the Integrated Masters degree mark.

Covid-19 Advice

For students entering in 19/20 only, the first year counts 0%, the second year 20%, the third year 35% and the fourth year 45% towards the Integrated Masters degree mark.

Intercalated Year

An intercalated year is a spent away from the University either as work in industry, study at a university overseas or a combination of both. The intercalated year can be taken

between the 2nd and 3rd years of a degree course, or between the 3rd and 4th Years of an Integrated Masters course. Students who pass the intercalated year will be awarded a degree certificate with the title including “with Intercalated Year”

Courses covered by this handbook

Course Code	Course Name*
G302	Data Science BSc
G303	Data Science BSc with Intercalated Year
G304	Data Science MSci
G305	Data Science MSci with Intercalated Year

* The course names shown are those in common usage not the actual degree title conferred.

Other Courses delivered by Department of Statistics

Course Code	Course Name*
GG14	Mathematics and Statistics BSc (MathStat)
GG17	Mathematics and Statistics BSc with Intercalated Year
G1G3	Integrated Masters Mathematics and Statistics (MMathStat)
under development	Integrated Masters Mathematics and Statistics with Intercalated Year
Y602	BSc MORSE
Y603	BSc MORSE with Intercalated Year
G300	MMORSE
G301	MMORSE with Intercalated Year
G30A	MMORSE Actuarial and Financial Mathematics
G30B	MMORSE Econometrics and Mathematical Economics
G30C	MMORSE Statistics with Mathematics
G30D	MMORSE Operational Research and Statistics
G30E	MMORSE Actuarial and Financial Mathematics with Intercalated Year
G30F	MMORSE Econometrics and Mathematical Economics with Intercalated Year
G30G	MMORSE Statistics with Mathematics with Intercalated Year
G30H	MMORSE Operational Research and Statistics with Intercalated Year

* The course names shown are those in common usage not the actual degree title conferred.

1.3 Contacts and Key People

Statistics Support Office

The normal point of contact for general information is the Student Support Office. If you need to contact the Department urgently, in the first instance you should contact the Student Support Office in person, by email, or by phone.

- Location: [MB0.11](#) (Ground floor of Mathematical Sciences Building)
- Postal Address: Student Support Office, Department of Statistics, University of Warwick, Coventry, CV4 7AL
- Telephone: +44 (0)2476 523066 (Internal: 23066)
- Opening hours: 9:30 - 12:30, 14:00 - 16:00
- Undergraduate enquiries: stats.ug.support@warwick.ac.uk
- Postgraduate enquiries: stats.pg.support@warwick.ac.uk

Key Contacts

Department

Head of Department: [Prof. Jon Forster](#)

Deputy Head of Department (Teaching and Learning): [Dr Tessy Papavasiliou](#)

Director of Student Experience (and SSLC Convenor): [Dr Ric Crossman](#)

Head of Student Engagement and Teaching Quality: [Dr Lynne Bayley](#)

Director of Undergraduate Studies: [Dr Paul Jenkins](#)

Course

Data Science Course Directors: [Dr Ioannis Kosmidis](#) (Statistics) & [Dr Victor Sanchez Silva](#) (Computer Science) datsci@warwick.ac.uk

MathStat Course Director: [Dr Martyn Parker](#) mathstat@warwick.ac.uk

MORSE Course Director: [Dr Martin Herdegen](#) morse@warwick.ac.uk

Deputy MORSE Course Director: [Dr Jere Koskela](#) morse@warwick.ac.uk

MSc Course Director: [Prof. Bärbel Finkenstädt Rand](#)

PhD Director: [Prof. Mark Steel](#)

Intercalated Year Co-ordinator: [Dr Ric Crossman](#)

Community and Welfare

Senior Tutor: [Dr Dario Spano](#)

Year 1 Tutor: [Dr Zorana Lazic](#)

Year 2 Tutor: [Dr Jere Koskela](#)

Year 3/4 Tutor: [Dr Leo Rolla](#)

Disability Coordinator: [Dr Ric Crossman](#)

Equality and Diversity Representation: [Dr Ric Crossman](#)

Careers

Careers Consultant: Chris Manley C.J.Manley@warwick.ac.uk

Staff Contacts

All staff are listed under <https://warwick.ac.uk/fac/sci/statistics/staff/> and have an individual information page with the contact details linked from the main page.

Academic staff with personal tutees and / or teaching have office hours per week during term time, which are advertised on their staff page.

Other Departmental Support Offices

Computer Science

- Location: [CS0.05](#)
- Email: comp-sci@dcs.warwick.ac.uk
- Telephone: +44 (0)24 7652 3193

Economics

- Location: [S2.134](#)
- Opening Hours: 8:15 - 16:45 (15:45 on a Friday)
- Email: economics.ugoffice@warwick.ac.uk
- Telephone: +44 (0)24 7652 3933

Mathematics

- Location: [B0.01](#) (Zeeman Building)
- Opening Hours: 8.45 - 16.30 (15:30 on a Friday)
- Email: ugmathematics@warwick.ac.uk
- Telephone: +44 (0)24 7652 4695

Warwick Business School

- Location: [0.002b](#)
- Opening Hours: 9:00 - 17:00 (16:00 on Friday)
- Email: undergraduate@wbs.ac.uk
- Telephone: +44 (0)24 7652 4687

1.4 Facilities

Covid-19 Advice

The following information pertains to a normal academic year. Access to facilities may currently be restricted: check departmental announcements for up-to-date information.

Department Buildings and Access

The Statistics Department is located in the Mathematical Sciences Building, which also houses Computer Science and Mathematics. It was completed in October 2018 and provides spaces for interdisciplinary collaboration and enhanced student experience.

The building is open access between 8 am and 6 pm, however students with their home department in Statistics can use their University Cards at all times to access the ground floor. Please do not allow anyone to tailgate you into the building outside of normal hours

Common Room

The student common room is located in [MB0.14](#), on the ground floor of the Mathematical Sciences Building. All students with their home department in Statistics can access the room using their University Card and will be able to find their pigeon hole in the common room. There is also a water boiler, communal fridge, sink, dishwasher, noticeboards and tables which can be used by all students. Please make yourself at home but be respectful of others by keeping the fridge and communal spaces tidy.

The common room may be used for work however its primary purpose is a social area so there may be quieter areas for working.

Work Areas

[MB0.10](#) is a computer work room that can be used by any student with their home department in Statistics.

[MB0.02](#) is a computer room on the ground floor of the Mathematical Sciences Building. It is sometimes used for teaching sessions but can be used by students for study whenever not in use.

There are areas located in various places on floors 1 to 3 which contain desks and blackboards and can be used between 8 am and 6 pm.

MSc students and fourth year students on the integrated Masters programmes can additionally use the M-level workroom [MB0.09](#).

Work Area Etiquette

Noise – work areas are intended for quiet study so if you wish to chat with your friends please use the atrium or find another location.

Please do **not**:

- Use mobile phones, skype or other such systems
- Play music or computer games etc
- Leave food, drink, clothing etc in the work areas
- Move furniture
- Leave the work areas untidy - we will spot check and people not complying with the rules will be asked to leave
- Spread your belongings onto more than one desk
- Allow unauthorised people into the computer room, common room or the building

Please be prepared to show your University ID card if asked

The Department is not responsible for any items left, lost or stolen in the work areas.

Any problems or queries please talk to the Support Office.

Section 2: Course Regulations and Progression

The definitive Course Regulations for all degree courses in the Department of Statistics are derived from the most recent on-line version of this handbook, which are held on the Department of Statistics website:

<https://warwick.ac.uk/fac/sci/statistics/currentstudents/handbooks/>

The lists of modules and other advice that appear in the printed version are provided as a convenience to students.

Some of the information in the printed version of the Course Guide may become outdated as the academic year progresses. The definitive source for the course regulations is therefore the Department of Statistics web page mentioned in the previous paragraph.

Specific information about Computer Science modules, their conduct and associated procedures can be found at the Computer Science handbooks at

<https://warwick.ac.uk/fac/sci/dcs/teaching/handbook/>

Optional Modules are subject to change from year to year. Additionally, some modules may be subject to availability / module pre-registration.

In This Section:

Year 1

[2.1 Year 1 Data Science BSc / MSci Course Regulations](#)

[2.2 Year 1 Data Science BSc / MSci Progression / Outcomes](#)

Year 2

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Year 3

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Year 4

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[2.10 Year 4 MSci Data Science Outcomes](#)

[2.1 Year 1 Data Science BSc and MSci Course Regulations](#)

Loading / Requirements

The minimum and normal load is **126 CATS**.

Core modules totalling 126 CATS must be taken.

Required modules (or specified components) must be passed at $\geq 40\%$ to progress.

The maximum load is **141 CATS**.

The only exception is that for students taking 24 CATS of Language options, the maximum load is **150 CATS**.

Any modules not listed (including foreign languages) are classed as Unusual Options and permission to take these modules must be obtained with a completed Unusual Option form submitted to the support office by the specified deadline. Unusual options do not count, under any circumstances, towards required CATS described in the course regulations for Core Modules, Optional Modules or letter Lists (e.g. List A, List B etc.). Further information about Unusual Options and deadlines can be found in section 3.4 of the handbook.

Core Modules

Code	Name	CATS	Term	Req
CS118	Programming for Computer Scientists	15	1	Yes
CS126	Design of Information Structures	15	2	Yes
IB104	Mathematical Programming I	12	3	
MA106	Linear Algebra	12	2	Yes
MA137	Mathematical Analysis	24	1, 2	
MA138	Sets and Numbers	12	1	
ST104	Statistical Laboratory 1	12	2, 3	Yes

ST115	Introduction to Probability	12	2	Yes
ST116	Mathematical Techniques	12	1	

Modules marked as "Yes" under "Req" must be passed at $\geq 40\%$ in addition to other progression requirements.

The teaching term shown is for information only and does not form part of the official course regulations. Variations observed on the module pages and / or university timetable should be considered to be a more definitive source of information.

[Notes on Course Regulations](#)

The core modules for the first year of the Data Science are considered to amount to a full academic year's work (126 CATS credit) and there is no requirement for you to take any additional modules. However, if you choose, you may register for additional, optional modules. Additional modules may have no effect on your overall average mark for the year (see section on classification for further information). Bear in mind an extra module is a big commitment and you must be careful not to take on too much. Since there are no listed optional modules in the first year, permission must be sought and granted in order to take any additional modules by filling in an Unusual Option form.

Any additional modules and the marks you gain in them will appear on your academic record. It can be worth doing additional modules for the skills you gain, as for example, in the case of foreign languages.

[First Year Learning Outcomes](#)

After completing the first year the students will have:

- Made the transition in style and pace from school to university-level learning in the mathematical sciences.
- Been introduced to the basic concepts in university mathematics, including the notion of proof, and the applications of mathematics to problems outside mathematics.
- Laid the foundations of knowledge, understanding and techniques necessary to proceed to the second year.

[2.2 Year 1 Data Science BSc and MSci Progression and Outcomes](#)

The possible outcomes of the first year examinations are as follows:

- Permitted to proceed to the second year of study.
- Required to take further attempts.

In order to progress to the second year of the degree programme (outcome a) you must pass (with a module mark of 40 percent or above) the following core-required modules:

- CS118 Programming for Computer Scientists

- CS126 Design of Information Structures
- MA106 Linear Algebra
- ST104 Statistical Laboratory 1
- ST115 Introduction to Probability

You must also have an overall year mark for the year of 40 percent or more and you must pass at least 80 CATS of whole modules.

If you do not meet the above requirements then the Exam Board will require you to take further attempts in certain modules in September. More information about further attempts can be found in the section on examinations and assessment.

Students Allowed to Proceed

Your overall mark for your first year counts 10% towards the overall degree mark.

You may be given an informal classification at the end of your first year; that classification is not official and will not form part of your transcript. It will, however, give you an idea of how you are progressing.

2.3 Year 2 Data Science BSc and MSci Course Regulations

Loading / Requirements

The minimum and normal load is **120 CATS**.

The maximum load is **150 CATS**.

Students must take **all core modules** and **at least 12 CATS of Optional Modules**. In addition, students must select an appropriate number of Optional Modules / Unusual Option modules to reach the minimum load.

Students who wish to proceed on, or transfer to, the integrated Masters are strongly encouraged take ST221.

It is **not permitted** to;

- take more than 30 CATS of level 1 modules (modules with code xx1xx)
- take more than 30 CATS of unusual options

Other module restrictions may also apply as specified in module information pages.

Any modules not listed (including foreign languages) are classed as Unusual Options and permission to take these modules must be obtained with a completed Unusual Option form submitted to the support office by the specified deadline. Unusual options do not count, under any circumstances, towards required CATS described in the course regulations for Core Modules, Optional Modules or letter Lists (e.g. List A, List B etc.). Further information about Unusual Options and deadlines can be found in section 3.4 of the handbook.

Core Modules

Code	Name	CATS	Term
CS258	Database Systems	15	1
CS260	Algorithms	15	1
CS261	Software Engineering	15	2
ST202	Stochastic Processes	12	2
ST208	Mathematical Methods	12	1
ST218	Mathematical Statistics Part A	12	1
ST219	Mathematical Statistics Part B	12	2

Optional Modules

Optional Modules are subject to change from year to year and some modules may be subject to availability / module pre-registration.

Code	Name	CATS	Term
CS249	Digital Communications and Signal Processing	15	2
CS255	Artificial Intelligence	15	1
IB207	Mathematical Programming II	12	1
MA222	Metric Spaces	12	2
MA258	Mathematical Analysis III	12	1
ST221	Linear Statistical Modelling	12	2, 3
ST222	Games, Decisions and Behaviour	12	1

The teaching term shown is for information only and does not form part of the official course regulations. Variations observed on the module pages and / or university timetable should be considered to be a more definitive source of information.

Notes on Course Regulations

When choosing their optional modules at the start of Year 2, Data Science students should be looking ahead to possibilities for their third year modules (in both Computer Science and Statistics), to ensure that they do not miss pre-requisite 2nd-year modules for those 3rd-year modules that especially interest them.

The Statistics option ST221 Linear Statistical Modelling is strongly recommended for all students intending to do substantial data analysis in their third year modules (including their third-year Data Science Project).

Second Year Learning Outcomes

After completing the second year the students will have:

- Covered a range of carefully selected material in computer science and statistics, and studied some of it in depth.

- Acquired sufficient knowledge and understanding to be in a position to make an informed choice of options in their final year and to have covered the background necessary to pursue these options.

2.4 Year 2 Data Science BSc and MSci Progression and Outcomes

The possible outcomes of the second year examinations are as follows:

- a. Permitted to proceed to the third year of study of BSc Data Science
- b. Permitted to proceed to the third year of study of MSci Data Science
- c. Required to take further attempts

In order to progress to the third year of the BSc Data Science degree programme you must pass **at least 60 CATS of whole modules** (at the 40% module pass mark).

In order to progress to the third year of the MSci Data Science degree programme you must additionally have a first (I) or upper second (II.1) classification in year 2. If you are registered on the Data Science degree programme and do not have a first or upper second classification you will be moved to the BSc programme.

Information about further attempts can be found in the examinations section of the handbook. Students who do not wish to take further attempts may choose to be considered for an exit qualification.

Students Allowed to Proceed

Your overall mark for the second year contributes 30% to overall mark for BSc programmes and 20% to the overall mark for integrated Masters programmes.

If you are allowed to proceed to the third year of study you may be provided with a classification, this is not official and will not form part of your transcript but will give you an idea of how you are progressing.

Students should be aware that the CATS passed in the second year form part of the requirement for the overall award;

- To qualify for a BSc Honours degree a candidate must pass (at the 40% module pass mark) in the final two years contributing to the degree classification, whole modules equating to at least 168 credits in total, including at least 80 credits taken in the final year.
- To qualify for an Integrated Masters Honours degree a candidate must pass (at the 40% level) at least 258 CATS in Years 2-4 including at least 90 CATS in the final year.

For more information about the required CATS on this see:

<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ug13>

2.5 Year 3 BSc Data Science Course Regulations

Loading / Requirements

The minimum and normal load is **120 CATS**.

The maximum load is **150 CATS**.

Students must take the core module and, in addition, students must select **at least 60 CATS from List A** with at least 30 CATS from each of Computer Science and Statistics and **at most 60 CATS from List B**.

Students must take, in their third year, **at least 90 CATS of level 3+ modules** (NB: Level 3 should be interpreted as: xx3xx).

It is **not permitted** to;

- take more than 30 CATS of unusual options

Other module restrictions may also apply as specified in module information pages.

Any modules not listed (including foreign languages) are classed as Unusual Options and permission to take these modules must be obtained with a completed Unusual Option form submitted to the support office by the specified deadline. Unusual options do not count, under any circumstances, towards required CATS described in the course regulations for Core Modules, Optional Modules or letter Lists (e.g. List A, List B etc.). Further information about Unusual Options and deadlines can be found in section 3.4 of the handbook.

Core Module

Code	Name	CATS	Term
CS350	Data Science Project	30	1, 2, 3

The teaching term shown is for information only and does not form part of the official course regulations. Variations observed on the module pages and / or university timetable should be considered to be a more definitive source of information.

List A

Listed modules are subject to change from year to year and some modules may be subject to availability / module pre-registration.

Code	Name	CATS	Term
CS301	Complexity of Algorithms	15	1
CS331	Neural Computing	15	2
CS342	Machine Learning	15	1
CS346	Advanced Databases	15	1
CS355	Digital Forensics	15	2
CS356	Approximation and Randomised Algorithms	15	2

ST301	Bayesian Statistics and Decision Theory	15	1
ST323	Multivariate Statistics	15	1
ST337	Bayesian Forecasting and Intervention	15	2
ST340	Programming for Data Science	15	2
ST343	Topics in Data Science	15	2
ST344	Professional Practice of Data Analysis	15	1
ST346	Generalized Linear Models for Regression and Classification	15	1

The teaching term shown is for information only and does not form part of the official course regulations. Variations observed on the module pages and / or university timetable should be considered to be a more definitive source of information.

List B

Listed modules are subject to change from year to year and some modules may be subject to availability / module pre-registration.

Code	Name	CATS	Term
CS313	Mobile Robotics	15	2
CS324	Computer Graphics	15	1
CS325	Compiler Design	15	1
CS345	Sensor Networks and Mobile Data Communications	15	2
CS347	Fault-tolerant Systems	15	1
CS348	Social Informatics	15	2
CS352	Project Management for Computer Scientists	15	1
ST305	Designed Experiments	15	2
ST318	Probability Theory	15	2
ST329	Topics in Statistics (suspended in 20/21)	15	2
ST332	Medical Statistics	15	2
ST333	Applied Stochastic Processes	15	1
ST335	Finance and Financial Reporting	15	1
ST339	Introduction to Mathematical Finance	15	1
ST341	Statistical Genetics	15	2
ST342	Mathematics of Random Events	15	1

The teaching term shown is for information only and does not form part of the official course regulations. Variations observed on the module pages and / or university timetable should be considered to be a more definitive source of information.

Notes on Course Regulations

- Some optional modules are only offered subject to availability. For example, Economics modules do not run if the numbers are insufficient, so check with the Economics Department. Also, WBS normally restricts module preregistrations for IB modules to 30 CATS for third year Data Science students
- It is a student's responsibility to ensure that the modules they are following are permitted — either because the modules are given explicitly as options by the regulations or because permission has been sought and granted by filling in an unusual option form.

2.6 Year 3 BSc Data Science: Outcomes

Your mark for the third year contributes 60% to overall mark for BSc programme.

The possible outcomes of the third year are as follows:

- a. Graduate with honours degree
- b. Graduate with pass degree
- c. Required to take further attempts.

To qualify for a **BSc Honours** degree a candidate must pass (at the 40% module pass mark) in the final two years contributing to the degree classification, whole modules equating to **at least 168 CATS in total**, including **at least 80 CATS taken in the final year**. In addition they must have an overall degree mark of **greater than, or equal to, 40%** for an honours degree.

Students should note that in awarding one of the BSc degree classes a candidate must achieve marks in that class or higher in whole core and listed modules taken in the final year equating to at least 48 CATS points in total.

To qualify for a BSc pass degree a candidate must pass (at the 40% module pass mark) in the final two years, whole modules equating to at least 150 CATS in total, including at least 50 CATS taken in the final year. In addition they must have an overall degree mark of greater than, or equal to 35%.

Further information about degree classification rules can be found at <https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ug13>

If you do not qualify for an honours degree or a pass degree you will be required to resit. You may instead choose to be considered for an exit qualification.

2.7 Year 3 MSci Data Science Course Regulations

Loading / Requirements

The minimum and normal load in the third year is **120 CATS**.

The maximum load is **150 CATS**.

Students must take, over their third and fourth years, **at least 210 CATS of level 3+ modules** including **at least 120 CATS of level 4+ modules**. At least **90 CATS of level 4+ modules should be taken in the fourth year**. (NB: Level 3+ should be interpreted as: xx3xx, xx4xx, xx5xx, xx9xx. Level 4+ should be interpreted as:- xx4xx, xx5xx, xx9xx).

Students must take;

- the **core modules CS350 and ST344**
- **at least 60 CATS from List A with at least 30 CATS from Computer Science and at least 30 CATS from Statistics.**

In addition, students must select an appropriate number of List A / List B / Unusual Option modules to reach the minimum load.

Unusual options do not count towards requirements for CATS from specified lists.

It is **not permitted** to;

- take more than 30 CATS of unusual options
- take the level 3 and level 4 version of the same module

Other module restrictions may also apply as specified in module information pages.

Any modules not listed (including foreign languages) are classed as Unusual Options and permission to take these modules must be obtained with a completed Unusual Option form submitted to the support office by the specified deadline. Unusual options do not count, under any circumstances, towards required CATS described in the course regulations for Core Modules, Optional Modules or letter Lists (e.g. List A, List B etc.). Further information about Unusual Options and deadlines can be found in section 3.4 of the handbook.

Core

Code	Name	CATS	Term
CS350	Data Science Project	30	1, 2, 3
ST344	Professional Practice of Data Analysis	15	1

The teaching term shown is for information only and does not form part of the official course regulations. Variations observed on the module pages and / or university timetable should be considered to be a more definitive source of information.

List A

Listed modules are subject to change from year to year and some modules may be subject to availability / module pre-registration.

Code	Name	CATS	Term
CS301	Complexity of Algorithms	15	1
CS331	Neural Computing	15	2
CS342	Machine Learning	15	1

CS346	Advanced Databases	15	1
CS355	Digital Forensics	15	2
CS356	Approximation and Randomised Algorithms	15	2
ST301	Bayesian Statistics and Decision Theory	15	1
ST323	Multivariate Statistics	15	1
ST337	Bayesian Forecasting and Intervention	15	2
ST340	Programming for Data Science	15	2
ST343	Topics in Data Science	15	2
ST346	Generalized Linear Models for Regression and Classification	15	1

The teaching term shown is for information only and does not form part of the official course regulations. Variations observed on the module pages and / or university timetable should be considered to be a more definitive source of information.

List B

Listed modules are subject to change from year to year and some modules may be subject to availability / module pre-registration.

Code	Name	CATS	Term
CS313	Mobile Robotics	15	2
CS324	Computer Graphics	15	1
CS325	Compiler Design	15	1
CS345	Sensor Networks and Mobile Data Communications	15	2
CS347	Fault-tolerant Systems	15	1
CS348	Social Informatics	15	2
CS352	Project Management for Computer Scientists	15	1
ST305	Designed Experiments	15	2
ST318	Probability Theory	15	2
ST329	Topics in Statistics (suspended in 20/21)	15	2
ST332	Medical Statistics	15	2
ST333	Applied Stochastic Processes	15	1
ST335	Finance and Financial Reporting	15	1
ST339	Introduction to Mathematical Finance	15	1
ST341	Statistical Genetics	15	2
ST342	Mathematics of Random Events	15	1

The teaching term shown is for information only and does not form part of the official course regulations. Variations observed on the module pages and / or university timetable should be considered to be a more definitive source of information.

Notes on Course Regulations

- Some optional modules are only offered subject to availability. For example, Economics modules do not run if the numbers are insufficient, so check with the Economics Department. Also, WBS normally restricts module preregistrations for IB modules to 30 CATS for third year Data Science students
- It is a student's responsibility to ensure that the modules they are following are permitted — either because the modules are given explicitly as options by the regulations or because permission has been sought and granted by filling in an unusual option form.

2.8 Year 3 MSci Data Science Progression and Outcomes

The possible outcomes of the third year of MSci Data Science are as follows:

- a. Permitted to proceed to the fourth year of study.
- b. Required to graduate immediately with BSc Science
- c. Required to take further attempts

In order to progress to the fourth year of MSci Data Science you must have a **year mark of greater than, or equal to, 55%** and have passed (at the 40% module pass mark) whole modules equating to **at least 60 CATS**.

If you do not have a year mark of greater than, or equal to 55%, you will not be permitted to continue to the fourth year of the MSci Data Science degree. You will be considered for a BSc and, if you meet these requirements, will be graduated immediately with a BSc.

If you do not meet the requirements for a BSc you will be required to take further attempts for failed modules. Unless there are accepted mitigating circumstances this will usually be for the BSc award. You may choose instead to be considered for an exit award.

Students Allowed to Proceed

Students should be aware that the CATS passed in the third year form part of the requirement for the overall award;

- To qualify for an Integrated Masters Honours degree a candidate must pass (at the 40% level) at least 258 CATS in Years 2-4 including at least 90 CATS in the final year.

You may choose to graduate early with a BSc even if you have met the progression requirements to continue on the MSci Data Science programme. Further information can be found in the section on course transfers.

2.9 Year 4 MSci Data Science Course Regulations

Loading / Requirements

The minimum and normal load is **120 CATS**.

The maximum load is **150 CATS**.

Students must take, over their third and fourth years, **at least 210 CATS of level 3+ modules** including **at least 120 CATS of level 4+ modules**. At least **90 CATS of level 4+ modules should be taken in the fourth year**. (NB: Level 3+ should be interpreted as: xx3xx, xx4xx, xx5xx, xx9xx. Level 4+ should be interpreted as:- xx4xx, xx5xx, xx9xx).

Students must take;

- **the core module**
- **at least 30 CATS from List A**
- **at least 30 CATS from List B**

In addition students must choose an appropriate number of modules from List A, List B and Unusual Options to reach the minimum load.

It is **not permitted** to;

- take more than 30 CATS of unusual options
- take the level 3 and level 4 version of the same module

Other module restrictions may also apply as specified in module information pages.

Any modules not listed (including foreign languages) are classed as Unusual Options and permission to take these modules must be obtained with a completed Unusual Option form submitted to the support office by the specified deadline. Unusual options do not count, under any circumstances, towards required CATS described in the course regulations for Core Modules, Optional Modules or letter Lists (e.g. List A, List B etc.). Further information about Unusual Options and deadlines can be found in section 3.4 of the handbook.

Core

Code	Name	CATS	Term
ST421	Data Science Masters Dissertation	30	1, 2, 3

The teaching term shown is for information only and does not form part of the official course regulations. Variations observed on the module pages and / or university timetable should be considered to be a more definitive source of information.

List A

Listed modules are subject to change from year to year and some modules may be subject to availability / module pre-registration.

Code	Name	CATS	Term
CS402	High Performance Computing	15	2
CS404	Agent Based Systems	15	2
CS409	Algorithmic Game Theory	15	2
CS413	Image and Video Analysis	15	1
CS415	Decision Procedures (suspended in 20/21)	15	1

The teaching term shown is for information only and does not form part of the official course regulations. Variations observed on the module pages and / or university timetable should be considered to be a more definitive source of information.

List B

Listed modules are subject to change from year to year and some modules may be subject to availability / module pre-registration.

Code	Name	CATS	Term
ST405	Bayesian Forecasting and Intervention with Advanced Topics	15	2
ST406	Applied Stochastic Processes with Advanced Topics	15	1
ST407	Monte Carlo Methods	15	1
ST409	Medical Statistics with Advanced Topics	15	2
ST410	Designed Experiments with Advanced Topics	15	2
ST411	Dynamic Stochastic Control (suspended in 20/21)	15	1
ST412	Multivariate Statistics with Advanced Topics	15	1
ST413	Bayesian Statistics and Decision Theory with Advanced Topics	15	1
ST414	Advanced Topics in Statistics (suspended in 20/21)	15	2
ST416	Advanced Topics in Biostatistics (suspended in 20/21)	15	2
ST417	Topics in Applied Probability (suspended in 20/21)	15	3
ST418	Statistical Genetics with Advanced Topics	15	2
ST419	Advanced Topics in Data Science	15	2
ST420	Statistical Learning and Big Data	15	2

The teaching term shown is for information only and does not form part of the official course regulations. Variations observed on the module pages and / or university timetable should be considered to be a more definitive source of information.

Notes on Course Regulations

- All fourth year students have to complete a project and it is required to pass this module for the award of a Masters

2.10 Year 4 MSci Data Science Outcomes

Your mark for the third year contributes 40% to overall mark for MSci Data Science programme.

The possible outcomes of the fourth year are as follows:

- Graduate with honours degree at Masters level
- Graduate with honours degree at BSc level

- c. Graduate with pass degree at BSc level
- d. Required to resit for BSc.

For an **Integrated Master's degree**, a candidate must pass (at the 40% module pass mark) in the final three years contributing to the degree classification, **whole modules equating to at least 258 CATS** in total, including **at least 90 credits taken in the final year**. In addition the project / dissertation module must be passed (at the 40% module pass mark).

In awarding the classification the Board of Examiners expects to see marks in that class or higher in at least 48 CATS in Year 4, from whole core and listed modules.

Candidates who do not meet the requirements for an Integrated Masters degree will be considered for a BSc qualification.

Further information about degree classification rules can be found at <https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ug13>

If you do not qualify for an honours degree or a pass degree you will be required to resit. You may instead choose to be considered for an exit qualification.

3. Module Selection and Course Transfers

In this section:

[3.1 Module Codes and Links](#)

[3.2 Module Choice](#)

[3.3 Module Registration](#)

[3.4 Unusual Options \(including Language Modules\)](#)

[3.5 Course Transfers](#)

[3.1 Module Codes and Links](#)

The first two letters of a module code indicate the Department that delivers the module. The codes and links to the module information pages for Departments that deliver modules often taken by students from Statistics are shown below.

Code	Department
IB	Warwick Business School
CS	Computer Science
EC	Economics
IL	Institute for Advanced Teaching and Learning
LL	Language Centre
MA	Mathematics
PH	Philosophy

PX Physics
ST Statistics

The third digit of the module code usually indicates the level of the module.

Third digit of module code	Usual Year / Course	Level	FHEQ Level (for exit awards)
1	First year undergraduate	1	4
2	Second year undergraduate	2	5
3	Third year undergraduate	3	6
4	Fourth year integrated masters / postgraduate taught	4	7
9	Fourth year integrated masters / postgraduate taught	4+	7
0	Second or third year undergraduate (IALT modules)	2 or 3	5 or 6

3.2 Module Choice

Advice on Module Choice

There is a large range of optional modules for most degree courses. Compulsory modules and some of the optional modules are listed in the body of this handbook. However, in principle, it is possible to take most modules available anywhere in the University as an unusual option but permission must be sought via an unusual option form.

In considering which options to take, the following points may help:

- Think about where your interests lie and what the module might lead to later.
- Check the prerequisites of modules that you wish to take in the current year. Also, consider which optional modules might be pre-requisites for modules that you wish to take in later years.
- You can check a module timetable via <https://tabula.warwick.ac.uk/profiles/department/st/timetables>

In the drop down box called “Modules” type out a module code to see the timetable for that module and press enter. Repeat until you have selected all modules that you are considering.

Although every effort is made to avoid timetabling clashes, given the large number of modules on offer a small number of clashes are usually unavoidable. You should bear these in mind when selecting optional modules.

- You can try a module and deregister later if you decide not to offer it for examination. However, make sure that you adhere to deregistration rules and deadlines.
- Talk to your personal tutor and to your friends (especially those who have taken the module before!). However it is important to be aware that individuals have different backgrounds, preferences and experiences so make sure that you consider their opinions and feedback in context.

Overloading

It is permitted to take more than the minimum number CATS of modules - this is referred to as an overload.

For students starting in 2013 or later, additional modules taking your load over 120 CATS may have no effect on your overall average mark for the year, although they will still appear on your HEAR transcript. See section 5.8 for information about how year marks are calculated.

An extra module is a big commitment and you must be careful not to take on too much.

3.3 Module Registration

As a student it is **your responsibility** to ensure that you are **registered for the correct modules** and assessment methods via the systems required for each module and that you do this at the correct specified times.

You should be aware that the module registration system may allow you to register for module combinations that may not comply with course regulations. Therefore it is important that you check your module choices against the course regulations: see Section 2 of the handbook.

You should note that some departments run separate module registration systems and / or preregistration. It is your responsibility to ensure that you have registered for modules using both systems if required.

Modules that are not listed in the option lists of your year require departmental approval via an **unusual option** form.

Registration

The Department of Statistics uses the University Online Module Registration System (eMR) which is accessed via <https://go.warwick.ac.uk/evision>. Students will find their core modules are already entered, only requiring the addition of listed and optional modules.

For 2020/2021, the module registration is expected to open in **eVision** on 1 October 2020. Module registrations on eMR can only be amended (added and removed) during the following periods:

- ~~Two weeks prior to start of term 1~~

- Weeks 1-3 of term 1
- Weeks 1-3 of term 2

All modules that you wish to take **must be registered by the end of week 3 of term 2**, you cannot add modules after this time. You may only remove a module if it is permitted under the **deregistration rules** relating to coursework and groupwork.

Warwick Business School has a separate module registration system in addition (**my.WBS**). Please note that if you register on eMR but not on my.wbs (or vice versa), for an IB module you will not be considered to have registered for the module.

To register for WBS modules you must complete the WBS module application which normally opens around Easter and closes around the start of term 3. You will be informed if your application for a module has been successful. The module application system will reopen over the summer for all modules which have places remaining available.

You must adhere to the deadline for registering for modules, otherwise we will not be able to use marks awarded for that module.

The initial information you supply to eMR does not involve you making a permanent commitment to take the selected modules, nor stop you from following other modules.

However, you must ensure that all details held on eMR are **correct at the time of the final deadline for registration** as these details constitute your final examination timetable.

Students are **strongly advised** not to leave finalizing the registration until the last day.

Prerequisites

Different departments have different rules about whether you can take modules if you do not have the stated pre-requisites.

Economics The stated pre-requisites are strictly enforced and you will not be permitted to take a module if you do not have the required pre-requisite. You will be removed from a module if you registered for it and have not taken the required pre-requisites.

Statistics A module leader may permit you to take a module if you do not have the stated pre-requisites and they believe that you have an equivalent background from alternative sources.

Computer Science A module leader may permit you to take a module if you do not have the stated pre-requisites and they believe that you have an equivalent background from alternative sources. However, please note that a module leader will make a judgement based on the information available to them at the time and you may still be disadvantaged by not having the stated pre-requisites.

Mathematics You are permitted to take Mathematics modules by adding them to your module registration without consulting the module leader. It is your responsibility to ensure that you have sufficient background understanding for the module.

Mitigating Circumstances If you are permitted to take a module without the stated pre-requisites it is at your own risk, even if you have the module leader's permission. The module leader will make a judgement based on the information available to them at the time, but they will not have full knowledge of your background and you may still be disadvantaged by not having the stated pre-requisites. A lack of appropriate background would not be an eligible reason for mitigating circumstances.

Deregistration

It is a university rule that if assessed work or class tests which contribute more than 10% towards the final mark for a module are submitted by the student for credit then it is no longer possible to deregister from the module even if this takes place before the general deadline for deregistration. This rule is strictly adhered to for ST modules however some Departments waive this rule. If you want to deregister from a non-ST module after completing more than 10% of the assessed work you are advised to discuss with the support office of the Department delivering the module.

Additionally it is not permitted to deregister from a module with a substantial groupwork component after the end of week 3 of the module. Modules that are known to have a substantial groupwork component include IB349/IB408 Operational Research in Strategic Planning/with advanced topics, IB3J2/IB411 Decision Making under Uncertainty/with advanced topics, IB352 Applied Optimisation, ST332 Medical Statistics, ST344 Professional Practice of Data Analysis and ST409 Medical Statistics with Advanced Topics. However it should be noted that any other modules with a substantial coursework component will also have restricted deregistration.

Students who were registered for an overload by the end of the module registration deadline can deregister modules during the following additional periods;

- Week 10 of term 2
- Week 1 of term 3 (via Support Office)

You must adhere to the deadline for deregistering; modules that you are registered for after this deadline cannot be removed and will appear on your transcript.

Preregistration

Some departments run preregistration for modules available to continuing students during the previous academic year. Modules with preregistration usually have a maximum possible number of students and will not offer places after the cap is reached. Early preregistration may be required to secure a place on a module.

All module choices that do not appear in course regulation lists must have an unusual option form submitted **in addition** to preregistration.

Known information about Departments / modules with preregistration is shown below however information about preregistration is usually sent out by email. You should check your emails regularly and follow instructions to ensure that you preregister for any popular modules that you may be interested in.

WBS

Applies to: All non-core IB modules (including listed modules)

Location of preregistration: <http://my.wbs.warwick.ac.uk>

Timing: Early May

Additional notes: There is a maximum CATS of IB modules that students from Statistics can preregister for. See course notes on regulations for each year for more details. The initial preregistration is NOT first come, first served and all applications during module application will be considered at the same time. Once students are confirmed on modules the application system will reopen (likely to be late July / early August) and students can join any modules that have places remaining.

Statistics

Applies to: ST340 Programming for Data Science and ST344 Professional Practice of Data Analysis

Location of preregistration: Module Information pages

Timing: 2-3 weeks prior to start of term in which the module runs.

Additional notes: Completion of form does not guarantee a place although the time that the form is submitted may be a factor. Criteria for allocation of places on modules are listed on the module information pages.

Economics

Applies to: All non-core economics modules

Location of preregistration:

<https://warwick.ac.uk/fac/soc/economics/current/ug/modules/external-student-modules>

Timing: Term 3 of previous academic year onwards.

Additional Information: Completion of form does not guarantee a place. A separate module choice "survey" takes place in term 3, which is used to plan timetabling and room sizes.

Language Centre

Applies to: All Language Centre modules

Location of preregistration:

- Students should first complete an online pre-enrolment form <https://warwick.ac.uk/fac/arts/languagecentre/academic/enrolment/internalenrolment/forcredit/>
- Attendance **IN PERSON** at an enrolment day is required.

Timing:

- Friday 27th September 10:00 - 16:00
- Tuesday 1st October 10:00 - 16:00
- Thursday 3rd October 10:00 - 16:00

IATL

Applies to: All IATL modules

Location of preregistration:

https://warwick.ac.uk/fac/cross_fac/iatl/study/ugmodules/request/

Timing: Approximately late Easter onwards.

Additional Information: Completion of form does not guarantee a place although the time that the form is submitted may be a factor. Criteria for allocation of places on modules is shown on the IATL module page

https://warwick.ac.uk/fac/cross_fac/iatl/study/ugmodules/

3.4 Unusual Options

An unusual option is a module that is not listed within the option lists of your current year. Unusual options allow you to take modules tailored to your individual interests.

Before considering unusual options, make sure that you have registered for any optional modules that you might need as prerequisites for modules you wish to take in later years. Also, consider your overall workload.

Obtaining permission to take an unusual option is relatively straightforward; just follow the instructions given below.

To take a module as an unusual option you first need to fill in an Unusual Option Form, which can be downloaded from the links below.

- [Unusual Option Form - PDF](#)
- [Unusual Option Form - WORD](#)

After obtaining the agreement (and signatures) of the module leader and your personal tutor, you will need to submit the form at

<https://warwick.ac.uk/fac/sci/statistics/currentstudents/modules/submitunusualoptionsform>. The Support Office will receive the form and will send to the Course Director for approval.

Deadlines:

Forms for Term 1 modules must be submitted to the Student Support Office no later than the **end of week 3 of term 1**.

Students may register for Term 2 and Term 3 modules at the start of Term 2 provided a signed unusual option form is submitted no later than **end of week 2 of Term 2**.

Failure to submit the forms with the relevant signatures within the time-frame specified above will result in your de-registration from the relevant module.

Restrictions:

In most cases there are no problems in obtaining everyone's agreement however there are some restrictions that you should note:

- Subject to approval by the Course Director, students may take **up to 30 CATS** of unusual options provided their total CATS load does not exceed the specified maximum load for their respective year.
- First and second year modules may not be taken as unusual options by students in their final years (including the third year of an integrated Master's degree) with the exception of Language Centre modules as permitted under the rule below.
- Language modules with stage 1 learning outcomes may not be taken by students in their final years (including the third year of an integrated Master's degree). While stage 1 "Beginners" level modules are not allowed, "Beginners accelerated" modules are permissible.
- Modules that are listed as core modules in subsequent years may not be taken as unusual options.

More About Unusual Options:

The Institute for Advanced Teaching and Learning (IATL) offers a number of interdisciplinary modules which may be taken as unusual options in year 2 and above subject to approval. Further information on these modules can be found at https://warwick.ac.uk/fac/cross_fac/iatl/study/ugmodules/

The Language Centre (<https://warwick.ac.uk/fac/arts/languagecentre/academic/>), located on the ground floor of the Humanities Building, offers academic modules for exam credit in a variety of languages at a wide range of levels. Most modules can be taken as year-long 24 or 30 CATS modules, a small number of modules are available as 12 or 15 CATS modules running only for one term. Modules approved by the Course Director as an unusual option are free to undergraduates who register for them formally as part of their degree. Academic modules may also be taken independently from degree study; a separate fee is required for this.

If you are looking for something a little more relaxed, then instead of academic modules you may consider the Lifelong Language Learning programme. Classes are not as intense as academic modules and are taken by students, staff and members of the public. A course fee applies.

The University of Warwick has a central module catalogue available at <https://warwick.ac.uk/services/aro/dar/quality/modules> however please note that this

does not always contain the most current information. You should always check individual Department / module pages if you find an unusual option that you are interested in taking.

3.5 Course Transfers

You will need to **complete a course transfer form** for all course transfers and submit to the support office, either by email to stats.ug.support@warwick.ac.uk or on paper. (MMORSE students are permitted to make their initial stream selection via eVision without a course transfer form).

Standard course transfer form: [course transfer form](#)

Intercalated year course transfer form: see intercalated year handbook

Course transfer requests received after the end of week 1, term 2 will not be processed until after the examination boards for that academic year.

Transfers: Important Information for International Students

Overseas students should check visa implications with Warwick Immigration Services before requesting any course transfer. Depending on the nature of the degree change, different processes need to be followed and deadlines apply. In some cases (such as changing from a four-year course to a three-year course) it may be necessary to return to the home country and apply for a new visa from there.

For more details and updates see:

<https://www.warwick.ac.uk/study/international/immigration/tier4/changes/coursechange>

Contact Immigration Service for remaining open questions:

<https://www.warwick.ac.uk/study/international/immigration>

Transfer to Intercalated Year Variants

Statistics students may apply to take a degree course entitled which includes “with Intercalated Year” in the title, which entails four years of study rather than the usual three for a BSc, or five years of study instead of the usual four for an integrated Masters. Registration for these degrees should take place as early as possible in the previous year. For BSc students the intercalated year takes place at the end of the second year. For integrated Master’s students the intercalated year can also take place at the end of the third year instead. On their return, students join the final year of study.

The intercalated year entails either working in industry, or studying at a university abroad and must be approved by your Personal Tutor, the Intercalated Year Coordinator and the Course Director.

Please see the intercalated year handbook for more details.

Transfer from BSc to Integrated Masters

Transfers from BSc to Integrated Masters variants of the same degree can be requested at any time until the end of week 10 of term 1 of the third year.

Transfers to the Integrated Masters during year 3 are subject to having met the Integrated Masters progression requirements from year 2 and having taken, or being able to take, module choices that meet course regulations for the new variant. Where Student Finance or Local Authority funding for the fourth year is a consideration, it is advisable to make this decision earlier rather than later. For advice on fee implications please consult with Student Finance: <https://www.warwick.ac.uk/services/academicoffice/finance>.

Transfer from Integrated Masters to BSc

Transfer in the third year

Students who request a transfer to the BSc degree up until the end of week 10 of term 1 in year 3 will have the course transfer processed and will need to choose modules and / or amend module registration to satisfy the course regulations for year 3 of the BSc degree.

After week 10 of term 1, students in year 3 may still request to graduate with a BSc however such students are expected to continue to follow module registrations that comply with the course regulations of year 3 of the integrated Masters degree. These course regulations are deemed to satisfy the requirements for the award of a BSc.

Students registered on an Integrated Masters who know that they wish to graduate with a BSc should submit a course transfer request by the end of week 7 of term 3. Students who requesting a course transfer to the BSc after week 7 of term 3 may not graduate in the same academic year. If you are considering graduating with a BSc but have not made a final decision you may request that the examining board consider your BSc classification by contacting the support office.

Where there are modules on the integrated Masters only (including 3rd year modules) which are associated with actuarial exemptions, students who elected to leave without completing the 4th year of the programme would not be eligible for these exemptions. This means that a student who takes a module in their third year that is listed on its webpage as “only available to those on four year degrees”, who then graduates with a degree which is NOT an integrated Master’s degree, will no longer gain the actuarial exemptions the module would have otherwise granted them. This is true even if the student is allowed to remain registered on the module in question.

Transfer after the end of the third year

Transfers from the Integrated Master to the BSc can be requested until the end of week 10 of term 1 of the fourth year. Requests to graduate early received after this date would only be considered in exceptional circumstances. Further information on permanent withdrawals and the relevant form are available at <https://www.warwick.ac.uk/services/academicoffice/studentrecords/pwd>.

Students who have started their fourth year should consult with Student Finance regarding the financial implications before electing to graduate with a BSc. Furthermore, overseas students are asked to consult beforehand with Immigration Services. Students who have already started their fourth year and transfer to a BSc will graduate with the same cohort at the end of the academic year.

Note that decisions taken to graduate with a BSc after module registrations have been made in the 4th year may result in the student HEAR (Higher Education Achievement Report) transcript including the modules which were due to be taken in the 4th year with a mark of zero.

Transfer to a MMORSE stream

Students on the MMORSE degree course will need to transfer to one of the MMORSE streams prior to the start of the third year. The course transfer can be completed online at the student records portal eVision: <https://go.warwick.ac.uk/eVision>

Students may change stream at any point provided their module registrations satisfy or can be amended to satisfy the course regulations of the destination stream for both the third and fourth year.

Transfer to a Different Statistics Degree

Transfers to a different Statistics degree are usually possible in any year if you have met the requirements for that course. Students interested in transferring course should contact the course director of the new course in the first instance.

Transfer to a Different Department

Students who wish to transfer into the first year of a degree run by a different department should contact the admissions tutor for that Department in the first instance. It is usually not possible to change course into a different department and continue within the same academic year after week 3 of term 1.

It may be possible, with the permission of the relevant department, to transfer directly into a later year of study in a closely related degree scheme such as Mathematics, Mathematics and Economics, and so on. Students wishing to transfer courses into a later year should contact the Course Director or Director of Undergraduate Studies for that programme.

4. Teaching, Learning and Study

In this section:

4.1 Teaching

4.2 Developing Understanding

4.3 Attendance and Engagement

4.5 Study Skills

4.1 Teaching

Covid-19 Advice

As you will be aware, there remains considerable uncertainty about how the pandemic will progress over the academic year 2020/2021. We believe our teaching plans are robust and can be adapted in the event that restrictions become stricter or if restrictions are lifted more quickly than currently envisaged. Our latest plans for 2020/2021 are available on our Planning for 2020-21 webpage

(<https://warwick.ac.uk/fac/sci/statistics/currentstudents/coronavirus/nextyear/>) We will continue to update these pages as and when more information becomes available. Modules delivered by other departments may follow a slightly different format to that described below but we expect there to be many features in common.

Our current plans for Statistics (ST) modules in 2020-21 are as follows:

- Lectures and large group teaching will be delivered through our online systems with (largely) recorded online lectures. There may be some live online lectures but we are planning to deliver much of our module content in a larger number of shorter segments, more suitable for remote learning and available to watch repeatedly.
- Small group teaching will take place as live interactive sessions, both face-to-face and/or online (for example, via Microsoft Teams). Safety of students and staff is our primary concern and so, to meet social distancing requirements face-to-face groups will need to be smaller than in previous years with the advantage that more personal feedback will be possible. For students who cannot attend face-to-face sessions, alternative online sessions will be provided, with the same opportunities for interaction.
- All module lecturers will host an online discussion forum.
- Module lecturers will maintain online office hours and will be available for online support, via Microsoft Teams. These office hours will be online interactive sessions, where students with any kind of question about the subject can drop in, which we hope will increase their accessibility to all students.
- Module resources (such as online lecture notes) will be available, as normal, through dedicated module resource pages (e.g. Moodle). In many cases these resources are being enhanced for 2020-21. Module resources pages will also be used to host the lecture material discussed above.

To support the increased provision of online teaching and learning the department has developed the online etiquette (<https://warwick.ac.uk/fac/sci/statistics/currentstudents/onlineetiquette>) to which we expect you to adhere.

The remainder of this section outlines normal operating procedures to which we will return once it is safe to do so.

The main form of teaching is the traditional lecture course. Lectures are usually very condensed and you are unlikely to understand everything the lecturer does at the time and you must use your independent study time to review this material. In addition, most lecture courses in the first two years are supplemented by tutorials, supervisions, seminars or classes (the name varies according to the department concerned). Because the number of students in each group is usually quite small, these tutorials form your main opportunity for asking questions and clearing up difficulties. If you still have questions, you can ask the lecturer directly during their office hours.

For first year students the Mathematics Department arranges supervisions of one hour per week with a research student. These supervisions cover all Mathematics courses. For other courses and departments, the arrangements are usually made by individual lecturers.

The lecturing style in Economics is somewhat different from that of other departments. Background reading and the preparation of additional notes which amplify and explain the lectures are usually essential.

Only around 25 percent of your study time is spent in lectures and tutorials. The remaining 75 percent is for independent study. It is impossible to overstate how important this time, that you spend working on your own or with friends, is to developing your understanding of the material. Lecturers usually provide additional material (exercise sheets, extra reading) and working through this is essential.

If you leave this work to the end of the year, you will find when revising that you are unable to prepare properly for the exam because you will not have developed the necessary understanding and skills. A loose analogy is that the exams are the equivalent to running a marathon, and if you haven't spent the year training properly then you will not have developed the fitness that is necessary to do well in the race.

Tutorial / Seminar Sign Up

For many tutorials / seminars you will be able to self-manage the group that you are allocated to. You will receive an email from Tabula notifying you that you are able to sign up to a group. You can follow a link from the email or you can navigate to the sign up page by going to <https://tabula.warwick.ac.uk/groups/>. The group name may contain details about the timing of the sessions.

It is your responsibility to ensure that you do not have clashes with self-sign up groups. Please note that groups that are allocated by self-sign up are first come-first served so it is worthwhile signing up as soon as you receive the email. If you cannot find a session with available space that does not clash with other scheduled teaching sessions please contact the support office (this does not apply for extra-curricular activities or non-preferred timing).

If you wish to change group you can often self-manage this in Tabula. However if you have handed in work with a cover sheet naming a different supervisor and the work has not yet been returned to you please email your old supervisor, new supervisor and the support office (for the Department delivering the module) to notify them of the change. If the

function to self-manage changing groups is not enabled please contact the support office for the Department delivering the module, however please note that you may not be permitted to change groups.

4.2 Developing Understanding: Engagement and Feedback

You will need to take responsibility for being an independent learner and take advantage of all of the available opportunities. If you do not engage fully and take an active role in developing your understanding you will not reach your potential.

Feedback is an essential part of learning as it identifies gaps in your knowledge and understanding and also provides guidance on how to improve. Feedback comes in many forms including;

- Discussion with other students, for examples in tutorials or seminars
- Conversations with teaching staff, for example asking questions during / after a lecture
- Written feedback on submitted coursework
- Comparing your answers to model solutions
- Using model solutions or mark schemes to mark other students' work and identify key features of good work
- Using cohort level examination feedback to identify common mistakes
- Using textbooks to attempt problems with a different style

It is important that you attempt all coursework questions. This will give you immediate feedback on whether you have assimilated the material in the lectures and can apply it to example problems.

Keep in mind that mathematics takes time, so if you cannot solve a problem straight away read the lecture notes or a textbook and then try again. If you are still stuck, talk to some of your fellow students. They might be able to explain material that you have not understood and pick up on misconceptions.

All modules have online forums where you can post questions that will be read by your fellow students (and the module leader).

Don't be shy to ask questions. The fact that you have questions shows that you are engaging with the material!

Contribute to the process by posting answers on the forum or explaining material to your fellow students. Explaining mathematics will help you develop your communication skills and deepen your understanding!

Make sure to hand in all coursework in a timely fashion. Even if the coursework is not for credit it is an important tool to obtain feedback and you limit your own learning if you do not submit your work. If you have managed to produce only partial solutions to the problems it is important that you submit these as this will influence how and what material

the tutor is going to cover in the tutorial. Once coursework has been returned make sure to read carefully through the comments.

If you are in doubt as to what the comments mean please ask the marker who will be happy to explain. If solutions are provided please compare these carefully to your own work. But keep in mind that attempting your own solutions engages you in much deeper learning than simply noting a provided solution.

Participate actively in lectures and support classes like tutorials by providing answers to questions but also by asking questions. This will give the lecturer or tutor a very immediate way to provide feedback to you. To do this effectively it is important that you prepare by revising your lecture notes and attempting the problem sheets.

Textbooks often have additional problems and solutions for you to attempt. A text book may explain the concepts in a different style, or use different notation. Whilst this may seem daunting, using a different source is one of the best ways of developing your understanding of the topics.

All lecturers in Statistics have twice weekly office hours and they are happy to see students during these times. Module leaders will be happy to answer questions regarding their modules, although you should make sure you have spent some time on revision so that this can happen effectively. Please make sure to take note of the office hours. They are usually advertised next to the lecturer's office door. Some staff also advertise these on their web pages or state them at the start of the module.

Cohort level feedback for examinations is available on the grade distribution page of the Statistics Module webpages.

<https://warwick.ac.uk/fac/sci/statistics/currentstudents/modules/>

Finally, the personal tutor is available to provide general academic advice. As above, personal tutors offer twice weekly office hours in which they are happy to receive students and provide feedback on their overall academic performance.

However personal tutors cannot usually provide assistance on the academic content of individual modules, for this you should consult with the relevant module leader as detailed above.

Covid-19 Advice

Personal tutors and module lecturers will maintain online office hours and will be available for online support, via Microsoft Teams. These office hours will be online interactive sessions, where students with any kind of question about the subject can drop in, which we hope will increase their accessibility to all students. Please see the module resources pages for information about how to access an individual academic's office hours.

4.3 Attendance and Engagement

Our duty as a department is to deliver a coherent degree course with well- presented lectures backed up by support, usually in the form of small classes. Your duty is to try hard to learn, and not to impede the attempts of others. In particular this means that you should attend lectures and support classes, having prepared for them by revising prerequisite material and by attempting all example sheets promptly. A failure to do this usually leads to boredom (through lack of understanding) and an inadequate performance.

Attendance at lectures and tutorials does not contribute formally to the award of a degree, nevertheless it is our expectation that you attend these. We collect records of attendance and work handed in for tutorials which become part of your academic record, even if the work is not for credit towards the assessment of a module. Personal tutors will see these records and will discuss your progress and engagement with the course at their meetings with you.

We are required by the University to monitor a set number of separate 'points of engagement' each year for all undergraduate and post-graduate students in the Department. These monitoring points are listed in your Tabula profile under the tab called attendance.

We have deliberately chosen the points of engagement to be activities which it is in your interest to do anyway (seeing personal tutors at the start and the end of each term, attending classes of certain core modules, etc). You should therefore comply with all of these without fail.

Should difficulties arise (for example, illness preventing you from attending at a particular time) then you should contact the Student Support Office and your personal tutor with an explanation as soon as possible.

International students should be particularly aware of the consequences of not meeting the required points of engagement. The Academic Office is obliged to report to the UK Visas and Immigration department of the Home Office if any student has been found not to be engaging with and attending their degree course. This has serious implications for your visa status. A record of all monitoring points for all students will be kept by the Student Support Office, who will regularly check to see if any students are missing monitoring points.

If a student misses three monitoring points in an academic year, then the student will be required to meet with their Personal Tutor. The University Academic Office will also write to all students who miss three monitoring points - the student's Department will be cc'd into this correspondence.

If a student misses any further monitoring points in a year, dependent upon circumstances, the student will be required to meet with the Senior Tutor or corresponding Year Tutor. If a student misses six monitoring points in a year then the Department reserves the right to invoke the formal University process referring the student to the Continuation of

Registration Committee as set out in University Regulation 36 – Governing Student Registration Attendance and Progress;

<https://www.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress>.

4.4 Study Skills

It is important to understand that university education is based on independent study. Lecture courses are very compressed. You will not learn everything from the lectures. You will need to spend time supplementing the lecture material, filling in the gaps, working through examples, and studying textbooks.

Each module has an associated CATS weighting which you can use as a guide: a CAT represents 10 hours notional work so a 12 CATS module may contain 30 hours of lectures, 60 hours of independent study and 30 hours of revision.

Here are some specific recommendations to think about:

- Plan to spend 35-40 hours per week on academic work in term-time. However be flexible in order to give more time to any core modules which you are finding difficult.
- Be prepared! Ensure that lecture notes are re-read/understood before the next lecture. Always consult the textbook(s).
- Attempt example sheets as soon as possible — easy questions check/aid comprehension, harder ones deepen it.
- Attempt to understand the direction of a module (read the Aims and Objectives) — try to write a brief narrative or commentary on your notes at the halfway mark and again at the end.
- Praise and reward yourself when you perform well or understand something difficult.
- A sufficient amount of sleep at night is important for maintaining your cognitive abilities for studying.

5. Examinations and Assessment

The Department of Statistics adopts the [University Assessment Strategy](#), as approved by Senate on 29th January 2014.

In addition:

- The department commits to producing an annual [Assessment Handbook](#) describing in detail the assessment procedure for each ST*** coded module. These procedures will include the format of assessment (e.g. the breakdown between examination and coursework) and the timings and due dates of any coursework.
- Whilst acknowledging that timetabled examinations will form the majority of the assessment on most ST*** coded modules the department commits to using a range

of assessment methods including group work and projects across its programmes of study.

- The department plans to use plagiarism detection software (e.g. Turnitin) where appropriate, and this will be routine on M-level dissertations.
- Teaching Committee will retain responsibility for reviewing the balance of assessment methods across the degree programme.

In this section:

[5.1 Examinations](#)

[5.2 Coursework](#)

[5.3 Cheating](#)

[5.4 Reasonable adjustment](#)

[5.5 Mitigating circumstances](#)

[5.6 Remediating Failure](#)

[5.7 Examining Boards](#)

[5.8 Classification](#)

[5.9 Mark Release and Transcripts](#)

[5.10 Prizes and Actuarial Exemptions](#)

[5.11 Exit Awards](#)

[5.12 Appeals](#)

[5.1 Examinations](#)

The Examinations Section of the Academic Office is responsible for organising university examinations. Their webpages <https://warwick.ac.uk/services/academicoffice/examinations> contain comprehensive information about examinations.

Students are responsible for ensuring that they attend the correct examinations and comply with the examination regulations

<https://warwick.ac.uk/services/gov/calendar/section2/regulations/examregs/>

There are three main periods during which examinations may be held which usually fall in the week ranges shown below;

- January - Week 1 Term 2
- Spring - Weeks 1-3 Term 3
- Summer - Weeks 4-9 Term 3

Some modules have examinations outside these main periods, notably ST116 which takes place in December.

All our exams, including solutions and marking scheme, are moderated and checked by an internal member of staff and all examinations taken after your first year are also checked by an external examiner.

Moreover, the Department of Statistics holds scaling meetings at which all STxxx modules are considered in order to take into account any systematic impact that might have affected any of its modules.

Past papers are held in the university database

<https://warwick.ac.uk/services/exampapers>

Covid-19 Advice

Online Examinations / Online Class Tests

- submissions via AEP will not be accepted more than 2 hours after the expected submitted time.
 - submissions via AEP or Moodle will not be accepted after the end of the 24 hour window, regardless of the start time.
 - penalty for late submission = 0 grade
 - all late submissions and mitigation claims must go through Tabula, profile, personal circumstances.
 - it is the student's responsibility to check the timings and to submit for mitigation if the submission is late.
-

Calculators in Examinations

- Calculators must not be passed from candidate to candidate during the examination;
- Responsibility for the calculator's proper functioning and acceptability is entirely that of the student;
- Students taking examinations other than those of the Department of Statistics must ascertain the regulations governing the use of calculators from the Department concerned.

In particular, calculators are not allowed in ST115 or examinations organised by the Mathematics Department (these are all MAxxx module exams). In general, the same rule applies to tests for credit in MAxxx modules, unless students are otherwise informed by the lecturer running the test.

For examinations where calculators are permitted the Department of Statistics follows the University rule which states that, except for the display of error or function messages, calculators with non-numeric displays are not allowed. In other words prohibited calculators are those which can accept alphabetical data. Note that this includes most

graphical calculators of the type acceptable in GCSE and A-level examinations. It is your responsibility to ensure that your calculator fulfils the University's criterion and that your calculator is not of the prohibited type. Otherwise you may find yourself denied the use of your calculator and be involved in disciplinary proceedings.

Suggested suitable calculators for incoming students which are in line with recommendations from the Computer Science Department are Casio fx82, fx83 or fx85. All of these are available from SU and from well-known retailers. They are also reasonably priced.

5.2 Coursework

Different departments have different conventions, and normally the rules of the Department teaching the module apply. The following information relates to modules delivered by the Department of Statistics, excluding those that are only available to students on the MSc in Financial Mathematics.

Marks and Grades

All coursework marks for ST modules will be made available to you in Moodle in the Grades section of the Module pages. The marks as shown in Moodle will be used to calculate the module mark. You are responsible for checking that the marks recorded in Moodle are accurate and reporting any issues or errors (such as if you believe a penalty has been incorrectly applied) to the Statistics Support Office within 10 working days of the end of the term in which the assessment took place.

Deadlines, Penalties and Mitigation

Assessed work usually comes with a deadline for completion. The department and SSLC consider these essential to ensure fairness to all the students doing the work and to the markers. Deadlines are enforced by penalising late work. .

In the Department of Statistics the lecturer giving the assessment will name a date as the deadline (this will not usually be a Friday). The normal deadline is 12 noon. Penalties will apply if work is submitted more than 1 minute after the deadline unless an extension or waiver is granted.

The magnitude of the penalty for late submission and the availability of extensions / waivers depends on the assessment category and CATS weighting.

All requests for consideration of special circumstances must be submitted online via Tabula. Further information about mitigating circumstances and reasonable adjustment can be found in section 5.4-5.5 of this handbook.

Submission

Hard Copy Coursework Submission

- Coursework must be submitted to the correct pigeon hole outside the Support Office (MB0.11). The year group should be the "normal" year that the module is taken,

irrespective of your year of study e.g. work for ST3** modules should be submitted to the year 3 pigeon hole.

- All hard copy coursework should have covering sheet attached. Covering sheets are available from the racks outside the support office or online.
- Coursework that is required to be submitted as a hard copy to the support office **cannot be accepted by e-mail** to the support office or seminar tutor unless agreed in advance with the support office due to mitigating circumstances.
- Late submission is considered to be anything submitted more than 1 minute after the deadline.
- Late submissions should be handed to one of the Support Office team **in person** to ensure that the correct submission time is logged. If not handed to the Support Office in person the late penalty will up to whenever the assignment is found, which may be considerably after the work was posted.
- If submitted incorrectly hard copy coursework will be treated as a non-submission until they are submitted correctly, whereupon it will be treated as a late submission. The usual penalties for late submission will apply, which will be a zero grade for weekly / fortnightly homeworks. Some examples of errors that are classified as incorrect submission include not writing name / ID number on work, using the wrong post box and sending work by email.
- Group work that is submitted incorrectly by one member of the group will usually have penalties applied to all students in the group. The module leader may deem that one member of the group is at fault and apply penalties to only this person.

Online Coursework Submission

- Coursework that is required to be submitted online cannot be accepted by email or hard copy. Students who encounter problems with submitting work online should contact the support office at stats.ug.support@warwick.ac.uk.
- If submitted incorrectly online coursework will be treated as a non-submission until it is submitted correctly, whereupon it will be treated as a late submission. Some examples of errors that are classified as incorrect submission include not finalising a submission, uploading the wrong file and sending work by email.
- On a maximum of one occasion per academic year, a student may request to the support office that the last modified date of the work be checked. If it is deemed proven to a high degree of certainty that the work was completed before the deadline then the lowest of a 10% flat rate penalty for incorrect submission or the usual late submission penalty will be applied. Usually the only way that the last modified date can be proven to a high degree of certainty is when a file has been uploaded or sent by email to staff but not submitted correctly online.
- Group work that is submitted incorrectly by one member of the group will usually have penalties applied to all students in the group. The module leader may deem that one member of the group is at fault and apply penalties to only this person.

Dual Coursework Submission

- Where dual submission is required, hard copy and online, the time of submission is considered as the time at which the electronic submission is made.
https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/f_submissionofassessedwork/
- If the online submission is made prior to the deadline then the hard copy must be submitted correctly within a grace period of 2 working days.

Assessment Categories

The [Assessment Handbook](#) contains information about the category that each piece of coursework falls under.

Weekly / fortnightly HW or Quizzes

- penalty for late submission = 0 grade
- self-certification – allowed for both extensions (not for quizzes) and waivers
- allowed extension – the following Monday (or three working days if shorter)
- waivers – allowed based on self-certification or evidenced mitigating circumstances
- submission cut off – no submissions will be accepted more than 3 working days after the deadline[†]
- submission error – no adjustment will be made for submission errors. Quizzes will automatically submit at the deadline and the right answers will become available immediately. This means that no adjustment will be made for submission errors and extensions are not possible.

Assignments / coursework / class tests ≤2 CATS

- penalty for late submission = 5% per 24 hour period encompassing a working day
- self-certification – allowed for extensions but not waivers. As class tests cannot have extended deadlines and can only be waived, self-certification cannot be used for class tests.
- allowed extension times
 - up to 10 working days with evidenced mitigating circumstances*
 - up to 3 working days with self-certification[‡]
- waivers – allowed only based on medical evidence
- submission cut off – no submission will be accepted more than 5 working days after original deadline unless there is a pre-approved extension[†]
- submission error – adjustment may be possible for submission error to give the lower of the late submission penalty or 10% flat rate.

Assignments / coursework / class tests >2 CATS

- penalty for late submission = 5% per 24 hour period encompassing a working day
- self-certification – not allowed for extensions or waivers
- allowed extension times
 - up to 20 working days with evidenced mitigating circumstances*

- waivers – not allowed, alternative arrangements may be provided
 - submission cut off – no submission will be accepted more than 15 working days after original deadline unless there is a pre-approved extension[†]
 - submission error – adjustment may be possible for submission error to give the lower of the late submission penalty or 10% flat rate.
-

Covid-19 Advice

Online Examinations / Online Class Tests

- submissions via AEP will not be accepted more than 2 hours after the expected submitted time.
 - submissions via AEP or Moodle will not be accepted after the end of the 24 hour window.
 - penalty for late submission = 0 grade
 - all late submissions and mitigation claims must go through Tabula, profile, personal circumstances.
 - it is the students' responsibility to check the timings and to submit for mitigation if the submission is late.
-

* Extensions must be applied for by the deadline or immediately on a students' return to study. The length of extension requested should reflect the time that a student has been unable to work. Typically extensions should be less than or equal to one week and longer extensions should only be applied for after consultation with the senior tutor. The module leader will be consulted to determine whether there are any implications with authorisation of a longer extension and will be given information about the length / severity of the circumstances but not the details / cause.

† Submissions received after the deadline but before the cut off will be marked and given feedback. Submissions received after the cut off will not be marked or given feedback.

‡ Class tests cannot be given extensions and must be treated as a waiver therefore self-certification is not allowed. Evidence (medical or otherwise) must meet the university criteria for mitigating circumstances and therefore must be sought at the time of the problem and cannot be written retrospectively.

5.3 Cheating

Definitions of Cheating

University Regulations;

The University of Warwick [Regulation 11](#) "Procedure to be Adopted in the Event of Suspected Cheating in a University Test" defines "cheating" as

“an attempt to benefit oneself or another, by deceit or fraud. This shall include reproducing one's own work or the work of another person or persons without proper acknowledgement”

Plagiarism:

Plagiarism is the reproduction, and presentation as one's own, of the words or ideas of another.

Examples of these kinds of plagiarism include:

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

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

Collusion:

Collusion is the collaboration by a student with another person in producing a piece of work submitted for assessment, where that piece of work is presented as being solely the work of the student.

This can take the form of conscious collaboration, without official approval, between two or more students in the preparation and production of work which is ultimately submitted by each in an identical, or substantially similar form and/or is represented by each to be the product of his or her individual efforts.

Collusion also occurs where there is unauthorized co-operation between a student and another person in the preparation and production of work which is presented as the student's own.*

*If you permit another student to cheat, for example by giving them a copy of your work, you are also in contravention of regulation 11, whether you intended for them to copy your work or not.

Contract Cheating:

Where a student is found to have submitted work for assessment that is procured through a third party, with or without a payment being made, this would be considered “Contract Cheating” and would therefore fall under the remit of plagiarism as defined above.

Where work has been passed to a third party for proof reading and this has resulted in changes to the work which go beyond that which is deemed appropriate in the University's' Proof Reading Guidance, this would be considered a form of cheating, whether or not the work was paid for.

The University acknowledges that students may wish to seek assistance from third parties, whether they be friends, family or professional proofreaders, to review their work prior to submission. The University's policy on proofreading sets out what the University considers to be acceptable practice in this area and can be found [here](#).

Advice on Collaboration

The department recognises that discussing ideas about how to tackle questions is a valuable part of the learning process.

Collaboration in the sense of a discussion of general strategies or help of a general nature are allowed, detailed discussions and comparison of numerical results or computer code are not permitted. The work you submit should be written in your own words and you should not ask to see written work, computer code or computer output belonging to another student.

Training and Resources

All students are advised to complete the university's training courses on plagiarism and referencing.

Plagiarism: <https://warwick.ac.uk/plagiarwise> Referencing: <https://warwick.ac.uk/refwise>

Software Repositories

It is becoming increasingly common for students to use repositories (such as [GitHub](#) and [GitLab](#) to store and manage their coursework or related software. If you do this, you must make sure that your repositories are marked as "private" (and remain so, even after you have left the University), since by default they may be public and may be seen by other students. If you make your coursework public, and it is viewed or copied by other students, you may be investigated for abetting plagiarism (just as if you had deliberately handed your work to another student to copy).

If you need to make a "portfolio" visible to potential employers, then the above still holds - either give the employer individual access (if the repository allows it), or make sure no coursework materials are included.

Use of Source Matching Software

Where the format and style of the assessment allows, the Department of Statistics uses source matching software packages as part of the submission process for assessed work. The report from source matching software packages is included as part of the consideration of assessed work, and in all further investigation of cases of suspected plagiarism, alongside the application of sound academic judgement.

Students are advised against using source matching software packages at other institutions or source matching software available online. Source matching software often

automatically adds all new material to its database so this practice may lead to students' work being investigated for plagiarism.

Investigation of Suspected Cheating

When a marker has concerns about a piece of assessment it is passed to the module leader (if the marker is not the Module Leader). If the Module Leader is clear that the case is one of poor academic practice, or that there is no case to answer, the assessment is marked normally.

If the Module Leader is unclear whether the case is one of poor academic practice, or if the Module Leader believes cheating has occurred, the matter is referred to the Academic Conduct Panel. The Panel may decide on the basis of the submitted material that the assessment exhibits poor academic practice; or that there is no case to answer, in this instance the assessment is returned to the Module Leader to provide the appropriate outcome.

If the Academic Conduct Panel considers there is evidence of poor academic practice, or that cheating has occurred, the Panel will ask the student to make a statement.

If, after the student's statement, the Academic Conduct Panel decides that the case is one of poor academic practice, or that there is no case to answer, the assessment is returned to the Module Leader to provide the appropriate outcome.

If the Academic Conduct Panel decides that there is evidence of cheating, it will refer the matter to the Deputy Head of Department for Teaching and Learning DHoD T&L who acts on behalf of the Head of Department. If there is evidence of a serious case of cheating, the DHoD T&L may refer the case to an Investigating Committee of the Senate (ICS). If the DHoD T&L uses powers under the Regulation to determine whether or not an offence has occurred, the DHoD T&L will provide the student with a reasonable opportunity to make representations on their own behalf, before determining whether an offence has occurred.

In the event that it is determined that an offence has occurred (without ICS), the DHoD T&L shall determine the penalty. The student shall be informed of the outcome. The student has a right to appeal to an Investigating Committee of the Senate, in accordance with the Regulation, against the decision. If the student accepts the penalty, the matter ends and the outcome is reported to the Examination Board. If the student appeals, the procedure relating to an Investigating Committee of the Senate is invoked.

The Statistics Department will deal with all cases of suspected cheating in Statistics modules and report the outcome to a student's home department, if different.

Cheating by students from the Statistics department in modules taught by other departments will be dealt with within that other department and reported back to the Statistics Exam Board.

Penalties available to the Department

- i) A reduction in mark for the piece of work in which the plagiarism has occurred (with or without the opportunity to resubmit or undertake a further assessment). The mark may be reduced up to the zero limit.
- ii) Re-submission of the original work with revised referencing, for a capped mark;
- iii) Re-submission of a new piece of work for a reduced or capped mark.

Students should be advised that the Department of Statistics usually applies a zero grade for the entire piece of assessed work for coursework with low CATS weighting (≤ 2 CATS).

Support for Students under Investigation

Being under investigation for cheating can be stressful for the students concerned. If you are informed that you are being investigated for suspected cheating you may find the following helpful;

- We are committed to high standards of professionalism and academic conduct and sometimes we may investigate a case where it is found that cheating did not occur. The focus of an academic conduct panel will be understanding how a situation which caused concerns arose.
- You are entitled to bring another person to any meetings relating to investigation of suspected cheating. You may wish to invite a friend, family member, personal tutor, year tutor or advisor from the SU.
- If you are found guilty of cheating in one piece of assessed work with a low CATS value it is not likely to have a significant effect on your module or year mark. The severity of the consequences increases for any subsequent offences which is deemed to be sufficient deterrent to repeat offences.

5.4 Reasonable Adjustment

Special examination arrangements, as well as assessed work arrangements, may be provided as a reasonable adjustment for students with a long term condition and sometimes a any temporary disability that is known far enough in advance.

A long term condition includes any long-term disability learning difficulty, illness, mental health condition or any other medical condition that could affect your ability to take examinations. Examples of a temporary disability include illness or broken bones.

If you have an illness or condition that you think may require special examination arrangements please discuss this with your personal tutor and disability services (<https://warwick.ac.uk/services/disability>).

Students with a long term condition are encouraged to register with Disability Services and meet with a Disability Adviser so that they can discuss what reasonable adjustments may be helpful to enable a student to engage with their course. Adjustments are considered on an individual basis and considered in the context of the impact of a disability or learning difference, University policies and the Equality Act (2010).

Recommendations are evidence-based; students are required to supply appropriate and recent medical evidence, or, in the case of a learning difference such as dyslexia or dyspraxia, a post 16 diagnostic assessment completed by an Educational Psychologist or assessor with a suitable practicing certificate.

Once a student has met with Disability Services, the adviser will contact the student's department (with their permission) to recommend any specific adjustments. Although adjustments vary, it is not unusual for recommendations to be made relating to examination conditions, coursework deadlines or access to lecture materials.

Cases of temporary illness or injury will be granted a temporary arrangement at the time, or will be taken into account by the examination board after your examination has taken place, these will not carry over to the following year. If you have a temporary and/or unexpected illness, injury or condition that may result in you needing additional support for your study or examinations (for example a broken limb requiring a scribe for examinations or lectures) you should submit medical evidence of your condition to the Student Support Office, who will liaise with the Examinations Office with regard to agreeing any additional temporary support requirements or reasonable adjustments ahead of your examination taking place.

Special Examination Arrangements

There are deadlines by which the examinations office must receive recommendations from disability services which are listed on the examinations webpage https://warwick.ac.uk/services/academicoffice/examinations/students/special_examination_arrangements.

Please note that the university will **not** normally grant special examination arrangements for any requests which are made after the appropriate deadline which relate to circumstances which are not unexpected and could reasonably have been anticipated.

Once accepted, these arrangements will continue for the duration of your degree course.

Students who have a late diagnosis of a learning difficulty are advised to submit a mitigating circumstances claim for affected examinations for which reasonable adjustment was not provided.

Class Tests

Regarding class tests and other assessed work, special arrangements need to be discussed and agreed with the relevant department for each module for which you require special arrangements. In addition to the contacts above, please notify the Student Support Office (both at the Department of Statistics and the Department which offers the corresponding module).

It is not required for you to notify module leaders if you do not feel comfortable doing so, but we recommend notifying them, as it will give more time for them to consider how best to accommodate your specific requirements.

Please let the Student Support Office know about special arrangements at least 10 working days before the class test takes place or the assessment is due. If possible let us know earlier to allow us to best support you. Insufficient notice to the corresponding departments may mean that it is not possible to make appropriate arrangements in time for the class test or assessment.

Coursework Deadlines

Disability Services may recommend that the department shows some flexibility on assignment deadlines but automatic extensions are not recommended by Disability Services.

Extensions for non-medical reasons tend to have an impact and a knock on effect on subsequent deadlines and therefore are not usually routinely recommended.

Students **must** still request an extension through the normal extension request process, each time they wish to be considered for an extension. Extensions are never granted by default and each request will be considered individually. If you wish to discuss, in advance, the likelihood of an extension being approved please contact the senior tutor and / or disability coordinator.

Religious Observance

If for reasons of religious observance you are unable to take examinations on particular day(s), you must notify your academic department and the Academic Office (Examinations) of your preferences, by completing [the Religious Observance form](#).

While the University will make every reasonable effort to avoid the times/dates in your request, owing to the logistical constraints and difficulties involved in scheduling examinations, it may prove impossible to avoid those times/dates for your examinations. In such an event you may wish to ask your academic department to see if they can make any alternative arrangements for you, or ask the relevant University Chaplain if they could help in terms of chaperoning arrangements. Therefore please note that submission of the religious observance request form does NOT mean that your examinations will definitely not be set on the dates/times you would wish to avoid.

Fully completed forms should be submitted to the Examinations Section, Academic Office, University House by the deadline available at https://warwick.ac.uk/services/academicoffice/examinations/students/special_examinations_arrangements/.

Please note that late submissions will not be accepted. It is vital that you check the deadline if you intend to submit a religious observance form.

Covid-19 Advice

If you were eligible for additional time in examinations, you will be permitted the same amount of additional time in online assessments with an individual time limit of less than 24 hours.

5.5 Mitigating Circumstances

During the course of study you may experience exceptional unforeseen short term circumstances which are outside your control and might have a detrimental effect on your studies.

Mitigating Circumstances Application and Deadlines

All applications for consideration of mitigating circumstances, including extension and waiver requests, must be completed online via Tabula. In your profile view you will find a tab called “Personal Circumstances” where you can start a new claim and view or amend a previous claim.

You must select / declare all examinations and assessed work that you wish to claim for. Examinations and some coursework will be automatically populated for you to select from however you are likely to need to enter assessed work manually under the tab called “other”.

Mitigating circumstances relating to a request for an extension or waiver for coursework should be initiated by the coursework submission deadline, but no more than two weeks prior to the deadline.

Mitigating circumstances relating to individual examinations and class tests should be initiated within 5 working days of the examination.

Mitigating circumstances claims should be initiated close to the event however it should be noted that supporting evidence, additional contextual information and / or follow up statements can be added later.

Requests for consideration that are initiated substantially after the event can only be considered if there is good reason why the request was not issued at the time and the request should include an explanation to this effect.

All mitigating circumstances claims and supporting evidence must be received in full by the following dates or cannot be considered within the same academic year;

Year 1: Friday of Week 8 of Term 3

Year 2: Monday of Week 10 of Term 3

Year 3 / 4 / MSc taught component: Monday of Week 8 of Term 3

MSc Dissertation: 2 weeks after submission deadline

Definition

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.

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 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 your study (normally within three weeks of the relevant assessment event or deadline).

In general terms, mitigating circumstances must be

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

NOTE: Long term chronic conditions (normally greater than a term in duration and that are likely to 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/>

Support for 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. 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).

Confidentiality

Any 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 highly confidential evidence, may show their evidence in person to any of the Senior Tutor, a Year Tutor, the Director of Student Experience or the Head of Student Engagement and Teaching Quality. 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.

Reporting of Mitigating Circumstances Information

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. 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.

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 why the submission was not presented at the correct time. The reason must be evidenced by independent supporting documentation highlighting why 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.

Eligibility

In principle, if your circumstance requires treatment or support by a professional 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.

Covid-19 Advice

More lenient requirements for evidence may apply if it would be difficult to obtain evidence due to circumstances caused by covid-19. You are advised to read the most current university information about requirements for evidence for mitigating circumstances.

Mitigating Circumstances Outcomes

The possible outcomes of an accepted claim for mitigating circumstances are as follows;

- Waive or reduce penalties for late submission of assessed work
- Recalculation of module mark to disregard an assessment component worth 3 CATS or less (also subject to additional restrictions).
- Allow further first attempt or further resit attempts in failed modules
- Permit to proceed to next year of study
- Recommend that Academic Registrar permit a repeat of the year in full as first attempt or resit.
- Award degree, or higher class of degree, than merited by marks returned

It is not permitted to amend module marks, other than removal or penalties or reweighting of assessment components, and there is no **formal** classification or year mark for students in their first year or intermediate years.

Consequently, although you may receive a year mark or classification for your first year / intermediate year performance, this is usually based solely on the calculation of the weighted mean of returned module marks (except under exceptional circumstances). If you are permitted to proceed (at any stage) mitigating circumstances that have not been already accounted for under a different outcome will be considered by your final year examining board with respect to the award of the degree and the classification.

The year mark provided by the Department does not appear on transcripts and is not used for any official purposes. If you have accepted mitigating circumstances we know that your year average may not be reflective of the performance that you are capable of. You are allowed to use a plausibly higher predicted degree classification in job applications. However you should discuss with your reference writers what they feel would be a realistic classification to use, to ensure that you use a prediction that they would be prepared to support, and so that they are aware that such support may be required.

Please note that it may not be advantageous to predict a higher classification as you could be made a conditional offer which you are not able to achieve. It would be better to ensure that you have a realistic chance of meeting the requirement for any offers that you receive.

[Further Information](#)

Full information about mitigating circumstances can be found at the [University of Warwick Mitigating Circumstances Advice for Students](#)

This includes details and examples of;

- claims that fall within the definition of mitigating circumstances,
- claims that do not fall within the definition of mitigating circumstances,
- acceptable evidence
- possible outcomes

Advice about mitigating circumstances claims can be obtained from the Senior Tutor, Year Tutor or Head of Student Engagement.

[Deferral of Examinations](#)

Where there are circumstances that severely impact a student's ability to sit or prepare for a complete examination period and that are, if possible, independently evidenced, the Departmental Senior Tutor may request on the student's behalf a deferral of the examination period. Deferrals may only be requested with a student's permission.

The student's examination period will be deferred to the next available opportunity, which is normally the reassessment period for that year (or block) of study.

It is only possible to defer all examinations in a block (e.g. January, April or Summer). It is not permitted to defer after one or more examinations have been sat - these situations would be considered under mitigating circumstances.

5.6 Remediating Failure: Resits and Further First Attempts

Pass Mark

Students entering in or before the 19/20 academic year The pass mark for all modules is 40%

Students entering in or after the 20/21 academic year The pass mark for level 1, 2 and 3 modules is 40%. The pass mark for level 4+ modules (including XX9XX modules) is 50%. The pass mark for these modules is 50% irrespective of the year in which the module is sat.

Failed Modules

Students entering in or before the 20/21 academic year

If you have failed one or more modules you will be not be required (or able) to take another attempt unless;

- You have not met progression requirements
- You have accepted mitigating circumstances and the examining board deems that it is in your best interests to be offered another attempt.

It is not permitted to take further attempts if you have met progression requirements and do not have mitigating circumstances or if you have already proceeded to the next year of study (e.g. you cannot take a second year module as an additional attempt alongside your third year modules).

The examining board for your year will decide the examinations (and sometimes assessed work) that you are able to take. The examining board will consider how your performance in further attempts will affect your ability to meet progression requirement and they may not offer all failed modules as further attempts.

Further Attempts

A further attempt at a module may be classified as a resit, where the mark is capped at 40%, or a further first attempt where the mark is not capped.

Resit marks for ST-modules are usually calculated based on the examination ONLY with coursework marks not taken into account when calculating the module mark. This usually works in your favour as students who have failed the examination tend to have failed the coursework and calculating a resit mark from 100% examination enables you to focus on passing the examination without being burdened with coursework in addition.

Some modules, usually those with a high coursework weighting, will be reassessed by a combination of coursework and examination. Each module has an entry in the module catalogue which states the reassessment method.

Further first attempt marks for ST-modules are usually calculated based on the examination and the original coursework submission. If the original coursework was affected by accepted mitigating circumstances the Board of Examiners may choose to offer a further attempt at the coursework component or calculate the module mark based on the examination only.

Students entering in or before the 20/21 academic year

A student who does not meet progression requirements after a further first attempt is usually offered one more attempt as a resit. The highest mark from the original attempt or further first attempt or 40% capped resit mark is used on transcripts, for the calculation of year marks and in determining progression and classification. Only one resit attempt is offered for each module and students who have not met progression requirements after resits are required to withdraw. Students who have passed their first year are likely to be eligible for an exit qualification.

First Year

First year students who are eligible for further attempts will be offered the opportunity to take the final examination before the start of the next academic year. These examinations are usually around the first week of September and you should not plan any work or holiday during this period.

You will be informed by the First Year Board of Examiners about any examinations or assessed work that you are required to take.

First Year Boards of Examiners are typically re-convened during the penultimate week of September annually (precise dates are set out in the [Committee Timetable](#)) to consider the performance of students from Summer Term and September examinations where additional tests have been taken. The options open to these Boards are set out in [Regulation 8](#) but, in summary, the Boards may take the following typical decisions:

- a. To resolve that students be permitted to proceed to the second year of an Honours course;
- b. To resolve that students be required to withdraw from their course of study.

Intermediate Year

Students entering in or before the 20/21 academic year

Students who are not permitted to proceed and do not have accepted mitigating circumstances are offered the opportunity to take failed modules the following academic year as resit without residence. It is not permitted for students in this category to be offered further attempts before the next academic year.

Students who do have accepted mitigating circumstances may be offered the opportunity to take failed modules before the start of the next academic year. Some modules are not available as a further attempt in September and will not be offered. In these cases the

mitigating circumstances will be considered when determining the final degree classification.

Final Year

Students entering in or before the 20/21 academic year

Final year students with mitigating circumstances, or who have failed to meet degree requirements, may be offered reassessments in the September examination period.

Graduation will be delayed until after the September examination board.

Attendance at September Examinations

University requirements are that all students must return to Warwick University to sit their examinations. The examinations office are able to offer some facilities for students whose home residence is in China/Hong Kong/India to sit September examinations in **Hong Kong** or **New Delhi**, which may be more convenient for such students. Please note, however, that these facilities are limited and therefore they cannot guarantee such arrangements for all possibly eligible students; available places will be allocated on a first-come, first-served basis.

Please note that it is your own responsibility to book any overnight accommodation you may require during the September examination period. The University offers overnight accommodation, which can be booked by visiting the accommodation website via the link below. Accommodation will be offered on a first-come first-served basis as there is a limited number of rooms available.

5.7 Examining Boards and External Examiners

Examining Boards

Board of Examiners are appointed annually by Senate and are constituted in line with Regulation 9:

<https://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/examiners/>

First Year Board of Examiners (FYBOE)

After the examination period in the Summer Term and (as necessary) after the resit examinations in September, the performance of each first-year student within each Faculty are considered by a body called the First Year Board of Examiners. Performance is judged objectively based on the marks achieved via assessed pieces of work or tests as defined by the [Senate](#). This is to ensure that all students entering their second year of study, where they will undertake Honours level work, have performed consistently.

There are separate First Year Boards of Examiners for the Faculties of Arts, Social Sciences and Science. The membership is defined in [Regulation 9.1](#) governing the constitution of Boards of Examiners for first degrees (undergraduate courses) and usually consists of the the Chair of the Faculty Undergraduate Studies Committee and representatives from the departments in the Faculty.

<https://warwick.ac.uk/services/academicoffice/examinations/fyboe/>

The First Year Board of Examiners will write (**by email to the University email address**) to students to confirm the decision and, in cases where students are required to take further examinations, to set out the arrangements for these.

Second Year Board of Examiners

The Board of Examiners for second years is a Departmental Board that only considers students with their home department in Statistics. The board takes recommendations from a mitigating circumstances sub-board, considers the grade profile and determines which students have met the progression requirements.

The Statistics Exam Board for second year students takes place in the week after the end of the summer term. Within two weeks of the second-year exam board, the Department will write (**by email to the university email address**) to those students who are permitted to proceed to the third year of the integrated master's degree, eligible to transfer to the third year of the integrated master's degree or are required to transfer to the BSc.

Final Year Board of Examiners

The final year board of examiners is a Departmental Board that only considers students with their home department in Statistics. It comprises staff from the Department of Statistics, external examiners and representatives from other University of Warwick departments that contribute significantly to the courses delivered by Statistics.

The final year board of examiners considers third year BSc students, third year integrated Masters students and fourth year integrated Masters students. The final year board of examiners considers and decides the classification for final year students and the progression of third year integrated Masters students into the fourth year.

MSc Board of Examiners

The MSc board of examiners is a Departmental Board that only considers students with their home department in Statistics. It comprises staff from the Department of Statistics and external examiners. It meets twice per year, once in June to determine progression to the research component of the Masters and once in the Autumn to determine classifications.

External Examiners

External Examiners are appointed to provide the University with assurance that:

- the academic standards of its awards are appropriate,
- standards at Warwick are comparable with those of other higher education institutions,
- assessment processes are fair and appropriate

and also to offer carefully considered advice on good practice and opportunities for enhancement.

External examiners are provided with all draft first sit and reassessment examination papers and other major elements of summative assessment that contribute to the final award for comment and approval, together with model answers (where appropriate). They are asked to scrutinise examination papers for accuracy and to confirm that intended learning outcomes are being appropriately assessed. The external examiners provide suggestions for amendments to examination papers before they are finalised.

External examiners have access to scripts and assessment material contributing to the final classifications and make a report to the Board of Examiners on the standards of marking. They do not amend individual marks but may make recommendations to audit / validate the marking and moderation process.

During the process of classification, the External Examiner ensure that special consideration is given to candidates whose performance places them at the top and bottom of the group as a whole, or whose performance falls on the borderline between two classifications or is a fail.

External Examiners are full members of the Board of Examiners. They have the right to be present at all examiners' meetings at all stages contributing to degree classification and to participate in discussions of the Board. They are required to be present at Examinations Boards at which University awards are recommended.

External Examiners do not make judgements in relation to mitigating circumstances or academic integrity except to ensure that the University's relevant procedures have been followed.

External Examiners confirm that they agree with the Board of Examiners' decisions via their signature on the relevant mark lists, progression or awards documents. No award of the University can be made without the participation in the assessment process of at least one External Examiner.

5.8 Year Marks and Classification

Calculation of Year Mark

Students who have taken the normal loading, or an overload less than the value of the smallest module, will be given a year mark calculated by the weighted mean of the module marks.

Students who have taken an overload will be given a year mark calculated by determining the highest mark from all modules, or a subset of modules, that satisfies course regulations.

Module marks are stored to the nearest whole integer.

Year marks are stored to one decimal place.

Example Year Mark Calculation for Overloading

For example, a second-year student on the MORSE course has to take six core modules (ST202, ST208, ST218, ST219, EC220 and IB207), all of which have 12 CATS. In addition they must take at least 36 CATS from List A.

Suppose that in addition to taking the six core modules, a second-year MORSE student also takes IB320, ST221 and MA258 from List A and CS260, IB132 and MA117 from List B - a total of 147 CATS.

Module Code	EC20	IB207	ST202	ST208	ST218	ST219	CS260	IB132	IB320	MA117	MA258	ST221
List	Core	Core	Core	Core	Core	Core	List B	List B	List A	List B	List A	List A
CATS	12	12	12	12	12	12	15	12	12	12	12	12
Module Mark	70	88	67	80	61	74	69	77	81	93	63	59

The weighted mean including all module marks is 73.4%.

The student has an overload of 27 CATS so the year mark calculation is permitted to drop one 15 CATS module and one 12 CATS module or two 12 CATS modules.

The student has chosen 36 CATS modules from List A which is exactly the amount required for course regulations so all module marks from core and List A modules must be used to calculate the year mark. This means that, although their lowest mark is in ST221, this mark cannot be removed from the calculation.

The only module marks that can be removed from the calculation of the year mark are those from List B.

One of the List B module choices, CS260 has a module mark clearly below the weighted mean and therefore excluding this from the calculation will give a higher year mark. The weighted mean of the remaining modules is 73.9%.

The other List B module choices, MA117 and IB132, have a higher module mark than the new weighted mean therefore excluding these module marks would result in a lower year mark. Consequently these marks are retained in the year mark calculation and the student would be awarded a year mark of 73.9%.

Classification

For BSc programmes the first year counts 10%, the second year 30% and the third year 60% towards the final degree mark; i.e. if S1, S2, S3 denote the % credits obtained at the end of years 1, 2 and 3 respectively, then the overall degree % mark is

$$C = (10S_1 + 30S_2 + 60S_3)/100.$$

For Integrated Masters programmes the first year counts 10%, the second year 20%, the third year 30% and the fourth year 40% towards the final Integrated Master's degree mark; i.e. if S_1, S_2, S_3, S_4 denote the % credits obtained at the end of years 1, 2, 3 and 4 respectively, then the overall degree % mark is

$$C = (10S_1 + 20S_2 + 30S_3 + 40S_4)/100.$$

Covid-19 Advice

For students entering in 19/20 only, the first year counts 0%, the second year 30%, and the third year 70% towards the final BSc degree mark.

For students entering in 19/20 only, the first year counts 0%, the second year 20%, the third year 35% and the fourth year 45% towards the Integrated Masters degree mark.

For any final year student there are 6 possible outcomes of the final examinations.

<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ug13>

First	$C \geq 70.0\%$	Where the mean is greater than or equal to 70.0% the Honours degree shall be provisionally classified as a First.
Upper Second	$69.9\% \geq C \geq 60.0\%$	Where the mean is greater than or equal to 60.0% and less than 70.0% the Honours degree shall be provisionally classified as an Upper Second.
Lower Second	$59.9\% \geq C \geq 50.0\%$	Where the mean is greater than or equal to 50.0% and less than 60.0% the Honours degree shall be provisionally classified as a Lower Second.
Third	$49.9\% \geq C \geq 40.0\%$	Where the mean is greater than or equal to 40.0% and less than 50.0% the Honours degree shall be provisionally classified as a Third.
Pass degree (not Honours)	$39.9\% \geq C \geq 35.0\%$	Where the mean is greater than or equal to 35.0% and less than 40.0% the degree shall be provisionally awarded as a Pass degree.
Fail	$34.9\% \geq C$	Where the mean is less than 35.0% provisionally no degree shall be awarded.

To be provisionally classified in the class indicated by the mean:

- for an Integrated Master's degree, a candidate must pass (at the 40% module pass mark) in the final three years contributing to the degree classification, whole

modules equating to at least 258 credits in total, including at least 90 credits taken in the final year.

- for an Honours degree (whether of three or four years' duration), a candidate must pass (at the 40% module pass mark) in the final two years contributing to the degree classification, whole modules equating to at least 168 credits in total, including at least 80 credits taken in the final year.
- for a Pass degree (whether of three or four years' duration), a candidate must pass (at the 40% module pass mark) in the final two years contributing to the degree classification, whole modules equating to at least 150 credits in total, including at least 50 credits taken in the final year.
- a candidate must achieve marks in that class or higher in whole modules, equating to at least 48 credits in total, which are named as a core or listed module. The 48 CATS at that class or higher is expected to be seen in the final year of the degree.

Graduation Benchmark

If you undertook assessments in term 3 of 2020 then the graduation benchmark will apply when your classification is determined.

The graduation benchmark is a calculation that is undertaken at the end of your degree. We will calculate your overall final year average mark and degree classification as usual at the end of your final year, taking into account the actual marks from all your summative assessments in all years that count towards your degree classification (including those in Term 3 of your intermediate year (2019/20)).

We will also undertake a calculation where we remove these Term 3 marks from the degree calculation by working out a weighted average of all summative assessments taken in your intermediate year up to 13 March 2020 and using that weighted average in your overall degree calculation.

We will use whichever of the two calculations is higher (the graduation benchmark or the usual calculation of all marks) to determine the final classification of your degree.

Further information can be found at

https://warwick.ac.uk/students/teaching_learning_assessments_summer2020/graduation-benchmark-intermediate-year

5.9 Mark Release and Transcripts

Mid-Year Marks

The marks given for assessed work and examinations taken before the end of the academic year are always provisional and may be changed by the Board of Examiners.

Students should retain all of their assessed work because it may have to be resubmitted to the department just before the Board of Examiners meeting.

Assignments and Class Tests

- All coursework marks for ST modules will be made available to you in Moodle in the Grades section of the Module pages. The marks as shown in Moodle will be used to calculate the module mark. You are responsible for checking that the marks recorded in Moodle are accurate and reporting any issues or errors (such as if you believe a penalty has been incorrectly applied) to the Statistics Support Office within 10 working days of the end of the term in which the assessment took place.
- Weekly / fortnightly assignments for first and second year modules with related tutorials / seminars will normally be returned to students in the small group session. These are likely to have a grade physically written on the paper, however it may not include penalties or considerations of mitigating circumstances.

December / January Examinations

- Module marks will be returned within the academic year. These marks are provisional until considered by the examining board and ratified by the external examiners.
- Marks will be returned as soon as possible therefore it is not possible to specify an exact date. However it will normally be no later than the end of term 2. You will be notified by email when the marks will be released.

April / Summer Examinations

- Year average / classifications will be published online as soon as possible after the relevant examining board.
- You will be notified of the release of the summary information and provided a link by email.
- The university of Warwick uses a unified mark release system in Tabula. The release of results will be set according to the university schedule. Please note that students on the third year of an integrated masters are usually classified as intermediate year students and receive their results at the same time as year 2, which is usually later than year 3 finalists.
- Your personal tutor will have access to your individual module marks when the information is published in Tabula.

They will be available to discuss your results after the release on the Thursday in week 10 of term 3 (third and fourth years).
- You should make arrangements to meet your personal tutor in good time via their preferred sign up method.
- You are strongly advised to meet your personal tutor in person.

MSc Dissertation and Classification

- MSc dissertation marks will be released at the same time as the overall classification after the MSc examination board.

- This is likely to be in early December in the Autumn Term following the dissertation submission.
- You will be emailed with a link to access your results online.

Transcripts

Transcripts are only available for undergraduates via their Higher Education Achievement Report (HEAR).

The HEAR is a record of academic and non-academic achievements which have been verified by the University. The HEAR provides a fuller picture of a student's achievements whilst at university. As well as including information about academic achievement, it also includes more detailed information about the course of study and other activities undertaken, such as volunteering.

The HEAR is delivered by GradIntelligence (GradIntel) and is accessible online at <https://gradintel.com>

You will receive a registration email from them during your first academic year and you generate your own username on your first log in. Your Warwick e-mail is not your username but it is your default account so you can use it to regenerate a forgotten username and password. If you are a finalist you should consider changing the associated email account as your University of Warwick email account expires 12 months after graduation.

The GradIntel website gives you the option to share your HEAR with employers/institutions of your choosing by sending an electronic token which enables them to view your HEAR. Details about how to do this are available on the GradIntel website.

5.10 Prizes and Actuarial Exemptions

Prizes

Prizes will be awarded for outstanding/excellent performances in each year of our degree courses. For continuing students, these will be presented in the induction session at the start of the next academic year.

For graduating students, these will be presented in a reception in the Department on the day of graduation. Third year integrated Masters students going into the fourth year are also eligible for Warwick Statistics Senior Scholarships:

<https://www.warwick.ac.uk/fac/sci/statistics/courses/senior-scholarships/>

Actuarial Exemptions

The Institute and Faculty of Actuaries (IFoA) is the UK's only chartered professional body dedicated to educating, developing and regulating actuaries based both in the UK and internationally.

Information about the IFoA can be found at <https://www.actuaries.org.uk/>

The curriculum, which was developed in 2019, can be found at <https://www.actuaries.org.uk/studying/curriculum-2019>

Exemptions from the professional actuarial examinations are not given automatically. The actuarial profession only awards exemptions if a student has achieved a satisfactory overall performance as well as a satisfactory performance in the relevant University courses.

Actuarial exemptions for individual students are determined each academic year by an external assessor who validates the examination and assessment schema and sets the minimum criteria. Intermediate and finalists students will be notified of their exemptions by email of a secure link by the end of September following the examining boards.

For students entering their course before 19/20

Students admitted up to and including September 2018 will be able to study modules described below and their CT exemptions will be converted into exemptions for subjects in the new curriculum as described in the 2019 Curriculum structure. Our current syllabus enables exemptions as follows:

Old Curriculum	Modules	2019+	Curriculum Notes
CT1	ST334	Part of CM1	
CT2	ST335	CB1	
CT3	ST218 / ST219	CS1	Independent application required*
CT4	ST338	Part of CS2	
CT5	ST345	Part of CM1	
CT6	ST402	Part of CS2	
CT7	(EC106 and EC220/EC221) OR (EC106 and EC204)	CB2	Independent application required*
CT8	ST339 and ST401	CM2	

* Information on applying for exemptions can be found at <https://www.actuaries.org.uk/studying/exam-exemptions/how-apply-exemption>

For students entering their course in, or after, 19/20

Covid-19 Advice

Due to the Covid-19 disruption, a solution is being discussed with IFoA for subject exemptions for students enrolled from September 2019. Students are advised to visit the following webpage for the latest advice:

<https://warwick.ac.uk/fac/sci/statistics/courses/actuarialexemptions>

5.11 Exit Awards

'Exit' awards have been developed in order to recognise the achievement of **undergraduate students** where it was not possible to award the highest qualification for which they were registered, this includes students as follows:

- who have not met progression requirements
- who withdraw due to personal or medical reasons
- who are restarting on another degree programme

<https://warwick.ac.uk/services/aro/dar/quality/az/exitawards>

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

Students who have been given a recommendation by the Board of Examiners that allows them to remedy failure may choose to take permanent withdrawal and be considered for an exit qualification instead.

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

Qualification	Total minimum credit to be taken	Total minimum credit to be passed	Highest level of credit	Minimum credit to be passed at the highest level
CertHE	120	90	FHEQ level 4 (year 1)	90
DipHE	240	180	FHEQ level 5 (year 2)	90

5.12 Appeals

Under certain defined circumstances and as per the University Calendar (University Regulations) students may appeal against decisions relating to their academic progress or outcomes. These may be summarised broadly as follows:

- Final-year undergraduate students may appeal against the award of a particular degree class or if they have not been awarded a qualification. For an appeal to have any chance of success it should be based on relevant evidence which was not

available to the Board of Examiners when its decision was reached. Further the reason why the evidence was not available at the time the Board met should be provided.

- First-year and intermediate-year undergraduate students have the right to appeal only against a decision that they be required to withdraw from their course of study, and then only if they are in possession of relevant evidence which was not available to the Board of Examiners when its decision was reached.

All appeals must be lodged in writing within ten University working days of the publication of the examination result which is the subject of the appeal.

Supplementary information / evidence may be added to an appeal after this time.

Further information and details of the process can be found in the University Calendar (see Regulation 42) or at

<https://warwick.ac.uk/services/academicoffice/examinations/students/appeals>

6: Support, Well-being and Values

In this section:

6.1 Personal Tutors

6.2 Mentors

6.3 Department Support

6.4 Central Support

6.5 Values

6.1 Personal Tutors

Every student has a member of staff assigned as their personal tutor. You will be able to see who your personal tutor is in Tabula by looking at the personal tutor tab in your Tabula profile.

Your tutor is there to help sort out any problems connected with your university career, and you must make a point of seeing them at least twice a term, (usually during the first couple of weeks and last couple of weeks) so that they know how you are getting on.

You must respond promptly if they ask to see you and it is important to keep your personal tutor informed of any academic or personal problems that are affecting your performance.

Students can continue to contact their personal tutor via email during a year abroad or an intercalated year.

If your personal tutor takes sick or study leave you will be assigned a temporary personal tutor while your original tutor is away from the department.

Some specific ways in which your personal tutor can help are:

- Providing general academic advice on progress and development, including discussing possible option choices and disclosing exam marks and their implications.
- Giving you help and advice about pastoral and non-academic matters insofar as they are able and advising you about where to find further help if you need it.
- Writing a letter of reference when you apply for jobs or grants

Personal Tutors should:

- Advertise two 'office hours' each week, starting on the half-hour, when students can consult them.
- Communicate with their students regularly, including via email.

In addition your personal tutor has certain formal duties to represent you in disciplinary matters. For more information about what you can expect from your personal tutor please visit; <https://warwick.ac.uk/services/dean-of-students-office/informationforstudents>

First Year Tutorials:

During the first term of the first year students meet with their personal tutors once a fortnight to discuss some mathematics exercises. A short exercise sheet will be made available beforehand with questions based on module ST116 Mathematical Techniques. You must complete the exercises to the best of your ability and submit them as instructed by the module leader. They will be sent to your tutor to give you feedback on your written work. This feedback and the discussions with your tutor will help you make the adjustment to university level mathematics — with the emphasis it places on rigorous arguments and abstract concepts. It is also important for you to get used to tackling exercises in your own time. This is essential for your success at university.

6.2 Mentors

All first year students in Statistics are provided with contact details for a mentor who is a student in Statistics from an older year.

The role of a student mentor in Statistics is to:

- Be an approachable point of contact for first year students
- Assist first year students to meet their peers, facilitate discussion and help to develop a feeling of community
- Pass on informal tips and discuss experiences relating to student life
- Direct mentees to most appropriate sources of support and advice.

It is important that students feel comfortable asking questions of their mentor so the Department provides a budget for lunch (or other activity) to facilitate students getting to know their mentors. Students can ask their mentor questions about their course, modules and wider university issues such as nights out, accommodation, societies and sports.

A Statistics peer mentor does not provide academic support, pastoral support or advice on how to deal with specific situations. They will signpost students to sources of support and

advice if they do not feel capable of assisting with a problem. Usually a mentor will provide information to a student for them to act on and will not discuss or disclose issues with staff however it is not possible for a mentor to guarantee confidentiality. Mentors are student peers who are not expected to know how to deal with complicated situations and they may need to disclose information to staff if they feel that someone is at risk.

The mentor system in no way replaces the Personal Tutor system. Students must meet with their personal tutors at least twice a term and keep their personal tutors informed of any academic or personal problems.

6.3 Departmental Support

There are many sources of support in the Department of Statistics and a brief description of the roles in the Department of Statistics are shown below. Section 1.3 provides the names of the staff who are currently fulfilling the roles.

The **Departmental Senior Tutor** ensures that the personal tutoring system runs smoothly and efficiently within the Department and provides help and advice to the Personal Tutors. At the same time, the Senior Tutor serves as a link between the Department and the Faculty Senior Tutor. The Senior Tutor may also interact directly with students to help in specific matters whose nature require resources and/or support beyond the role of the Personal Tutor (for example, cases of personal issues with the student's Personal Tutor, cases of temporary withdrawals, cases of concerns for lack of attendance, specific cases of mitigating circumstances, and so on).

Year Tutors are a new role in 2019/20; it is expected that they will contribute to student information sessions, develop the community, work with the Senior Tutor to provide contextual information to Personal Tutors and provide year specialist briefing to students regarding examinations and progression.

The department's **Director of Student Experience and Progression (DSEP)** is responsible for working with students to enhance the student experience. The DSEP works closely with the department's SSLC, and will carefully consider any students' views or feedback.

The **Disability Coordinator** liaises with Disability Services and teaching staff to provide interpretation of reasonable adjustment recommendations in the context of statistical education.

The **Equality and Diversity Representative** is the Departmental champion who implements and embeds initiatives in the Department. They are also available to support students and their personal tutors with any issues relating to equality and diversity.

6.4 Central Support

Wellbeing Support

Wellbeing Support offers an access point to all Wellbeing services – following a short consultation, they 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. If there is something troubling you, or hindering you from focusing on your studies you can talk to Wellbeing Support.

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 <https://wellbeing.warwick.ac.uk> or telephone 02476575570.

Living Well at Warwick provides a range of workshops, online resources and information about wellbeing development opportunities.

<https://warwick.ac.uk/services/studentssupport/wellbeing>

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. 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 these services, submit an enquiry through

<https://wellbeing.warwick.ac.uk/>.

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 <https://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 (<https://warwick.ac.uk/services/tutors/about/>). The Dean of Students can be contacted on: SeniorTutor@warwick.ac.uk or telephone the Offices on 024 76522761.

Residential Life Team

All students who have accommodation on campus have access to the Residential Life Team support network. The Residential Life Team works and lives alongside students within the Halls of Residence. Resident Tutors are there to help with a wide range of matters including personal or family problems, feeling lonely or homesick, problems with accommodation, and when students are not sure where to get help or who to talk to. Resident Tutors in students' accommodation are their primary point of contact, if unavailable, students are advised to contact the Residential Life Team. The Residential Life Team can be contacted via email at residentialteam@warwick.ac.uk or telephone 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. You should contact 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 your enrolment status, for instance, temporary withdrawal, can have implications for your ability to hold a visa to remain in the UK and you 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: <https://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: <https://www.nhs.uk>.

The University Health Centre is located on Health Centre Road and can be contacted by telephone on 024 765 24888

Students' Union Advice Centre

The Students' Union Advice Centre provides free, independent, nonjudgmental, 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 their 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, the Advice Centre recommends contacting them 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.

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.

6.5 Community and Values

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: <https://warwick.ac.uk/studentbehaviour/>

What's Expected of Students at Warwick, which summarises key expectations for students and signposts to associated support.

<https://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.

<https://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.

<https://warwick.ac.uk/strategy/> **University Strategy**, which sets our vision as a world-class university and our values.

<https://warwick.ac.uk/wscs/> **Warwick Student Community Statement**, which sets out aims for the University as well as for students

<https://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.

<https://warwick.ac.uk/services/aro/studentrights> **Student Rights and Responsibilities**, which provides quick and easy links to University regulations, policies and guidelines that govern what a student can expect from the University, and what they need to adhere to as a student.

7 Student Voice

In this section:

[7.1 Student-Staff Liaison Committee](#)

[7.2 Module Feedback](#)

[7.3 Course and Student Experience Feedback](#)

[7.4 Complaints](#)

[7.1 Student-Staff Liaison Committee \(SSLC\)](#)

<https://www.warwicksu.com/student-voice/academic-representation/>

<https://warwick.ac.uk/fac/sci/statistics/currentstudents/studentvoice/sslc>

SSLC stands for Student-Staff Liaison Committee. There are SSLCs in each department in the University that feed into both the Students' Union and the University administration.

SSLCs are committees made up of elected student representatives, also known as Course Reps, and members of staff, also known as Academic Convenors. They are student-led and provide an area for students and staff to discuss ideas and solve problems connected with teaching, learning and student support.

SSLCs allows students to have a say on their course, their department, and their resources and is a great way to input into your university. They also provide an opportunity for the department to consult with students and receive feedback on new proposals.

Students are elected to the position of course rep by their peers, and represent their course and year in the SSLC. As a Course Rep you must attend the SSLC meetings and maintain a dialogue with students on your course throughout the year.

If you're interested in the work of the SSLC, or have an issue you would like to be discussed, you should speak with one of your Course Reps. If you have questions about the running of the SSLC, you should speak with the SSLC Chair.

Course Reps are elected from continuing students in term 3 of the previous academic year and from new incoming students in Welcome Week and week 1 of term 1.

7.2 Module Feedback

How is Module Feedback is Collected?

Initial feedback is collected for each individual lecturer shortly before the half way point of their lecture series.

Final feedback is collected for each module shortly before the end of the lecture series.

Initial feedback usually takes place in week 4 and final feedback usually takes place in week 9 however this varies for modules with mid-term start dates and split teaching.

A student representative will attend one of your lectures and ask you to complete module feedback online using a smart phone, tablet, laptop or other device. You will also be sent a follow up email if you have not completed the feedback.

What Happens to the Feedback?

Summary information and all comments are passed to the lecturer, the SSLC representative for the module and the Deputy Head of Department (Teaching & Learning).

The SSLC representative writes an overview of themes observed in the comments and this is posted, alongside the summary information on the module information pages.

The lecturer writes a response to the feedback and this is posted on the module information pages and, wherever possible, verbally returned to students in a later lecture.

SSLC reviews all modules to identify modules for commendation and passes unresolved issues to the Department of Statistics' Teaching Committee for further assessment / action.

There may not be sufficient time for the feedback that you give to have an impact for you and your cohort because some actions, such as changing the assessment weighting, have a significant lead time. However you will benefit from actions taken in response to feedback from the years above you and your feedback will benefit the years below you.

What Constitutes Useful Feedback?

You are accustomed to being on the receiving end of feedback when your work is returned with comments from the marker. If you think about what you do and do not find useful as

feedback on work, you will be in a good position to provide helpful feedback on modules. Here are some points to start you thinking:

Be specific — be constructive: For example, a bare mark on a piece of work is not very helpful, since it gives no guidance as to what was wrong with it. In the same way, just saying that you did not like a module does not give any indication to the lecturer as to what steps they should take to improve the module. Was the pace too slow? Too fast? Did you find it hard to see the relevance of the material? Or is the fact that you didn't enjoy the module perhaps nothing to do with the teaching, but rather means that you made a mistake in an option choice and chose a module which turned out not to fit in with your personal interests? Make good use of opportunities for open-ended comments to explain these points.

Mention the positive as well as the negative: It is always good to know what you got right but discouraging to read comments on work which only mentions what went wrong with it. When a lecturer is doing something well, and you let them know that, then it gives them encouragement to do it again. So when you comment on a module, try to mention any features which you particularly enjoyed or found helpful.

Be honest with yourself: People often talk about 'teaching and learning' to show that the educational process requires participation from two people — the teacher and the student. You cannot expect to get full benefit from a module if you simply attend lectures and do any assessments — you need to do the module reading, participate fully in example classes, etc. So before you indicate that you did not get much out of a module, ask yourself honestly what you put in.

Try to separate personality from content: During your time at Warwick you may be taught by several dozen members of staff. It would be surprising if you liked all of them equally as people, or if there were not some who had habits and mannerisms which irritated you! But try to keep your reaction to lecturers' personalities separate from your reaction to their teaching. It is possible for you to regard someone as extremely irritating but still get a lot out of their teaching. Be considerate: Lecturers are people with feelings just like students. Sometimes you may need to be critical of aspects of a module, but you should try always to offer criticism in a sensitive way. Comments such as 'X is the worst lecturer I have ever had' are neither useful nor constructive.

Be conscientious: Please complete feedback forms for all your modules. If we only get a small number of forms returned, then we may well get a biased idea of students' views — and that idea may not coincide with yours. So don't lose your opportunity to be heard!

7.3 Course and Student Experience Feedback

The Department is constantly looking for ways to improve the experience we provide to our students. We can only do this if you give us your feedback and work with us to resolve any issues.

You can provide feedback via a number of ways;

- Feedback Lunches - we hold a regular series of Feedback Lunches where students and staff meet to informally discuss the courses and student experience.
- SSLC - you can contact your course reps and ask them to raise issues or propose an idea at the next SSLC meeting.
- Personal Tutor Meetings - during personal tutor meetings you may want to give feedback on aspects of your course.
- Statistics Department Surveys - you may be invited to take part in a survey on a particular topic. This is usually where we have identified an area that we could improve but need more information or a larger sample size to make the right decisions.
- Warwick Student Experience Survey - The University of Warwick usually runs a Student Experience Survey during the autumn term.
- National Student Survey - Third / fourth year students are invited to take part in the National Student Survey in February of their final year.
- Informal conversation - one of the most useful forms of feedback is often a chance conversation. You should feel able to chat to staff about your experiences.

7.4 Complaints

The Department of Statistics follows the University of Warwick Student Complaints Resolution Pathway for informal and formal concerns or complaints.

<https://warwick.ac.uk/services/feedbackcomplaints/students/complaints/>

The aims of the Student Complaints Resolution Procedure are:

- to resolve complaints in a timely, effective and fair manner; and
- to resolve complaints as close as possible to the academic or service area in which they arise

A complaint is defined for this Procedure as “an expression of significant or sustained dissatisfaction where a student seeks action to address the problem”.

Complaint Form

8 Careers and Personal Development

In this section:

[8.1 Careers Guidance, Events and Resources](#)

[8.2 Making the Most of Your Time at University](#)

[8.3 Careers in Teaching](#)

[8.4 Letters of Reference](#)

8.1 Careers Guidance, Events and Resources

What Do Statistics Graduates Do?

Graduates from the Department of Statistics enter a diverse range of careers. Many opt to work within the Financial Services sector with the Actuarial, Accounting and Investment Banking opportunities being particular favourites. These roles often involve the study for professional qualifications such as ACA, CIMA, CFA and the actuarial examinations. Other frequent career choices include eCommerce, Business and Industrial Consultancy, Operational Research, Marketing, Scientific Research, and Government. Statistics graduates develop a strong range of transferable skills including excellent numerical, problem-solving and analytical abilities. These along with your ability to communicate complex ideas effectively are highly sought after by employers.

A number of students decide to continue in academia, studying for either a Statistics related Masters or PhD. Alternative study routes have included the study of Management Science & Operational Research or the PGCE teaching qualification.

Careers Guidance

Making good career decisions involves thinking about your interests and values and also spending time researching possible occupations. If you would like to discuss your ideas or feel you need support with working through your options and developing ideas then please book an appointment with a Careers Consultant at <https://warwick.ac.uk/services/careers>. To contact Student Careers with general questions about support, events etc., please email careers@warwick.ac.uk.

Careers Information Resources

The Student Careers and Skills website gives you access to a range of information on career planning, job seeking, interview skills, and much more. Don't forget to check out the vacancy database which provides access to hundreds of opportunities for work experience and internships, as well as graduate vacancies: <https://warwick.ac.uk/services/careers/findingwork>.

Careers Events

You can keep up to date with the latest careers news and events by joining the Warwick Statistics [Careers Facebook Page](#).

An extensive programme of events including skills development workshops, presentations on particular sectors and mock interviews are available throughout the year.

Don't miss the valuable opportunity to meet employers face to face – remember most of these events occur in weeks 1-7 of the autumn term as do many deadlines for summer programmes and graduate roles. Explore your options, compare organisations and find out what skills employers are looking for by visiting the Careers Fairs, employer presentations and alumni evenings. You will need to book online for most events as places are limited – go to <https://www.warwick.ac.uk/services/careers>.

8.2 Making the Most of Your Time at University

Alongside the achievement of a good degree, employers are looking for students who have maximised the use of their time at university and got involved in a wide range of extracurricular activities. Many students help in the running of societies which helps to build personal skills such as communication, leadership, problem solving and team working.

Work experience in general can greatly increase your chances of receiving a graduate job offer. To explore opportunities for gaining experience both on and off campus, visit our Experience Portal: <https://www.warwick.ac.uk/services/careers/workexperience>.

Both employers and postgraduate course providers will expect you to be knowledgeable and assertive about the intellectual and personal skills which you have gained during your degree course. They are concerned about what you can do, in addition to what you have studied, and will require you to substantiate the claims you make when making applications. They will look at your past experiences, choices and behaviour to find evidence of these skills. If you want to access a range of skills workshops around both academic and professional skills, check out <https://www.warwick.ac.uk/services/skills>.

International Students

If you are hoping to find employment in the UK after graduation, and English is not your first language, think about ways in which you can improve your conversational English. To be successful at an interview you will need very good verbal communication skills, and sometimes our international students – despite having excellent academic results – will not be able to progress beyond this point because their spoken English isn't good enough.

The Centre for Applied Linguistics (CAL) runs classes for our non-native speaking students: see 'Learning English' at <https://www.warwick.ac.uk/fac/soc/al>. You can apply what you have learnt by joining clubs and societies and regularly mixing with students who are native English speakers.

8.3 Careers in Teaching

Warwick in Schools

If you are intending to take a PGCE (Post Graduate Certificate in Education) after your degree, or have secondary teaching as one of your career options, then Warwick in Schools could be for you!

As one of the leading providers of Initial Teacher Training, the University's Institute of Education is once again offering undergraduates the opportunity to try a 'taster' of teaching. If you join the Warwick in Schools scheme (WinS) you will receive bursary funded training which will prepare you for the expectations of a professional environment. You will look at some of the issues concerned with effective teaching and learning, and you will be given help and support to prepare for your school visits. If you then decide to do your PGCE at Warwick, you would achieve a 'training credit' which would mean that you could complete the course earlier in the year than normal.

Student Tutoring

Volunteering as a Student Tutor is a great way to decide if teaching is the career for you. The Student Tutoring project places volunteers in a classroom in Primary, Secondary and SEN schools across Coventry, Leamington, Kenilworth and Warwick. Volunteers will take on a teaching assistant role and work alongside class teachers to provide support to pupils. Placements are arranged to suit each individual and volunteers are able to choose the type of school, location and subject of their choice.

Sign-up for the project opens at the end of September, and can be accessed through the following web-link:

<https://www.warwick.ac.uk/about/community/volunteers/volunteering/tutoring>

8.4 Letters of Reference

When you apply for employment or further training you will probably be asked for two academic referees. One of these will normally be your Personal Tutor, the other should be someone familiar with your work such as a lecturer who has marked some of your coursework or supervised a project - a lecturer who knows you, in other words, not simply one whose module you enjoyed.

Please note:

- Obtain early agreement from your referees to write references for you, and keep them informed of the applications you make.
- Request references at least 2 weeks before any related deadline, and provide the referees with up-to-date supporting material (CV, personal statement, etc.).
- If you have difficulty finding a suitable person to act as a second referee, then the department has a process by which an academic member of staff will write a reference for you. If you wish to use this service you should contact the Student Support Office as soon as possible, giving details of your applications and providing your CV, personal statement etc. Note however that references written by this system are likely to be limited to factual information, such as your academic performance to date.
- Please allow for more time during the months of summer vacation.

9 University Information

In this section:

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[9.3 University Contacts: Offices and Services](#)

9.1 University Policies and Regulations

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 (<https://www.warwick.ac.uk/studentfeedbackandcomplaints/>).

Health, Safety and Wellbeing Policy Statement:

<https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy>

Smoking Policy:

<https://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy>

Anti Bribery Policy

<https://warwick.ac.uk/services/gov/universypolicies/antibribery/>

Regulation 36; Regulations Governing Student Registration, Attendance and Progress

<https://warwick.ac.uk/regulation36>

Study Hours Statement:

<https://warwick.ac.uk/services/aro/dar/quality/categories/studyhours>

Policy on Recording Lectures:

<https://warwick.ac.uk/quality/recordinglectures/>

Regulation 31; Regulations governing the use of University Computing Facilities:

<https://warwick.ac.uk/regulation31>

University assessment strategy:

<https://warwick.ac.uk/quality/categories/examinations/assessmentstrat>

Policy on the Timing of the Provision of Feedback to Students on Assessed Work:

<https://warwick.ac.uk/quality/categories/examinations/assessmentstrat/assessment/timeliness>

Moderation guidance:

<https://warwick.ac.uk/quality/categories/examinations/moderation>

Regulation 10; Examination Regulations:

<https://warwick.ac.uk/regulation10>

Regulation 11; Procedure to be Adopted in the Event of Suspected Cheating in a University Test:

<https://warwick.ac.uk/regulation11>

Regulation 23; Student Disciplinary Offences:

<https://warwick.ac.uk/calendar/section2/regulations/disciplinary/>

Regulation 8; Regulations for First Degrees:

https://warwick.ac.uk/regulations/reg8to8_5_1/ and

https://warwick.ac.uk/regulations/reg8from8_6/

Regulation 12; Absence for Medical Reasons from a University Examination for First Degrees:

<https://warwick.ac.uk/regulation12>

Undergraduate Degree Classification Rules:

<https://warwick.ac.uk/examinations/conventions/ug13>

Harmonised First Year Board of Examiners' Conventions

(including any approved exemptions and specific departmental requirements):

<https://warwick.ac.uk/quality/categories/examinations/conventions/fyboe>

Undergraduate Progression Requirements for Intermediate Years of Study:

<https://warwick.ac.uk/quality/categories/examinations/conventions/ugprogression09>

9.2 Support and Resources for Learning and Professional Development

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

The Library website at <https://warwick.ac.uk/library> for general information, and to subject web pages at <https://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:

https://www.warwick.ac.uk/library/using/libspaces/learning_grid/

The Learning Grid Rootes: https://warwick.ac.uk/library/using/libspaces/grid_rootes

The Learning Grid Leamington:

https://warwick.ac.uk/library/using/libspaces/grid_leamington

Wolfson Research Exchange (for all Warwick's researchers):

<https://warwick.ac.uk/library/using/libspaces/research-exchange>

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.

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: <https://warwick.ac.uk/its>

IT Services also produce information on acceptable use of University IT facilities for students and staff: <https://warwick.ac.uk/regulation31>

A range of Help Desk Leaflets providing useful IT support information are available from: <https://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: <https://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: <https://warwick.ac.uk/its/servicessupport/networkservices/resnet/>

Language Centre

The <https://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:

i 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: <https://warwick.ac.uk/languagecentre/academic/>

ii 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: <https://warwick.ac.uk/languagecentre/academic/fees/>

iii 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: <https://warwick.ac.uk/languagecentre/lifelonglearning/>

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

9.3 University Contacts: Offices and Services

Academic Registrar's Office

- a) Academic Office: <https://warwick.ac.uk/ao>
- b) International Student Office: <https://warwick.ac.uk/services/iso>
- c) Student Recruitment, Outreach and Admissions Service: <https://warwick.ac.uk/services/aro/sroas>
- d) Student Careers: <https://warwick.ac.uk/careers>

- e) Skills & Student Development: <https://warwick.ac.uk/services/skills>
- f) Teaching Quality: <https://warwick.ac.uk/quality>

Academic Office

- a) Examination Office: <https://warwick.ac.uk/ao/examinations>
- b) Student Records: <https://warwick.ac.uk/studentrecords>
- c) Awards and Ceremonies: <https://warwick.ac.uk/ao/congregation/ceremonies>
- d) Student Finance: <https://warwick.ac.uk/ao/finance>
- e) Student Funding: <https://warwick.ac.uk/ao/funding>
- f) Graduate School: <https://warwick.ac.uk/gsp>