

Diploma - 2026/27 Handbook

1 - The Department and the University

Welcome to the Department of Economics from the Deputy Director of Undergraduate Studies

Welcome to Economics at Warwick. I very much hope that you find your Diploma course interesting, challenging and rewarding.

The Diploma is a one-academic-year programme consisting of approximately nine months of coursework leading to examinations in the Summer Term. In my role as Deputy Director of Undergraduate Studies, I lead the Diploma course and will help you select the appropriate modules and options. I am available to discuss any matters - academic or personal - on which you need guidance or advice, and I will also act as your personal tutor.

Our aim is to ensure that you will graduate with a Diploma and/or MSc from one of the best Economics departments in the UK, and that you will reach your full potential during your time here. In just over 50 years, we have established ourselves at the forefront of both economic research and education in the UK and beyond, and we attract students from all around the world due to our reputation for offering rigorous and exciting training, and the fact that so many employers are keen to work with our graduates. As well as being taught by top-class teachers and researchers, we work hard to make your experience memorable and to provide you with valuable opportunities to enhance your CV and make a flying start to your career.

As our Diploma is aimed at students without a background in economics, we provide training in the core components of modern economic analysis and appropriate quantitative methods. Throughout your diploma study you will acquire the ability to analyse economic problems, both empirically and theoretically, developing knowledge of economic trends, institutions and policy.

We believe that Warwick provides an excellent environment for learning and for personal, professional and intellectual development. Teaching is informed by the very latest developments in research, and optional modules provide a great breadth of choice across fields of Economics and other disciplines. One of the secrets of our success is that we are never complacent. Our innovative curriculum across both our undergraduate and postgraduate programmes provides an outstanding training in economics which is both intellectual and professional. We recognise that we live and work in a global and dynamic environment - we could hardly not, given how international we are in the topics we teach and in terms of the rich diversity of both our students and our staff. Therefore a key aspect of my role is to seek to enhance all aspects of our programmes and thereby create the best possible conditions in which you can thrive and gain value from your time at Warwick. A key input into this process is you, so I am always eager to receive comments and feedback from you - either individually or through the Student-Staff Liaison Committee (SSLC) - on where and how we can improve further. Please don't hesitate to approach me with your thoughts, reflections and suggestions either by email or in my Advice and Feedback hours.

I wish you the happiest and most rewarding of times during your studies with us at Warwick.

Dr Emil Kostadinov

Deputy Director of Undergraduate Studies

Department of Economics

University of Warwick

1.1 - The Department of Economics

The Department of Economics was one of the founding departments of the University of Warwick when it was opened in 1965. Since then, we have become one of the largest departments in the discipline and are now widely regarded as one of the top Economics departments, not only in the UK, but in the world too.

We've recently been ranked:

- **1st in the UK** in the Good University Guide 2026 - for the fourth consecutive year
- **2nd in the UK** in the Complete University Guide 2027
- **2nd in the UK** for research excellence in the 2021 Research Excellence Framework (REF)
- **25th globally** in the QS World University Subject Rankings 2026 for Economics and Econometrics

We have an academic community of around 150 staff, including 37 professors, with approximately 1,700 undergraduate students and 300 postgraduates. The Department is international in terms of both the staff and student body.

1.1.1 - Term dates and teaching weeks

You can find information about term dates for the current, past and future academic years on the University's Study page [<https://warwick.ac.uk/study/termdates/>].

We use a numbering system to cover the main teaching weeks during the year.

- Term 1 (Autumn Term) runs from Week 1 to Week 10.
- Term 2 (Spring Term) runs from Week 15 to Week 24.
- Term 3 (Summer Term) runs from Week 30 to Week 39.
- Welcome Week is week 0, the week before Term 1 begins.

The Christmas holiday is from Week 11 to Week 14. The Easter holiday is from Week 25 to Week 29. The Summer holiday is from Week 40 to Week 52. Please note that we do not have half term breaks.

The University has set times of the week for teaching activity, as follows:

- Weekdays from 9am - 7pm, excluding after 1pm on Wednesdays

If you have a lecture or Support and Feedback class scheduled between these times, you are expected to be available to attend on campus. In addition, assessments such as tests may be set at any of these times.

Teaching sessions begin at five minutes past the hour and end at five minutes to the hour, in order to allow people to enter and vacate the room. Please make every effort to arrive at your lectures and support and feedback classes on time so teaching can start promptly.

1.1.2 - What we expect from you

The University's Regulation 36 lays down the expectations of students concerning Registration, Attendance and Progress. To meet your full potential, the Department of Economics has certain expectations of you and in return, you should expect us to deliver on key activities.

We expect you to engage with your studies and actively participate in departmental activities and events. This includes:

- preparing for, attending and actively participating in all lectures and Support and Feedback classes;
- working collaboratively with your peers to support each other's learning and development and to improve your teamwork skills;
- meeting your monitoring points, as set out in section 2.5;
- submitting your assessments on time and taking your tests and exams;
- meeting your personal tutor;
- making the most of opportunities to discuss your studies with teaching staff;
- using your initiative and asking for help when necessary and at the earliest opportunity;
- adhering to University and Departmental regulations and seeking guidance when unclear.

Should your attendance fall below required standards we will contact you and take actions where necessary.

Student Visa Holders

The above expectations apply to all students, but for student visa holders, it is important that you engage with your course to meet the conditions of your visa. Please make sure you are aware of your responsibilities whilst studying in the UK; you can refer to the Student Visa Advice Service [<https://warwick.ac.uk/study/international/visa>] and the monitoring point information in section 2.5.

1.1.3 - Diversity and values within the Department

We have a commitment within the Department of Economics to embed our key principles into our work and study environment. We aim to foster an environment of respect and inclusion in which all staff perform to the highest standard and students are able to enjoy a world-class learning experience.

Our key principles are:

- **Respect:** everyone within our community has the right to be treated with dignity and respect, regardless of any protected characteristics
- **Integrity:** we are guided by the principles of integrity, fostering an open and positive environment that is inclusive to all.
- **Accountability:** we have a personal responsibility to commit to these values and hold ourselves accountable to our words and actions.

For more information about our diverse and inclusive community and to watch a video produced by our staff and students explaining our set of values, please visit our webpage: [Diversity and Values](#)

The University of Warwick Values

Shaped by Warwick's community, our values represent the way we work together to deliver our strategy and ambitions.

On enrolment and re-enrolment all students at the University of Warwick are asked annually to agree to our [Warwick Values](https://warwick.ac.uk/about/strategy/values) [https://warwick.ac.uk/about/strategy/values] and complete the [Student Conduct: what you need to know](https://moodle.warwick.ac.uk/course/view.php?id=38595) [https://moodle.warwick.ac.uk/course/view.php?id=38595] Moodle course.

1.1.4 - What you can expect from us

We want to instil in you the same passion for the study of economics that we have. Therefore, we aim to engage you with all course material and create an enjoyable environment in which to learn and develop. You should be aware of what you can expect from any module and it is the role of the Department to ensure that this information is clearly set out and available.

Below are the key elements that you should expect from every Economics module that you take:

- a module outline, detailing the module aims and objectives, the learning outcomes and an indication of the material that will be covered, the exam rubric, all of which can be found on the module webpage
- details of core texts and further readings to give you the best opportunity to prepare for lectures and Support and Feedback classes

- All modules will have lecture notes and/or other materials posted on the module's Moodle webpage. Links to all videos will be accessible via the Moodle webpage for the module.
- A well-prepared lecture which has the aim of engaging you and encouraging participation in discussion beyond the lecture
- Core module lectures are encouraged to be recorded and these will then be made available via the Lecture Capture service (at the discretion of the module leader). Recording lectures is not intended to replace attendance in-person. If attendance at lectures is insufficient then lecture capture will be withdrawn.

If Support and Feedback classes form part of the teaching of the module, the material should be related to the module syllabus and class tutors should be well prepared and confident with the material they are teaching. You will be advised, with as much notice as possible, of any changes or cancellations of lectures and/or Support and Feedback classes.

For any assessments you should expect:

- assessment details to be outlined, including the format of the assignment, assessment rules, the submission dates and the expectations of the module lecturer
- to receive your marked work with feedback and/or annotations within 20 working days of the submission date, unless extenuating circumstances prevent this. If the date for returning work is missed, you will be notified.

While the university environment is - and should be - very different from school/college, you should still expect your lecturers and tutors to have time to discuss any concerns or questions you have about the module material. To this end, you should expect:

- all lecturers to have two Advice and Feedback hours per week in term time, in which they are available to see you to offer advice on all matters relating to the relevant module. Details of how to access the Advice and Feedback hours will be provided.
- all tutors to be available for a minimum of two hours per week in term time to meet you to offer advice and feedback.

Details of how to access the Advice and Feedback hours will be available under the relevant staff profile on our [people webpage](https://warwick.ac.uk/fac/soc/economics/staff/). [https://warwick.ac.uk/fac/soc/economics/staff/]

1.1.5 - Our location

The administrative home of the Department of Economics is based in the Social Sciences Building. Most University room numbers are in three parts each of which conveys information.

For example, to find **S0.88**

S = Social Sciences building

0. = the ground floor (0 = ground floor, 1 = first floor etc)

88 = the room number

Your lectures and Support and Feedback classes will take place in a variety of places across campus, so make sure you keep a campus map handy. The [interactive campus map](https://warwick.ac.uk/about/campus-journey/interactive-map) [https://warwick.ac.uk/about/campus-journey/interactive-map] is a great way to find your location and help plan your route. It is your responsibility to find the locations of your lectures and classes and to ensure you arrive at them on time.

1.1.6 - Facilities

UG Common Room (S0.96) is a space in the Department where students can study. There are two UG group work areas in S0.96 which can be [booked](https://warwick.ac.uk/fac/soc/economics/current/ug/resources/groupworkbooking) [https://warwick.ac.uk/fac/soc/economics/current/ug/resources/groupworkbooking] for group study or meetings in half-hourly sessions.

The kitchen in this area will have hot water only. Anything that you need must be brought from home and must be cleaned and taken with you. Nothing is to be left in the kitchen overnight.

Room S0.55 contains three Bloomberg Terminals, which can be [booked](https://warwick.ac.uk/fac/soc/economics/current/shared/bloombergbookings) [https://warwick.ac.uk/fac/soc/economics/current/shared/bloombergbookings] by students for half-hourly sessions from Monday ^{9.00am} Thursday (9.00am-4.30pm) and Friday (9.00am-3.30pm). To use the Bloomberg terminals you must register for a [Bloomberg for Education](https://portal.bloomberforeducation.com/sign_up) [https://portal.bloomberforeducation.com/sign_up] account, selecting the learner option. You must complete the Bloomberg Market Concepts (BMC) e-learning course and send proof of your completed certificate to economics.it@warwick.ac.uk. They will then grant you access to book the terminal.

The University also provides a number of private study spaces, including the Learning Grids, which are flexible and informal spaces for group and individual study that can be used by all members of the University and the Central Library. You can search for study space availability [here](https://studyspaces.warwick.ac.uk/) [https://studyspaces.warwick.ac.uk/].

The Social Sciences building is open 07:00 ^{22:00} 22:00 every day and accessible via University ID card. These hours apply to all work rooms in Economics and therefore rooms must be vacated outside of these hours. If you would like to continue working after this time, the University Library is open 24 hours a day during term time. For your wellbeing, it is good to take regular breaks. We ask you not to leave personal belonging unattended in any of the study rooms at any time.

1.2 - Key sources of information

Many of your questions can be answered by checking this Handbook, the [department website](#), or the online Frequently Asked Questions ([FAQs](#)).

Another key source of information is [Tabula](https://tabula.warwick.ac.uk/) [https://tabula.warwick.ac.uk/]. This is the University's secure web-based portal that supports teaching and learning. You will be able to find important information here, including your modules, timetable, assessment marks, monitoring points and Personal Tutor.

If you still cannot find the information you need, you are welcome to contact a member of staff. During term time, staff check their emails regularly, but replies should not be expected outside of working hours. A full list of all staff in the department can be found on our [people pages](https://warwick.ac.uk/fac/soc/economics/staff/) [https://warwick.ac.uk/fac/soc/economics/staff/].

Here are some key academic and administrative staff in the department.

1.2.1 - Academic staff with responsibility for undergraduate students

Dr Claudia Rei, Deputy Head of Department (Teaching and Learning)

The Deputy Head of Department (Teaching and Learning) has strategic oversight of both the undergraduate and postgraduate programmes in the Department of Economics.

Room: S0.73

Email: C.Rei@warwick.ac.uk

Professor Elizabeth Jones, Director of Undergraduate Studies (DUGS)

The DUGS is responsible for overall implementation of the Department's academic policies in relation to undergraduate teaching and for making decisions or recommendations in cases involving individual undergraduate students.

Room: S0.79

Email: Elizabeth.H.Jones@warwick.ac.uk

Dr Emil Kostadinov, Deputy Director of Undergraduate Studies (DUGS) and Diploma Director

The Deputy DUGS supports the DUGS in their work relating to undergraduate teaching and students.

Room: S0.85

Email: Emil.Kostadinov@warwick.ac.uk

Dr Cecilia Lanata-Briones, Director of Assessment and Feedback

The Director of Assessment and Feedback supports the DUGS in implementing academic policies in and overseeing assessment, examinations and academic integrity.

Room: S1.110

Email: Cecilia.Lanata-Briones@warwick.ac.uk

Dr Isleide Zissimos, Director of Joint Degrees (Undergraduate)

The Director of Joint Degrees (Undergraduate) supports the DUGS in implementing academic policies, with a particular focus on issues affecting joint degree students and coordinates between partner departments for joint degrees.

Room: S0.63

Email: Isleide.Zissimos@warwick.ac.uk

Dr Mahnaz Nazneen, Director of Student Engagement and Progression (DSEP)

The DSEP is responsible for convening the Undergraduate Student-Staff Liaison Committee and for working on the continued improvement of student engagement in the Department and for monitoring the progression of our students.

Room: S0.82

Email: M.Nazneen.1@warwick.ac.uk

Dr Amira Elasra, Senior Tutor

The Senior Tutor is responsible for overseeing the year tutors and for the personal tutor system in the Department. They Chair the Mitigating Circumstances Panels.

Room: S2.108

Email: A.Elasra@warwick.ac.uk

Your Personal Tutor

You are allocated a Personal Tutor (PT), a member of academic staff to whom you can turn for advice regarding academic or personal matters. You can find out who has been assigned as your Personal Tutor on Tabula (see section 1.2.3). Your Personal Tutor can also signpost you to more appropriate sources of personal support and guidance within the University. You can find out more about the role of your Personal Tutor in Section 5.1.

Other Key Staff

There are lots of other people who are there to help you, particularly in the area of pastoral care. This includes:

Year Tutors: Thomas Chen and Genevieve Jeffrey

Advisor to Female Students: Zeynep Kurter

Advisor to International Students: Andreas Markoulakis

Advisor to LGBTQ+ students: Devesh Rustagi

Disabilities Champion and Advisor for Students with Disabilities: Juliana Cunha Caneiro

Academic Careers Co-ordinator: Farzad Javidanrad

1.2.2 - Administrative staff with responsibility for Diploma Students

The Undergraduate Office

If you cannot find the information you need online and have checked the [Frequently Asked Questions](https://warwick.ac.uk/fac/soc/economics/current/ug/resources/faq) [https://warwick.ac.uk/fac/soc/economics/current/ug/resources/faq] (FAQs), then the Undergraduate (UG) Office Team, headed by the Undergraduate Programme Manager, will

be able to help you. You can contact them by email, phone or visit them. The UG Office team has a daily presence on campus in room S0.88 (open Monday-Thursday from 09:00-17:00, Friday from 09:00-16:00).

Email: economics.ugoffice@warwick.ac.uk.

Telephone: +44(0)24 7652 3933

Location: S0.88

Undergraduate Programme Manager, Jo Turrall

The Undergraduate Programme Manager is responsible for the administration of undergraduate degree courses, including modules, assessment and study abroad.

Room: S0.86

Telephone: +44 (0) 24 765 73404

Email: Jo.Turrall@warwick.ac.uk

Assistant Programme Manager, Maninderjit Bhogal

The Assistant Programme Manager manages the operational administration within the UG office. They are responsible for timetabling and assessments.

Room: S0.91

Telephone: +44 (0)24 765 23055

Email: M.K.Bhogal@warwick.ac.uk

Student Support and Progression Officers, Tina MacSkimming & Jess Proudlock

The Student Support and Progression Officers are members of the team who work closely with the Senior Tutor and Academic and Pastoral Support team. They provide support and signposting to services available to students throughout their degree.

If you would like to speak to them or the Academic and Pastoral Support team about any problems or concerns you might have, you can email them or go to their office. More information on their roles is in section 5.4.

Room: S1.132

Telephone: +44 (0)24 765 28417

Email: economics.pastoral@warwick.ac.uk

Undergraduate Team

You can find out more details about the rest of the UG Team on our "[get in touch](https://warwick.ac.uk/fac/soc/economics/current/ug/contact)" webpage [<https://warwick.ac.uk/fac/soc/economics/current/ug/contact>].

1.3 - How to contact the Undergraduate Office

The UG Office office is your first point of contact as a Diploma student. The team has a daily presence on campus, in room S0.88.

In order to offer an efficient way of dealing with student queries, we have made the following arrangements for students to contact us:

1. Consult the Frequently Asked Questions [<https://warwick.ac.uk/fac/soc/economics/current/ug/resources/faq>] (FAQs).
2. Email us on economics.ugoffice@warwick.ac.uk. Please use your Warwick email and state your student ID number when you email.
3. Ring us on +44(0)24 7652 3933
4. Visit us in S0.88 between 9am-5pm Monday to Thursday and 9am-4pm on Friday.

1.4 - How to contact academic staff

By email:

All members of the Department have a University email account, which they monitor regularly. However, please be aware that staff may be on academic or study leave during holiday periods, so responses may be delayed at those times.

If you have a question for a specific member of staff, email is usually the most effective way to get a quick response or to arrange a meeting. You can find staff email addresses via your Warwick email address book or on the Department's people pages. If your enquiry involves confidential personal information, it is best to email your Personal Tutor or your Year Tutor/Senior Tutor directly.

When emailing staff, please:

- Use a polite and respectful tone
- Think carefully about who you are contacting
- Avoid sending the same email to multiple people, as this can cause confusion and waste staff time
- Always use your Warwick email account to ensure your message is delivered properly and not filtered into junk or clutter folders
- Include your student ID number

During Advice and Feedback hours:

All academic staff have Advice and Feedback hours at which they can meet you. Advice and Feedback hours will be posted on staff webpages [<https://warwick.ac.uk/fac/soc/economics/staff/>]. You should make every effort to see staff

during these times. If you are unable to meet a member of staff during the stated Advice and Feedback hours, you should contact them to arrange an appointment at a different time. Appointments should be made via email.

Telephone contact:

Each member of staff has a telephone number, listed online in the University telephone directory. From a telephone connected to the University switchboard the number has five digits, e.g. our Assistant Programme Manager, Maninderjit Bhogal's number is 23055. When calling a number from outside the University, all internal extensions starting with 2 or 7 have 024 76 5 in front of them and all extensions starting with 5 have 024 76 1 in front of them (e.g. for Ramkumar Govindaswamy dial 024 7652 3055). If you don't know the number, dial the University switchboard (0 from an internal phone, 024 7652 3523 from outside).

A full list of all staff in the department can be found on [our people pages](https://warwick.ac.uk/ec/staff/) [https://warwick.ac.uk/ec/staff/].

1.5 - How we communicate with you

Tabula

The University's secure web-based portal that supports teaching and learning is a key mechanism through which we will communicate with you. It is here you will find information on your timetable, assessment marks and feedback, your progress on meeting your Monitoring Points and attending classes and information on your class tutors and Personal Tutor.

You can access Tabula both on- and off-campus. Further details and instructions are available upon logging into [Tabula](https://tabula.warwick.ac.uk/) [https://tabula.warwick.ac.uk/].

Warwick Email

Every member of the University has a central Warwick email address usually in the form A.N.Other@warwick.ac.uk. This is the address that we will use to contact you. Please check your email **every day** as it is the main way we will contact you.

Moodle

[Moodle](https://moodle.warwick.ac.uk/) [https://moodle.warwick.ac.uk/] is the University's virtual learning environment. Every module has a Moodle page where you can view lecture notes, recordings (if available), class material, readings and coursework.

Current Students webpages

We have created a web portal with all essential information about your course and to inform you about a wide range of other opportunities that will enhance your student experience and prepare you better for future career. This page is personalised and you will need to use your student log-in to browse through the different areas. Please visit this page regularly: [Current Students](#)

Economics Updates

Economics Updates are departmental newsletters published twice each term, featuring key messages from academic staff, important study-related information, and opportunities, events, and resources to support your academic success, skills development, and career planning.

Careers Bulletins

Published fortnightly (during term time) by our Senior Careers Coordinator, the bulletins provide information on job and internship opportunities, careers resources, employability advice and information on upcoming careers events.

Communications

Important communications are added to our [email repository](https://warwick.ac.uk/fac/soc/economics/current/communications/) [https://warwick.ac.uk/fac/soc/economics/current/communications/], making it easy for you to access and refer back to key messages whenever you need them.

Social Media

We use social media to keep you up to date with departmental news and events via Instagram, Facebook and LinkedIn:

[instagram.com/warwickeconomics/](https://www.instagram.com/warwickeconomics/) [<http://instagram.com/warwickeconomics/>]

[facebook.com/warwickeconomics](https://www.facebook.com/warwickeconomics) [<https://www.facebook.com/warwickeconomics>]

[youtube.com/user/warwickeconomics](https://www.youtube.com/user/warwickeconomics)

[linkedin.com/showcase/warwickeconomics](https://www.linkedin.com/showcase/warwickeconomics)

My Warwick Mobile App

If we need to communicate with you urgently about important things to do with your study (e.g., about Support and Feedback class cancellations or specific deadlines) we use [My Warwick](https://warwick.ac.uk/services/idg/services-support/web/mywarwick) [https://warwick.ac.uk/services/idg/services-support/web/mywarwick] alerts which will appear on your phones. Please do not disable this feature as you may miss important communications.

Keeping your details up to date

If your contact details change after your enrolment (e.g. your mobile number) it is essential that you inform the [University Student Records Team](https://warwick.ac.uk/services/academicoffice/studentrecords) [https://warwick.ac.uk/services/academicoffice/studentrecords].

1.6 - Glossary

In reading this Handbook, you may find the following list of terms helpful.

Advice and Feedback Hours: Every member of academic staff and all tutors have at least two Advice and Feedback hours each week of term. During this time, the member of staff will be available for you to meet them to discuss any aspect of your academic studies, as well as other things, e.g. personal tutoring, references.

Classes: 'Classes,' 'module Support and Feedback classes,' 'seminars,' 'tutorials' and 'supervisions' are all different names for essentially the same thing; compulsory teaching in small groups. Classes allow for more informal, less scripted interaction and are a prime opportunity for you to receive support and feedback.

Course: Coherent programme of study leading to a named qualification/award. Includes degrees, diplomas and certificates. Courses are made up of modules.

Module: Smallest unit of learning recognised in the University's approval processes and records systems.

Monitoring Points: The University scheme for monitoring academic engagement and progress of all students during each academic year. Under the University's monitoring scheme, attendance is monitored by means of specific 'monitoring points' using Tabula.

Moodle: it is the University's Virtual Learning Environment (VLE), a web platform designed specifically to support the delivery of teaching and learning materials and activities. All module resources will be posted here.

MS Teams: Software used for online teaching and learning and for meetings held virtually.

Pastoral Support Drop-in Sessions: Each week of term time, the Academic and Pastoral Support team hold daily office hours. The times of these will be published on the Department website [<https://warwick.ac.uk/fac/soc/economics/current/ug/resources/services-and-support/directors-of-academic-and-pastoral-support/wellbeing>].

Programme: Has the same meaning as a course.

Revision Sessions: These are sessions run by the Department of Economics that occur prior to tests in core year 1 and 2 modules, where students can access support from module tutors and gain an understanding of marking criteria for the upcoming tests.

Seminar: A compulsory class in which a topic is discussed by a teacher and small group of students. The same as our Support and Feedback classes.

Student-Staff Liaison Committee (SSLC): The SSLC is made up of students and staff. SSLCs provide an accessible arena for you to discuss any concerns you have with teaching, learning and student support services with the Department's academic staff. They also provide an opportunity for the Department to receive feedback from you. This is the strongest mechanism for getting involved with how your academic life at Warwick is shaped.

Tabula: An online tool used to enhance and support the administration of teaching and learning. It helps academic and administrative staff manage your information, such as personal profiles, class allocation, personal tutor/supervisor allocations and meetings, attendance recording and marks management.

Check out our University Jargon Buster [<https://warwick.ac.uk/services/dean-of-students-office/academicsupport/jargonbuster>], which will explain key phrases that you may hear during your time at Warwick.

2 - Diploma Course

2.1 - Getting started

2.1.1 - Induction and enrolment

Enrolment and registration at the University is a two-step process. By now you should have already completed step one by enrolling online and submitting a photo. It is important that you do this so that you will have a University card which will enable you to use the Library and computing services, including email, both of which you will need right from the start of the course. Step two involves collecting your University card once you arrive here. Find out more details about enrolment at [www.warwick.ac.uk/study/welcome](https://warwick.ac.uk/study/welcome) [https://warwick.ac.uk/study/welcome].

Our Induction Programme begins in the Welcome Week (28th September - 2nd October 2026) and includes a range of important academic and social activities, such as departmental welcome and registration sessions, introductory meetings, and Maths and Statistics classes. Classes in Microeconomics, Macroeconomics, and Econometrics will take place during weeks 1 and 2, before the regular weekly class schedule begins in week 3. Details of your induction timetable will be available via <https://warwick.ac.uk/fac/soc/economics/current/dip/induction> [https://warwick.ac.uk/fac/soc/economics/current/dip/induction] and will also be sent to you prior to your arrival.

2.1.2 - Term dates

Welcome Week (28 Sept - 2 Oct 2026)

Autumn Term (5 Oct – 11 Dec 2026)

Spring Term (11 Jan – 19 Mar 2027)

Summer Term (26 Apr – 2 Jul 2027)

2.1.3 - Introduction to computing

There will be a presentation by Information and Digital Group (IDG) staff during your induction [https://warwick.ac.uk/ec/current/dip/induction/induction-week-overview] to introduce you to the computer network at Warwick.

Find out more about the various facilities and further general information provided by the University Information and Digital Group (IDG) at: warwick.ac.uk/services/its/servicessupport [https://warwick.ac.uk/services/its/servicessupport].

In addition to the induction mentioned above, Information and Digital Group (IDG) also provide further training courses to students at various levels

(www.warwick.ac.uk/services/its/servicessupport/training
[<https://warwick.ac.uk/services/its/servicessupport/training>]).

2.1.4 - Introduction to the University Library

You will have a Library Introduction meeting and a Database Training session to acquaint you with the University of Warwick library facilities.

Please refer to the [Diploma Induction Timetable](https://warwick.ac.uk/ec/current/dip/induction/induction-week-overview)
[<https://warwick.ac.uk/ec/current/dip/induction/induction-week-overview>] for dates and times of these sessions.

More information about the Library can be found on the [University Library website](https://warwick.ac.uk/services/library/)
[<https://warwick.ac.uk/services/library/>]. Jackie Hanes is the Economics Support Librarian - her email address is: Jackie.Hanes@warwick.ac.uk

2.1.5 - English Language Help

If English is not your first language and you wish to improve or are having problems, consult the Academic English Enhancement Programme. View a list of the in-session courses that are provided at: www.warwick.ac.uk/fac/soc/warwickfoundationstudies/eap/in-sessional
[<https://warwick.ac.uk/fac/soc/warwickfoundationstudies/eap/in-sessional>]

You can attend these courses even if you have already taken the pre-session courses. Please note that approved bilingual dictionaries are now allowed in University examinations.

2.2 - Course overview

The Diploma programme is quite demanding because it consists mainly of second-year undergraduate modules designed primarily for students who have already done one year of economics. Although there is additional teaching for Diploma students, you will find that there is a lot to learn very quickly. You will have received an email over the summer with further details on preparing for the Diploma programme in Economics, together with some preparation exercises. These are not tests, but are designed to prepare you for the level of the Diploma programme. Spending time thinking about the answer to an exercise is valuable even if you don't come to a satisfactory conclusion.

Once the academic year begins, you will have to take three core modules and will have a choice of optional modules.

The most likely module choices are listed below. However, variation is possible and if you want to choose a combination of modules to meet your own particular circumstances you may be allowed to do so. Please talk to the Deputy Director of Undergraduate Studies about this. It is possible that some modules may be amended or withdrawn because of staffing changes. However, the modules that run will not be radically different from what is described.

The core modules are the main core modules from the second year of the BSc Economics degree. The lectures are taught jointly with the undergraduates, but as a Diploma student you have separate module Support and Feedback classes for your core modules.

2.2.1 - Course Specifications - TECA-L1PA

Diploma Course aims:

- To provide students with a structured, cumulative, and rigorous foundation of specialised economic concepts, analysis, techniques, and knowledge including access to current economic research and debates.
- To promote understanding of national and international economic problems, policies, and decision-making including, where appropriate, an understanding of their political, social, and historical context, and to identify changes congruent with efficiency and equity.
- To encourage links between economics and other related disciplines including mathematics, finance, business studies, history, political science, international relations, or a modern language.
- To meet students' aspirations (a) to study in a supportive and intellectually challenging environment, (b) to develop their capacity to learn, (c) to enable them to acquire both subject-specific and generic skills, (d) to train for possible employment or further study as specialised economists or in wider fields where skilled analysis and critical thinking are required.
- To equip students with the generic and subject specific skills, including analysis, critical thinking and quantitative skills to meet national and international demands for high-quality graduates (a) in particular fields of employment, research, and further study where specialised training in economics is required (b) in broader fields of employment

Diploma Learning outcomes:

Economics principles: Knowledge and understanding of core concepts and methods of analysis in microeconomics and macroeconomics.

Applied economics: Knowledge and understanding of standard economic models, economic history and quantitative methods and computing techniques (B) applied to problems arising in public policy and the private sector.

Economic information: Knowledge of economic data; understanding of problems and solutions in economic measurement. Research and public policy debate. Familiarity with contemporary theoretical and empirical debates and research outcomes in some more specialised areas of economics.

Analytical thinking: Verbal, graphical or mathematical analysis; concepts of an equilibrium (B); the ceteris paribus method and counterfactual analysis. Critical thinking. Habit of questioning received ideas; judgement and evaluation.

Strategic thinking: Multi-agent decision making, where pay-offs depend on the actions of others Solvability & problem solving. Finding whether there exists a solution to a problem; knowing how to approach a new problem.

Socio-economic awareness: Private versus social costs and benefits; rationale for government and international policy.

Analysis of institutions. What and why institutions exist and how incentives work in them.

Understanding simultaneity and dynamics: Situations in which two or more independent factors vary simultaneously and how the effects vary over time. Evaluation of trade-offs. Concept of opportunity costs. Analysis of optimisation. Concepts of an optimum and efficiency. Assessment of uncertainty. Concepts of expectations and surprises; probability and its applications. Evaluation of the factors that influence income, wealth and well-being. Analysis of how resources are used and how agents, such as firms and households, interact: both at the microeconomic and macroeconomic level.

Evaluation of the inter-relationships between Economics and other disciplines especially in the Social Sciences - and understanding how to frame a problem.

Research skills: Use of library and internet as information sources; locating, extracting, analysing, and presenting data and other material.

Numeracy and quantitative skills: Use of mathematics and diagrams, understanding data, statistical analysis

IT skills and computer technology: Word processing and spreadsheets; specialist econometric or statistical software; internet applications Abstraction (B). Balancing simplification (for tractability) against literalness (for relevance).

Written communication skills

Oral communication skills

Working with others

Problem solving

Information technology

Numeracy

Further details on your course specification are listed below or can be found in the sections noted:

- UCAS codes - Diploma plus MSc P-L1PA
- Home Department - Economics
- Course Leader - Dr Emil Kostadinov
- Contact Information - section 2 (Diploma plus MSc L1PA Regulations)

- Course Duration is 2 years from the course start date unless you are required to resit modules without residence - section 4
- Course Delivery - your course will be delivered in-person at the University of Warwick campus.
- The framework for Higher Education Qualifications level is 5 (Diploma) and 7 (MSc).
- Full credit load and breakdown - section 2 (Degree Course Regulations)
- Details of the course (including learning outcomes) section 2 (Course Specifications). Learning outcomes for the MSc course are given in the MSc Handbook.
- Transferable skills and how these relate to the Warwick Award - section 5 Skills acquired through your modules
- The assessment strategy - section 4
- Details of which modules are studied and how they link to progression - section 2
- All details in this handbook relate to students starting their course in the academic year 2024/25.
- Examination conventions (including progression information) - section 4 (Exam boards, progression and resits)
- Rules for Award (including associated exit awards) - section 2 (Honours degrees)

Entry Requirements

Minimum requirements: 2:1 undergraduate degree (or equivalent). You must have a strong background in Mathematics and Statistics. This means you should have achieved a good standard in quantitative modules as part of your undergraduate degree, or have at least an A grade at A level Mathematics (or equivalent).

English languages requirements: This course requires

- Band A
- IELTS overall score of 6.5, minimum component scores not below 6.0.

Additional Information

- Key Dates and Features of the Academic Year section 1 (Term dates)
- Contact Hours section 2 (How we teach and how you learn)

2.2.2 - Pre-sessional classes

Students on the Diploma in Economics come from a variety of backgrounds in terms of their academic preparation. In order to assist in the adjustment to the level of the core modules Macroeconomics 2, Microeconomics 2, and Econometrics, we provide classes to prepare you

for the material taught in these core modules. The pre-sessional classes will start on Monday 28th September 2026 and will cover basic tools in Mathematics and Statistics in the first week. Then, in the first two weeks of term, there will be dedicated classes offering further support with the material in Microeconomics 2, Macroeconomics 2 and Econometrics. You are required to go to all pre-sessional classes. More information on the [Diploma Induction page](https://warwick.ac.uk/fac/soc/economics/current/dip/induction/induction-week-overview) [https://warwick.ac.uk/fac/soc/economics/current/dip/induction/induction-week-overview].

2.2.3 - Diploma course modules

You will normally take the following core modules:

Code	Module	CATS Credits
EC201	Macroeconomics 2	30
EC202	Microeconomics 2	30
EC226	Econometrics 1	30

In addition, you need to select a further second- or third-year undergraduate module to the value of 30 CATS (or two 15 CATS modules) approved by the Department of Economics. Please note that Diploma students are not able to take WBS modules.

Full details of the core and optional modules we are intending to offer Diploma students can be found at: www.warwick.ac.uk/fac/soc/economics/current/dip/modules [https://warwick.ac.uk/ec/current/dip/modules]

However, the information given is indicative rather than definitive. Final decisions on whether any option will actually be taught will be taken by the Head of Department and will depend on the numbers who choose it and staff availability.

2.2.4 - Online module registration

At the beginning of the Autumn term you will be asked to register your final module choices on the University-wide eMR system. You must do this irrespective of whether your module choices have changed since pre-registration and irrespective of whether your module is approved.

Please note that you cannot take an external option unless you have been accepted on the module concerned by the department that offers it. When you have been accepted by the outside department, registered with them and checked that you have fulfilled any conditions they set, you must also complete your online eMR. If you do not do this, you will not have fully registered for that module.

2.2.5 - Timetable

Please note that the timetable is always subject to change at short notice so we do not print it in this handbook.

The lecture timetable can be viewed on the [Department of Economics website](https://warwick.ac.uk/fac/soc/economics/current/ug/resources/timetables) [https://warwick.ac.uk/fac/soc/economics/current/ug/resources/timetables]. Your personal timetable can be viewed through Tabula. It will be complete when you have registered for all modules, core and optional, and you have been allocated to your lectures, module Support and Feedback classes and other small group classes. You are able to view and link your personal lecture and class timetables to your phone/outlook calendar via the Tabula calendar. Instructions can be found at: [www.warwick.ac.uk/services/its/service-support/web/tabula/manual/profiles/timetables](https://warwick.ac.uk/services/its/service-support/web/tabula/manual/profiles/timetables) [https://warwick.ac.uk/services/its/service-support/web/tabula/manual/profiles/timetables]

2.2.6 - Withdrawal from your course

Temporary Withdrawal

A temporary withdrawal (TWD) is an approved period of time when you are not studying for your award and is governed by University [Regulation 36.1](https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/) [https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/]. For more information, also see the guidance from the Academic Office.

You may request periods of temporary withdrawal for a variety of reasons and can find further details about this on the [temporary withdrawal webpage](https://warwick.ac.uk/services/academicoffice/studentrecords/twd). [https://warwick.ac.uk/services/academicoffice/studentrecords/twd] The last date of attendance on any temporary withdrawal request cannot be after the end of term 2. Any request to temporarily withdraw after this point will instead be considered by the Exam Board who will make a decision regarding sits or resits in examinations.

You may request, in the first instance, a maximum of 12 months of temporary withdrawal from your course of study. Periods of temporary withdrawal for less than 12 months are not permitted. In order to make a temporary withdrawal request, you should first talk with your Personal Tutor or Year Tutor and can discuss this in the Academic and Pastoral Support daily drop-in sessions. You must then complete an online [Temporary Withdrawal Request Form](https://warwick.ac.uk/services/academicoffice/studentrecords/twd) [https://warwick.ac.uk/services/academicoffice/studentrecords/twd], which should be submitted along with the relevant medical or other evidence. The Director of Undergraduate Studies will recommend that the request be approved or declined and if it is recommended for approval, the request will be sent to the Academic Registrar for final approval or decline. Please note that if you are requesting temporary withdrawal on medical or health-related grounds you must supply a recent medical note in support of your request.

Note that requests for retrospective temporary withdrawal, typically so that you effectively restart the academic year when you return, will be considered only in exceptional circumstances. Such requests must include a clear rationale outlining why you were unable to make the request earlier. Retrospective temporary withdrawal can only be backdated by a maximum of four weeks for student visa holders. If you are a student visa holder you should go to the [Immigration Team](https://warwick.ac.uk/study/international/immigration/student_route/changes/withdrawal-and-breaks-in-study/temporary-withdrawal) [https://warwick.ac.uk/study/international/immigration/student_route/changes/withdrawal-and-breaks-in-study/temporary-withdrawal] to seek advice from an Immigration Adviser as a temporary withdrawal will affect your visa.

You should speak to Student Finance

[<https://warwick.ac.uk/services/academicoffice/finance>] and Accommodation

[<https://warwick.ac.uk/services/accommodation>] to notify them of your temporary withdrawal once it has been confirmed.

During a period of temporary withdrawal or resit without residence, you are not permitted to attend lectures or module Support and Feedback classes, either formally or informally.

However, in order to help you prepare for your return to study or sitting examinations, access to University IT facilities and the Library will normally continue during these periods.

Returning after a period of temporary withdrawal

If you are returning part-way through an academic year, e.g. at the start of the spring or summer term, you will be assessed on the basis of the syllabus you have personally followed during your period of residence or study at Warwick. If the syllabus of a module has changed during your absence, then you will be set a special examination paper which covers the material you have followed.

Permanent withdrawal

If you feel that you would like to permanently withdraw from your course, whether after a period of temporary withdrawal or not, please make an appointment to see your Personal Tutor or go along to the Academic and Pastoral Support daily drop-in sessions. Here, you will be able to discuss this important decision and receive advice on the implications. If, after this discussion, you are resolved to withdraw from your course, you must complete the online Permanent Withdrawal Form, which can be accessed here

[<https://warwick.ac.uk/services/academicoffice/studentrecords/srforms>]. This will be reviewed by the UG office, who will liaise with the Director of Undergraduate Studies, who will then arrange to inform the Academic Office of your departure. Please note that you should seek advice from Student Finance [<https://warwick.ac.uk/services/academicoffice/finance>] on any implications for your fee payments and also from Warwick Accommodation [<https://warwick.ac.uk/services/accommodation>]. International Students should contact the Immigration Team

[https://warwick.ac.uk/study/international/immigration/student_route/changes/withdrawalsandbreaksinstudy/permanent-withdrawal/] for details on visa implications.

2.3 - How we teach and how you learn

2.3.1 - Teaching and Learning

We have always been focused on enhancing teaching and learning and the main elements of the teaching process in our Department are lectures, module Support and Feedback classes, assessed work, examinations and Advice and Feedback hours. You will also be expected to undertake your own independent study. Through the richness of the curricula and syllabi, you are able to develop a range of skills, capacities and capabilities, which are designed to meet the aims and learning objectives of the courses and modules. It is appropriate that different learning objectives are assessed in different ways and this is reflected in a wide variety of types of both formative and summative assessment.

Contact hours are designed to be high in the Autumn and Spring Terms. In the Summer Term, your independent study time will increase as you revise for exams.

As a Department we are mindful of the different academic backgrounds of our students. We are aware that the UK higher education system may be very different to systems in which you have previously studied. With this in mind, we do our best to help familiarize you with the academic culture in the UK, particularly around how learning takes place in lectures and classes, approaches to assessment, expected standards of work, marking and academic conduct.

2.3.2 - Lectures

Modules will normally have a 2 hour in-person lecture each week which will show on your Tabula timetable.

These lectures will take many different forms, depending on how the lecturer wants to organise the module. It may take the form of a workshop, where the lecturer goes through applications of previous lecture content, perhaps through solving exercises. The lecturer may also draw on questions posted within the module's forum and answer these during the lecture.

These lectures may be recorded through Lecture Capture. The recordings will be available to view via your module's Moodle page. Lecture Capture, which is supported via IT Services, allows you to view the images and listen to the recordings from the relevant lecture.

A brilliant lecture, delivered by an academic who is a leading researcher in their field can be a wonderful experience: you are strongly encouraged to attend the in-person lecture at the time of delivery, so that you can experience the benefits of being taught by academics whose work is at the cutting edge of research.

Taking notes in lectures will help you stay alert; the experts call this 'promoting concentration'. Studies show that going over your notes later on the day of the lecture produces a significant improvement in understanding and retention. But attending lectures alone is not sufficient for you to acquire an active grasp of economics.

2.3.3 - Lecture capture

Recordings in the lecture capture system are intended for use by students registered on the relevant module and should be clearly marked as Warwick resources. Access is limited to the staff and students of the University and you are not permitted to share recordings further. The continued provision of lecture recordings on any given module are contingent on attendance at lectures remaining sufficiently high.

We do not permit audio recordings of lectures, classes or meetings without explicit approval of the lecturer or tutor concerned.

The University's [Lecture Capture Policy](https://warwick.ac.uk/services/aro/dar/quality/categories/goodpractice/lecturecapturepolicy)

[<https://warwick.ac.uk/services/aro/dar/quality/categories/goodpractice/lecturecapturepolicy>]

] and Policy on Recording of Lectures by Students

[<https://warwick.ac.uk/services/aro/dar/quality/recordinglectures/>] provides further information on recording lectures.

2.3.4 - Module Support and Feedback Classes

'Module Support and Feedback classes,' 'seminars,' 'classes,' 'tutorials' and 'supervisions' are all different names for essentially the same thing; compulsory teaching in small groups. Some modules do not have Support and Feedback classes, due to their small size, whereby live lectures themselves provide the same purpose. Other modules will have these classes every week, while some will have fortnightly classes. Module Support and Feedback classes allow for more informal, less scripted interaction and occur. Each of these classes is managed by a tutor who will :

- invite you to raise problems
- provide feedback on your understanding of material
- lead discussion
- invite you to lead discussion, usually after some preparation
- assign and grade coursework
- record your attendance, participation and marks
- offer you any individual advice, in or out of the module Support and Feedback class.

Your preparation for module Support and Feedback classes and participation in the class discussions are essential to your economics education. Here are some reasons for this:

- through your independent reading and discussion with others you will be exposed to a variety of viewpoints, learn to choose among them, and you will be better prepared to develop your own distinctive ideas
- by discussing the module materials with other students you will identify common problems and misunderstandings and overcome them
- studies show that students remember a far higher proportion of the material they have actively discussed, compared with the proportion of material they have heard passively
- by preparing presentations, collaborating with others, and engaging in debate you will develop your own transferable skills which will prove invaluable in post-university employment.

2.4 - Feedback

Learning is a dynamic process and feedback plays an important role in helping you to develop your knowledge and build confidence in your own abilities. Our aim, therefore, is to provide you with as much feedback as is reasonably achievable, given the volume of students taught

on any module. You will receive various forms of feedback throughout your Diploma course, including:

Written comments

The annotations and constructive comments provided when marked work is returned to you, which should guide you as to improvements you can make and allow you to reflect on your performance.

Cohort feedback

The performance of previous cohorts is given on the Student Performance and Feedback page of each module webpage. You should use this information to reflect on your performance and how you ranked relative to your peers in previous years. For each assessment, you will also receive a set of comments on how well your cohort performed, together with a distribution of marks so you can consider your performance against your current cohort.

Solutions

All tests/problem sets will have a set of written solutions, which should be used by you to work back over the test paper and learn from any mistakes.

Module Support and Feedback classes

These feedback sessions are a prime opportunity to ask questions and generate discussion. Solutions will be provided to some of the exercises that are completed in class, but in other cases, solutions will be discussed only in class. Any solutions that are provided, whether written or verbal are an invaluable source of feedback.

Advice and Feedback hours

These are an opportunity for you to meet with your lecturers and tutors on a one-to-one basis and receive invaluable feedback and guidance or simply discuss interesting topics.

Forums

The online forums for each module allow you to raise questions and ideas for further discussion with your peers, module leaders and class tutors.

Feedback from module evaluations

In the Autumn and Spring Terms you will be asked to fill in an online evaluation questionnaire for each economics module that you take. This gives you the opportunity to express your views on various aspects of the module.

Our module evaluation form is online and includes space for written comments.

- The written comments are retained by the module leader, though they are also read by the Head of the Department.
- Each module leader writes a response to the main points raised in the module evaluation. These responses are shared with students via module webpages.

- A summary of the responses to module evaluations is shared with the SSLC.
- At the end of the year each module leader writes an annual module report, incorporating both qualitative and quantitative feedback results.
- These reports are reviewed by the Director of Undergraduate Studies, who summarises the main issues for the Department's Undergraduate Management Committee. This identifies causes for concern, suggests action to overcome problems, and monitors trends from year to year.
- Finally, sections of the annual module report will be uploaded to module web pages.

The feedback you provide is an essential input into our quality management process. It will help to improve the teaching and learning environment for yourselves and for future students. We ask you to take part in it thoughtfully and seriously.

2.5 - Monitoring points

We want to be sure that you are coping with your work, engaging with your course, and not falling behind and so we ask that you meet **13 'Monitoring Points'** throughout the academic year.

As you progress through the academic year you will be able to see on your Tabula page how many Monitoring Points you have successfully attained and how many you have missed. Please inform the Undergraduate Office as soon as possible should you believe a mistake to have been made in your Monitoring Points record. You will also be prompted at various points to check your monitoring points record on Tabula for accuracy, and it is important that you respond to this before the given deadline or it may not be possible to make any amendments.

L1PA

Autumn term

Contact Point	Description	Timing
1.	Attendance at Department Welcome Session	Week 0
2.	Attendance at EC201 lecture	Week 3
3.	Attendance at module support and feedback class for EC202	Week 5
4.	Attendance at module support and feedback class for EC201	Week 7
5.	Attendance at module support and feedback class for EC202	Week 9
6.	Submission of economics module evaluation	Week 10

Spring Term

- | | | |
|-----|---|---------|
| 7. | Attendance at EC201 lecture | Week 15 |
| 8. | Attendance at module support and feedback class for EC202 | Week 17 |
| 9. | Attendance at module support and feedback class for EC201 | Week 19 |
| 10. | Attendance at module support and feedback class for EC202 | Week 21 |
| 11. | Attendance at module support and feedback class for EC201 | Week 23 |

Summer Term

- | | | |
|-----|--------------------------------------|---------------------|
| 12. | Attendance at EC201 revision lecture | Week 30 |
| 13. | Attendance at an examination | Between Weeks 36-38 |

Please be aware that you will be contacted should we become concerned about your missed Monitoring Points.

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

1. After three Monitoring Points are missed we will contact you to investigate whether you are having any problems that are preventing you from fully engaging with your course.
2. After four Monitoring Points are missed, we will contact you again and we may refer you to the relevant professional within the University welfare system who could help you, such as the Dean of Students, the Disability Coordinator or Mental Health Coordinator, as appropriate.
3. After five Monitoring Points are missed you will be contacted to make you aware that you are at serious risk of being recommended for termination of your registration at the University.

4. After six Monitoring Points are missed the Department is able to invoke Regulation 36 to begin termination of registration proceedings and your case is handed over to the Academic Office.

2.5.1 - Monitoring attendance and reporting class absences

You are required to attend all of your Support and Feedback classes and attendance is recorded. You can see which groups you are in by logging into Tabula.

Attendance is recorded using the University's Automatic Attendance Data Capture system. When attending a teaching session, you should tap your University ID card on the card reader when entering the room. Your attendance will then be automatically recorded in Tabula. This ensures we monitor your engagement with your course and attendance also forms part of your monitoring points, as set out in section 2.6. It is your responsibility to ensure that you bring your University ID card to all classes and tap it on the card reader each time you attend.

Your tutor will review the attendance data during or after the class and make any necessary amendments. Late arrival (more than 15 minutes after the start of the class) may result in an absence being recorded by your tutor. If you have been recorded as absent, a flag will appear on your Tabula page next to the relevant class. If there is a reason why you could not attend, you can provide evidence to explain your absence.

For short-lived illnesses, you should provide a self-certification form as evidence, which you can obtain from the Health Centre ([Sick notes and Medical certificates](https://www.uwhc.org.uk/practice-information/obtain-a-fitness-for-work-note/) [https://www.uwhc.org.uk/practice-information/obtain-a-fitness-for-work-note/]). You should submit this via the [self certification for class form](https://warwick.ac.uk/fac/soc/economics/current/ug/resources/selfcert/) [https://warwick.ac.uk/fac/soc/economics/current/ug/resources/selfcert/] on our current student page within 3 days. You can submit a maximum of 2 self-certs per academic year and the Department monitors the number and frequency of episodes of self-certified illness. The Student Support and Progression Officer will decide whether your reason is valid and either condone or uphold your absence accordingly. If you believe an error has been made, you should contact the UG Office immediately.

If you are taking a module in another department, you should familiarise yourself with that department's procedures regarding class/seminar absences. However, you should note that it is still the Department of Economics (your home department) who will either condone or uphold your absence accordingly.

In order to keep Support and Feedback class sizes stable, if you are unable to attend your normal class, **you can only swap to another group with the permission of the UG office**. Your tutor does not have the authority to give you permission to switch between groups, even if they are the tutor for both groups. Please contact the UG office about this and they will do their best to find another time for your class as a one-off. This should not be done on a regular basis.

3 - Assessment and Examinations

In this section of the Handbook, we will provide information about the assessment methods used throughout the Degree programme, as well as the various policies and procedures that are in place. You can find details of all policies relating to Assessment and Feedback on the Department's [Assessment and Feedback webpages](https://warwick.ac.uk/ec/current/ug/resources/services-and-support/assessment-feedback) [https://warwick.ac.uk/ec/current/ug/resources/services-and-support/assessment-feedback]. In particular, here you will find a link to the Department's Assessment Strategy.

You will experience a range of assessment methods, including mid-term tests, problem sets, presentations, essays and year-end exams during your Diploma. Any work that contributes towards the final module mark is known as summative assessment. However, for work during the year, you will also receive comments on it and this is part of the formative feedback that we provide.

3.1 - Coursework

These rules and procedures relate to all undergraduate courses taught by the Department of Economics. You must pay particular attention to the paragraphs Referencing (3.1.7) and Plagiarism (3.1.8) and are strongly advised to become familiar with the [Academic Integrity Framework](https://warwick.ac.uk/students/learning-experience/academic_integrity) [https://warwick.ac.uk/students/learning-experience/academic_integrity] and [Regulation 11](https://warwick.ac.uk/services/gov/calendar/section2/regulations/academic_integrity/) [https://warwick.ac.uk/services/gov/calendar/section2/regulations/academic_integrity/].

3.1.1 - Marking criteria

Performance is classified into five broad categories of: First; Upper Second (2.1); Lower Second (2.2); Third; Fail. There is a range of marks for each of the classes and the marking criteria are provided in the table below:

Class (Marks)	Comprehension	Analysis	Critique	Presentation
First	Demonstrates command of the subject matter including, where appropriate, methodological, technical and scholarship skills.	Presents a tightly-focused, relevant and well-structured answer with full and accurate development of concepts/theories, and excellent use of evidence.	Understands and evaluates relevant arguments, debates and/or interpretations in a manner that demonstrates a developed capacity for independent thought. This may amount to	Provides a thorough and consistent deployment of techniques of academic writing with particular reference to structure, referencing/sourcing and spelling/grammar.

			an extension of existing arguments, debates and /or interpretations.	
2:1	Demonstrates good appreciation of the subject matter including, where appropriate, methodological, technical and scholarship skills.	Presents a coherent and closely-argued answer with good structure, accurate use of concepts/theories, and good use of evidence.	Understands and evaluates relevant arguments, debates and/or interpretations in a manner that demonstrates a capacity for independent thought.	Provides a good deployment of techniques of academic writing with particular reference to structure, referencing/sourcing and spelling/grammar.
2:2	Demonstrates an understanding of core aspects of the subject matter including, where appropriate, methodological, technical and scholarship skills.	Presents an answer to the question taking into account appropriate structure, development of concepts/theories and reasonable use of evidence.	Understands and reproduces relevant arguments, debates and/or interpretations.	Acknowledges and employs techniques of academic writing with particular reference to structure, referencing/sourcing and spelling/grammar.
Third	Demonstrates some familiarity with the subject matter including, where appropriate, methodological, technical and scholarship issues.	Shows an understanding of the question with some structure, knowledge of concepts/theories and use of evidence.	Demonstrates some awareness of relevant arguments, debates, and/or interpretations.	Shows awareness of techniques of academic writing with particular reference to structure, referencing/sourcing and spelling/grammar.
Fail	Demonstrates little evidence of familiarity with the subject matter	Demonstrates a poor grasp of the question with loose structure, little knowledge of	Demonstrates little awareness of relevant arguments,	Provides a poor demonstration of techniques of academic writing with particular

including, where appropriate, methodological, technical and scholarship skills.	concepts/theories and inadequate use of evidence.	debates, and/or interpretations.	reference to structure, referencing/sourcing and spelling/grammar.
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3.1.1.1 - The 20-point scale

The 20-point scale is a university-wide marking scale that maps the five broad class categories into a 20-point marking scale, as set out in the table below.

These procedures do not apply to quantitative problems or short-answer questions, which are marked using the whole range of marks between zero and 100. The 20-point marking scale applies to essay-type questions (both coursework and examination).

For example, an essay which is deemed to be an Upper Second class piece of work may be awarded only the mark of 62 or 65 or 68 within the range 60 to 69, according to whether the work is judged to be of low, medium, or high worth, respectively, within the corresponding class. One of the motivations for the scale is to encourage essay markers to use higher marks within the first class range and lower marks in the fail range.

For those modules in which the examination paper is made up of a combination of essay-type questions and quantitative problems or short-answer questions, the 20-point scale is relevant only for the essay elements. The final mark will continue to emerge as an aggregation of individual marks, where these individual marks have been obtained in different ways. Note that this means that the aggregate mark itself is not constrained to be one of the 20 marks on the scale.

Class	Scale	Mark	Descriptor
First	Excellent	100	Exceptional work of the highest quality, demonstrating excellent knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills. At Final Year level: work may achieve or be close to publishable standard.
	1st	94	
	High 1st	88	Very high quality work demonstrating excellent knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills. Work which may extend existing debates or interpretations.
	Upper Mid 1st	82	
	Lower Mid 1st	78	
	Low 1st	74	

Upper Second (2.1)	High 2:1	68	High quality work demonstrating good knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills.
	Mid 2:1	65	
	Low 2:1	62	
Lower Second	High 2:2	58	Competent work, demonstrating reasonable knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills.
	Mid 2:2	55	
	Low 2:2	52	
Third	High 3rd	48	Work of limited quality, demonstrating some relevant knowledge and understanding.
	Mid 3rd	45	
	Low 3rd	42	
Fail	High Fail (sub Honours)	38	Work does not meet standards required for the appropriate stage of an Honours degree. Evidence of study and demonstrates some knowledge and some basic understanding of relevant concepts and techniques, but subject to significant omissions and errors.
	Fail	32	Work is significantly below the standard required for the appropriate stage of an Honours degree. Some evidence of study and some knowledge and evidence of understanding but subject to very serious omissions and errors.
		25	Poor quality work well below the standards required for the appropriate stage of an Honours Degree.
	Low Fail	12	
Zero	Zero	0	Work of no merit OR Absent; work not submitted; penalty in some misconduct cases.

3.1.2 - Methods of submission

Please note that most modules will require submission of assessment by e-submission and this is done via Tabula. Paper submission will rarely be required. It is your responsibility to make sure you check the module Moodle page and/or with the module leader about the submission arrangements for each module.

3.1.2.1 - e-submission

A large amount of your coursework will be submitted and marked electronically. The department uses Tabula for e-submissions, recording your marks, and providing you with feedback. If you are granted an extension it will also appear on Tabula. You are asked to read the guidance on the e-submission system carefully before using it.

It is your responsibility to check that you are submitting the correct document to the correct module assignment and you are asked to check your assignment before finally submitting. If you do submit the wrong assignment, you are able to re-submit the correct one, but you will receive the normal late submission penalty if the correct assignment is submitted after the deadline. This applies to both individual work and group work, where penalties will be applied to all group members, even if the group designated one person as responsible for submission.

If you are submitting a piece of group work, double check with your group members that it has been submitted. It is still your responsibility to make sure your work has been uploaded. If you are not the person submitting, you will receive a warning on Tabula for non-submission, but if the person responsible has submitted, you can ignore this. It is always a good idea to check with the person responsible that they have submitted. Where possible, at least two group members should be present when the final submission is made and group members should verify that the correct file has been uploaded.

You can submit your work electronically up until 14:00 (GMT) on the deadline day and all work is date- and time-coded. Penalties will be applied to work submitted after this time. You are strongly encouraged to complete e-submission prior to 13:00 (GMT) on the day of the deadline in order that you can inform us of any problems that may arise. The system can become very busy just before a deadline and neither this, nor computer difficulties will be accepted as a justification for late submission.

If you are submitting assessed coursework to another department, you should familiarise yourself with that department's particular submission deadlines and methods, as these may differ to those in the Department of Economics.

All electronically submitted work is marked online and feedback on this assessed work will also be provided via Tabula. You will receive a notification when your feedback is available to download on Tabula.

E-submission guidance

As most of your work will be submitted electronically, there are some key points to follow to ensure you don't make a mistake:

1. You should ensure that your document includes your student I.D. number, but not your name, as all marking is done anonymously. You **must** also include the final word count.
2. The assignment **must** be a 100% electronic submission and so any graphs, figures, or equations will have to be incorporated into your electronic document.

3. To submit your document online, once you have produced your final electronic file as e.g., a Word document, you will need to create a PDF document from that Word document. To create a PDF document you can download a copy of the free Kofax Power PDF Advanced converter software from ITS and follow the instructions: <https://warwick.ac.uk/services/its/servicessupport/software/list/pdfconverter> [https://warwick.ac.uk/services/its/servicessupport/software/list/pdfconverter]
4. Name the resultant PDF file as follows: module code-assignment number.pdf. For example, EC208-a1.pdf would be the name for your first assignment for EC208- Industrial Economics 1. EC307-a2.pdf would be the name for your second assignment for EC307- Macroeconomic Policy in the UK.
5. Check the final document before uploading to ensure it has been converted accurately, including checking graphs and equations.
6. Double check you are submitting the correct document and that you are submitting it to the correct module/assessment.
7. If you submit more than one document for your assignment these must be submitted simultaneously (holding down the Ctrl key while selecting your files allows you to select multiple files).
- 8.

Upload the document(s) via Tabula.

3.1.3 - Deadlines

Each piece of work for your Economics modules must be submitted by 14:00 (2.00 pm) (GMT) on a particular date, as set by the UG Office and approved by the module leader. You will be given notice of these deadlines through Tabula. The University's guidance to markers specifies a minimum of four term-time weeks' notice of deadlines. If you are taking a module in another Department, you should check with that Department to find out the submission deadline and method.

It is your responsibility to arrange your own schedule and manage your time accordingly. We advise you to always leave a safety margin in case of last-minute difficulties in obtaining books, printing files, computer issues, and so on. Aim to submit the piece of work a day or more before the final deadline. If it is a piece of group work, double check with your group members that it has been submitted.

No reduction in late penalties will be made if you find you cannot upload the material before the deadline or if you thought that another member of your group was supposed to upload the work. It is your responsibility to ensure all work is submitted within the deadline and errors after the deadline will receive a penalty. Also bear in mind that demand on the system is likely to be high in the last hours before the final deadline.

3.1.4 - Late submission

If you submit work after the deadline, your work will be marked subject to a penalty in the form of a deduction of percentage points from the awarded mark. You will receive a five

percentage point (marks) deduction per day (excluding Saturdays and Sundays, Bank Holidays, and University closure days) thereafter, with a minimum mark of zero for that assessment.

The following table shows how the penalty system works (penalties are given in percentage points):

Day/Time Submitted	Submission Deadline				
	Mon	Tues	Weds	Thurs	Fri
After deadline Mon and Before deadline Tues	5				
After deadline Tues and Before deadline Weds	10	5			
After deadline Weds and Before deadline Thurs	15	10	5		
After deadline Thurs and Before deadline Fri	20	15	10	5	
After deadline Fri and Before deadline successive Mon	25	20	15	10	5
After deadline Mon and Before deadline successive Tues	25	20	15	10	5
After deadline Tues and Before deadline successive Weds	30	25	20	15	10
After deadline Weds and Before deadline successive Thurs	35	30	25	20	15
After deadline Thurs and Before deadline successive Fri	40	35	30	25	20

With a further five points for each day, excluding weekends

For work that is submitted electronically, do not leave it too close to the last minute. Penalties cannot be removed in situations where the network was busy around the time of the submission deadline. You must also check your submitted work as invited to do so when e-submitting. If you initially submit the wrong document and either you or the marker identifies this, you may still be able to submit the correct one, but a late penalty will be applied as detailed above. Penalties cannot be adjusted if you or we later find that you have submitted a wrong file or a corrupted document. It is your responsibility to ensure that you are submitting the correct assignment to the correct link by the deadline. If personal circumstances contributed to a submission error, you should notify the department as soon as possible and submit details through the Personal Circumstances process where appropriate.

If a piece of group work is submitted late, penalties will be applied to all group members. Penalties will not be removed on group work if you thought that another member of your group was supposed to submit. This includes situations where a group has designated one member to submit on behalf of the group.

For problem sets, where solutions are discussed in module Support and Feedback classes immediately after submission, any late submissions will receive a mark of zero.

3.1.5 - Extensions and Waivers

If you submit work after the deadline, your work will be marked subject to a penalty and if you miss a mid-term test or final examination, you will be given a mark of zero in that assessment. However, during the year there may be times when you are unwell and this might occur in close proximity to assessment deadlines or on the day of a test or examination.

All cases (extensions/class/test/examination absences) of mitigating circumstances evidence should be submitted via the personal circumstances portal in Tabula. Even if you are taking a module that is offered by a different academic department, it is still your home department (Economics) which makes the decision on an extension or an exemption. Further details regarding mitigating circumstances for examinations are given in [section 4.11.4](https://warwick.ac.uk/fac/soc/economics/current/ug/handbook/assessments-and-examinations#mitigating-circumstances) [<https://warwick.ac.uk/fac/soc/economics/current/ug/handbook/assessments-and-examinations#mitigating-circumstances>]. Some departments may have their own form for an extension or exemption, which might need signing by the Student Support and Progression Officer, once you have submitted evidence. It is your responsibility to check this for each module you are taking.

All extension and waiver requests are considered by the Student Support and Progression Officer. They are not considered by your lecturer, class tutor, or personal tutor. If you are thinking of asking for an extension or waiver, you should first ask yourself whether you could have reasonably foreseen the reason for your late submission or absence and taken action to avoid this. If so, in fairness to those students in similar situations who took the necessary steps or precautions, your request is unlikely to be granted.

All applications and evidence are considered against the twin criteria of *force majeure* and evidence. If your request is necessitated by factors over which you have no control, and which you could not have reasonably anticipated (*force majeure*), and if these factors can be documented in some way, your request will normally be approved. Extensions or exemptions may be granted on compassionate grounds, e.g. death or serious illness in your immediate family.

Evidence that is in any other language than English must be accompanied by an official translation. All evidence must be submitted in a timely manner, which means within one week of the deadline or date of the assessment.

EC-coded module assessments **are not** eligible for self-certification. Some WBS and PAIS modules are eligible for self-certification. Only two self-certifications are permitted each academic year and they can only be used on assessments worth less than 10%. If your assessment is eligible you may request this on Tabula under the Personal Circumstances tab, Self-Certification.

3.1.5.1 - Extensions

If an extension is granted, a new deadline will be set by the Student Support and Progression Officer. Submission of work after this new deadline will be subject to the normal late submission penalties.

Any requests for extensions should be made in a timely manner and ideally before the deadline. However, extensions can be applied retroactively, lifting any late penalty you might

have already received for that assessment. Should there be an unexplained delay of more than one week before submitting medical evidence, we may not be able to agree to your extension request. Bear in mind that your request will not be the only one coming in, especially during periods of numerous submissions deadlines. Please allow reasonable time for the situation to be resolved before contacting the undergraduate office.

For assessments that are spread over a long period of time, such as dissertations or coursework, there is an expectation that almost every student will encounter some difficulties in their lives during this period. As a result, it is anticipated that you will handle these situations without impacting your final submission. Thus, low-level and short-term illnesses and factors such as problems with computers, will not be considered as a basis for an extension for this type of work. This differs from assessments which have a shorter time to complete. For problem sets, where solutions are discussed in module Support and Feedback classes immediately after submission, no extensions can be granted, but you may be condoned from the assessment, based on the evidence.

Please note that you can only be condoned for the non-submission of assessed work up to 6 CATS in any one academic year (and up to 3 CATS on any individual piece of assessment and up to 4 CATS in any one module). If you exceed these limits you will automatically be awarded a mark of 0 for any subsequent assessments that are missed.

Any claims for missed assessed work that are put forward for condoning by the Student Support and Progression Officers will have the weight of that component equally re-distributed across all the other components for the module, including the exam.

3.1.5.2 - Regularly refused reasons for extensions

If you are thinking of applying for a coursework extension or exemption from a test, you should be aware that, if your reason is the same or similar to those given below, your request is likely to be refused.

"I travelled abroad over the vacation and was unable to obtain references from local libraries."

Comment: It is your responsibility to plan your academic work around other commitments, which might include obtaining books, journal articles, and references from the University library before you travel. Many of the resources from the University library are online and hence you should still be able to access them from abroad. If you know that you will not be able to do so, then you should plan for this in advance.

"I travelled abroad over the vacation and as a result I returned late to the University or I had a poor internet connection whilst abroad."

Comment: The University requires you to be in residence in term time, and most assessments are submitted electronically. If you are concerned about poor internet connection you need to check before travelling whether this will be an issue.

"I have a last-minute invitation to an important job interview for which I need to prepare a presentation."

Comment: You knew you'd applied for the job, and building in some slack for interviews is just part of normal time management. You should plan to research and write assessed coursework with a margin to spare so that complications like this, which are predictable, don't put you into a spin. However, your request will be viewed sympathetically if you get several last-minute invitations to interviews in quick succession. If the interview or assessment centre falls on the day of a test and you have evidence that this event cannot be moved, we may be able to consider an exemption request.

"I had too many other important things going on and forgot to submit my essay on the right day, but my file is dated the day before the deadline, proving that my essay was ready beforehand."

Comment: You have to give the right degree of priority to your academic work. The date on a file is easily manipulated.

"I was about to submit my essay on the day of the deadline when my computer crashed/was stolen, meaning I could not access e-submission website/access my file to upload."

Comment: Don't leave essential tasks to the last minute; please leave plenty of time to upload your work via e-submission, leaving a margin of error in case of technical difficulties. Always make regular backup copies of files both physically, such as on a memory stick, and using online facilities. Transport issues will also not be accepted as an excuse for late submission.

I submitted the wrong file to the e-submission website, but didn't notice at the time/I submitted the file for the wrong assessment/to the wrong department's system"

Comment: You should review your submission before confirming or submitting. Students submitting the wrong file or submitting to the wrong module on tabula will be able to re-submit the correct document, but will receive a late submission penalty based on when the deadline was and when the correct document was submitted. It is your responsibility to check that you have submitted the correct file to the correct assessment/department.

3.1.5.3 - Waivers

The Department cannot grant an extension to a test or reschedule the date of any test. If you are unable to take a mid-term test or your illness is of such long duration that it prevents you from submitting a piece of work within an appropriate extension, you can apply for a waiver, so that the work is condoned. In some cases, if an assessment is missed or not submitted and you request an exemption based on mitigating circumstances, this will not be considered until the Exam Board. You will be given a mark of zero and this will only be condoned when the Exam Board meets.

Please note that you can only be condoned for the non-submission of assessed work up to 6 CATS in any one academic year (and up to 3 CATS on any individual piece of assessment and up to 4 CATS in any one module). If you exceed either of these limits you will automatically be awarded a mark of 0 for any subsequent assessments which are missed.

Any claims for missed assessed work that are put forward for condoning by the Student Support and Progression Officers will have the weight of that component equally redistributed across all the other components for the module, including the exam.

Once again, all evidence should be submitted via the mitigating circumstances portal in Tabula and should be submitted in a timely manner (one week for official documentation and 3 days for self-certifications).

Please note that requests made to condone absences from tests due to attendance at an interview or an assessment centre will not normally be accepted, unless there is clear evidence that the interview could not be postponed. This does NOT apply to examinations. We expect you to make clear to potential employers who may invite you to attend interviews and assessment centres that you have certain commitments throughout the academic year, and that attending tests is a compulsory part of your course.

These reasons for absences will not normally be condoned:

- Open Days
- Family celebrations
- Holidays
- Mistakes with travel arrangements
- Mistake with time or location of test

Please note that this list is not exhaustive.

If you are unable to give a presentation due to illness, your tutor will re-schedule your presentation so long as you provide valid evidence for your mitigating circumstance to the Student Support and Progression Officer through Tabula mitigation.

If you are not sure into which category a given assessment falls, please email economics.pastoral@warwick.ac.uk.

3.1.6 - Good practice in assessment

3.1.6.1 - Essay Writing Guidance

Essays are often a major source of uncertainty for incoming students. To understand the criteria used by your tutors to mark your written coursework, you should familiarise yourself with the information here. Not every module in your programme will include a written assignment. However, good writing skills are needed across all aspects of your degree. A well composed response can have an impact on the grade you receive. After all, if your reasoning is not clear, how can it be understood and graded correctly?

Sources of advice on essay writing include:

- Departmental guidance in the form of marking criteria
[<https://warwick.ac.uk/fac/soc/economics/current/dip/handbook/engagement-and-assessment#marking-criteria>];

- Information Skills for Economists
[<https://moodle.warwick.ac.uk/course/view.php?id=32066>]; in particular, section 6 on 'Referencing and avoiding plagiarism';
- your module Support and Feedback class tutor, module lecturer, and module leader.
- the study skills sessions organised by Careers & Skills;
- the Warwick Library's Economics resources
[<https://warwick.libguides.com/economics>];
- regular drop-in session with the Economics Librarian in the Department.
- in-session English language classes provided by Warwick Foundation Studies
[<https://warwick.ac.uk/fac/soc/warwickfoundationstudies/eap/in-session/>].

Written assessments take a long time to complete. Plan carefully the amount of time you need to research, plan, compose, reference, and edit your essay. Do not leave the submission of your work until the last minute. Build in some time to put things right in case your computer crashes or there are issues with the Tabula submission portal. Finally, please back up your files regularly.

3.1.6.2 - Word limits

Please remember that work is judged on quality rather than quantity, and you **must** adhere to word limits and include your final word count clearly on your essay. If you feel you can say what you need to say in fewer words, then do so.

We **do not include** a 10% margin above the word count. Excessive length will be penalised and the marker may ignore any material in excess of the word limit. Module leaders will indicate any exceptions to the standard word limit regulations, such as references. Do not include additional material in the form of lengthy footnotes or appendices unless this is specifically authorised by the coursework assignment.

3.1.6.3 - Presentation

It is advisable for you to draw diagrams and write complex equations with computer packages where possible in order to further enhance your skills in this area. Pages should be numbered and submissions should be anonymous. You should include your student I.D number on each page, but not your name.

3.1.7 - Marking, Moderation, and Feedback

3.1.7.1 - Marking and moderation

A percentage mark will be awarded and recorded on each piece of assessed coursework. All marks that contribute towards your Diploma are moderated across the range of marks and across the first markers. Usually this involves taking a preliminary sample, then sampling more thoroughly where the preliminary sample indicates discrepancies. The agreed marks remain provisional until confirmed by the external examiner at the Exam Board. Thus, you are told

your marks on a provisional basis. Due to moderation, the mark on your assessment may not be the same as the mark on Tabula. The mark on Tabula is your final moderated mark.

We want to reassure you that the marking and moderation for all our assessments is fair, consistent, robust, and reliable, and hence give you confidence that when you receive a mark, the mark has been arrived at following a detailed and rigorous process. You can find further details about the marking and moderation process on the Department's [Assessment and Feedback](https://warwick.ac.uk/ec/current/ug/resources/services-and-support/assessment-feedback) [https://warwick.ac.uk/ec/current/ug/resources/services-and-support/assessment-feedback] pages.

If you have any concerns or feedback about the assessment process then please contact the Director of Assessment and Feedback in the first instance.

3.1.7.2 - Marking of multiple choice questions

In-person multiple-choice tests and exams are marked using ZipGrade scanning software, so it is important to complete your answer sheet carefully. Please write your Student ID clearly and fill in the corresponding ID bubbles to ensure your answer sheet can be correctly identified. Use a dark pencil to fully shade the bubble for each answer you select. If you need to change an answer, erase the original response completely before shading a different bubble. Do not use a pen, as changes cannot be removed. Avoid using ticks, crosses, lines, circles, or making any stray marks on the answer sheet. Because responses are processed by scanning software, marks that do not follow these instructions may be misread and could result in answers being recorded incorrectly. To help you prepare, sample answer sheets and additional guidance are available on the [Exam Resources](https://warwick.ac.uk/fac/soc/economics/current/shared/exams-resources/) [https://warwick.ac.uk/fac/soc/economics/current/shared/exams-resources/] pages.

3.1.7.3 - Return of marked assessed work

Marked assessed work (excluding examinations) will normally be available to you within 20 University working days after the submission deadline. Your marked work will be available on Tabula, or will be returned to you by your Support and Feedback class tutor.

Please also see the University Policy on the [Timing of the Provision of Feedback to Students on Assessed Work](https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat/assessment/timeliness) [https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat/assessment/timeliness].

3.1.7.4 - Feedback on your assessed work

We take very seriously the provision of feedback to you on assessed work, most of which is electronic. We are sensitive to the importance of this and have mechanisms in place to enhance the quality of the feedback on assessed work. The Warwick tradition is to give some weight to assessed work submitted through the year to enable you to gauge your progress over time from the comments and marks you receive at regular intervals.

Feedback will be provided in a variety of ways. You may receive written comments on your work, as a separate linked document, or as a summary of comments on the feedback sheet. These may indicate what was done well in your assessment, areas where you could improve, and a general evaluation of your coursework in aspects of presentation, structure, and

referencing. These comments should enable you to understand the basis of the mark you have been given and how you may improve your work in the future. You will also find the mark you received on Tabula. Feedback may be in the form of your submitted answers along with the correct test answers. In addition, we provide feedback on assessments, which will provide more general comments on the cohort's performance. It will outline particular aspects that were done well, common problems, ways to improve, as well as an overall assessment of performance, including a cumulative distribution function, which will allow you to determine how you performed relative to your peers.

If you are not satisfied with the quality of the feedback you have received, you should approach the module lecturer or the module Support and Feedback tutor. However, prior to doing this, you must be able to demonstrate that you have reviewed your personal feedback and the feedback provided for the assessment, and reflected on them through re-reading your work. You are also advised to make use of Advice and Feedback hours to further discuss your feedback, noting, however, that markers are not permitted to re-mark your assessment. Academic judgement cannot be challenged. If you still need more information email the UG Office.

3.1.7.5 - Other types of feedback on your progress

Feedback to you is provided in a variety of ways. There are many channels through which we give feedback other than only at the point of returning assessed work. Here are some of the different ways in which we provide you with feedback:

- Module Support and Feedback classes complement in-person lectures and are intended to give you the opportunity to test your understanding of material. In most module Support and Feedback classes, you will be expected to prepare some exercises or problem sets in advance and these will be discussed in class. You will then have time during the module Support and Feedback class to work through a new set of questions, usually in groups and with the help of the tutor, before presenting answers to the rest of the class. We try to keep the number of students in these classes as small as possible so that your needs can be accommodated.
- Pieces of non-assessed work, in addition to assessed work and tests, are collected periodically and feedback on these is given by tutors.
- Tutors and lecturers are accessible by email and available for Advice and Feedback hours to receive and respond to individual clarification questions.
- A number of modules run online blogs or forums through which lecturers and tutors can respond to issues that you raise.
- Where you wish to have feedback on more general issues beyond module-specific questions, feedback can be obtained from a variety of sources including the UG Office, the Director of Undergraduate Studies, your Personal Tutor, the Senior Tutor, the Year Tutors, and the Director of Student Engagement and Progression.

3.1.7.6 - Querying assessment marks

The following policy does not apply to exam papers, where arithmetical checks are already completed during the marking and moderation process.

University regulations state that students may not query a mark awarded on a piece of assessed work on the basis of academic judgement. We will reject any requests by students to have their work reviewed on the basis that they disagree with the marker's evaluation of their performance, whether it is based on the mark or the feedback. Here are some examples of what we mean by challenging academic judgment:

- You believe that your analysis met the assessment criteria;
- You think that your work covered all the important points;
- You believe that your assessment is of a similar standard to your peers.

You should only query your mark if you still believe there is an error after reviewing and reflecting on your mark and on all the feedback and having spoken to the module lecturer. In these circumstances, you should complete the Assessed Work Mark Check form [https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwarwick.ac.uk%2Ffac%2Fsoc%2Feconomics%2Fcurrent%2Fshared%2Fforms%2Fmark_check_proforma.docx&wdOrigin=BROWSELINK] for any Economics module and send this to the UG office within seven working days from the day the marks/feedback were released. Your work will be reviewed by the Director of Assessment and Feedback and a mark check will be carried out. If no discrepancy is found, you will be advised of this and there is no right to a further check. If a discrepancy is found, a corrected mark will be uploaded onto Tabula. The mark can be adjusted up or down.

3.1.8 - Referencing

Include a complete reference list (bibliography) at the end of your essay. It should contain all references that you cite in the text; no more and no less. Markers are wise to 'bibliography padding' which is including references that have not been cited in order to make the essay appear better researched.

Correct referencing is important. To quote facts, figures, theories and theorems without accrediting their original source is an academic malpractice as well as being plagiarism. Direct quotations and results must be footnoted stating the author, publication or book, date and page or table number. If you rework published data or use it as the basis of your own calculations, you must identify the source in the same way. If you paraphrase the arguments or theories of other people you should again acknowledge the source in a footnote.

In Economics we recommend using the Harvard referencing style. If you choose to use a different style, you must do so consistently within any particular assignment. More information on how to use the Harvard referencing style can be found on the university library's webpage for Economics - Referencing [<https://warwick.libguides.com/economics/referencing>].

Your reference list should be sorted alphanumerically: by author(s)'s last name(s) and then publication date. The book or journal title should be italicized with the title of the article or chapter in single quotation marks. This is in accordance with the principle that the library catalogue entry gets italicised. The place of publication and publisher should be included when referencing published books. When citing an article (chapter) you should also include the page number range (first and last) for that article in the journal (book).

Here are a few examples:

1. Reference list entry for a book:

Allen, R. (2009) *The British Industrial Revolution in Global Perspective*. Cambridge: Cambridge University Press.

1. Reference list entry for a chapter in an edited book:

Howlett, W.P. (1994) 'The Wartime Economy, 1939-1945', in Floud, R. and McCloskey, D. (eds) *The Economic History of Britain Since 1700: Vol. 3. 1700-1860*. 2nd edn. Cambridge: Cambridge University Press, pp. 1-31.

1. Reference list entry for a journal article:

Lucas, R.E. (1972) 'Expectations and the Neutrality of Money', *Journal of Economic Theory*, 4, pp. 103-24.

In practice, you may find that some of the theories you mention have passed into the public domain and appear in any number of textbooks. Hence, it is not necessary to reference statements like: 'Economic theory suggests that demand curves for normal goods are negatively sloped.'

However, any textbooks you use should be listed in the bibliography at the end of the essay, term paper, or project. The bibliography should include all books and articles referred to in the particular piece of assessed work. Where tables of data are presented the source of the data should be stated at the foot of the table.

For further information on Plagiarism, you can refer to the [online Plagiarism Tutorial on Moodle](https://moodle.warwick.ac.uk/). [https://moodle.warwick.ac.uk/]

3.2 - Examinations

A significant proportion of your assessment will be in the form of University examinations. All exams will be in-person on campus.

You are required to bring your student ID card and place it on your desk so that your identity can be checked during the examination. You should avoid bringing a bag with you to the exam as you will not be permitted to bring it into the examination room with you. The use of PDAs or mobile phones, or any other hand-held devices that facilitate wireless communication is not normally permissible in examination conditions. If you are found to have an electronic device

in an examination or test that is not permitted, even if it is switched off and hasn't been used, the penalty will normally be a mark of 0% on that examination and can be even more severe.

The exams will be timetabled and will start at set times. The exam timetable is normally published towards the end of the Easter vacation or at the start of the summer term.

3.2.1 - Examination dates and timetable

For Diploma students, there are two examination periods, with the main exams held in May/June and resit exams in August/September. For more information on the exam periods, please see Student Administrative Services: [Modules Marks and Assessments Team \(MMA\)](#).

Please note that the MMA team is responsible for scheduling exams and, as such, the Department has no control over which exams are held on which day. The scheduling process is very complex and, whilst direct clashes will be avoided, it is quite common for students to have two papers on the same day, or papers on adjacent days. This is comparable to the position at other UK universities similar to Warwick in size and complexity.

It is your responsibility to check the date and time of your exams and ensure you arrive at the exam venue ahead of the exam. Exams usually start at a set time (either 9.30am GMT/BST or 2pm GMT/BST). Exams with reading time start at 9.10am GMT/BST or 1.40pm GMT/BST. Students with Reasonable Adjustments may be asked to start their exams at an earlier start time of either 9.00am GMT/BST or 1.30pm GMT/BST. If you are late to an exam, you will be permitted to enter up to thirty minutes after the start time, but you will only receive the time remaining on the exam. If you miss an exam, you are not permitted to sit at a later time and you will be marked as absent. You will receive a mark of zero.

3.2.2 - Reasonable adjustments for exams

If you have a properly-documented and approved need for special arrangements for your examinations (e.g. you are allowed extra time to compensate for a condition), then these arrangements can be made. You will need to have contacted Disability Services by their deadline and provided the relevant evidence to ensure that special arrangements can be made. You can get advice from the department's Student Support and Progression Officers about special arrangements and should contact them urgently if a condition suddenly develops which may affect you sitting an exam. Please check the [Student Administrative Services website](#) for specific dates.

3.2.3 - Writing Legibly in Examinations

The Department believes the onus for writing legibly should rest with students. Students are responsible for ensuring that handwritten answers in exam scripts are legible and can be read by markers.

- Markers will make reasonable efforts to read scripts, and those found to be illegible will be checked by a moderator to confirm whether or not the handwriting can be deciphered.
- If the marker and moderator are unable to read a script it should be forwarded to the Director of Undergraduate Studies, Director of Graduate Studies (Taught Degrees), or Director of MRes/PhD, as appropriate, for scrutiny.

- If the answers are still deemed illegible, the indecipherable sections will not be marked.
- The relevant Programme Manager will annotate the mark grid to indicate to the Board of Examiners any scripts with illegible handwriting (using the notation $\hat{?}?$ IL(ECXXX), to help inform the Board's decisions about resits and borderline cases.
- The Department does not allow scripts with sections deemed to have illegible handwriting to be resubmitted as a first attempt, unless there is medical evidence of mitigating circumstances that would have affected a candidate's handwriting in exam conditions.
- Except for circumstances in which an impairment to writing in exam conditions could not have been anticipated, students should provide medical evidence for alternative exam arrangements by the deadlines set by Student Administrative Services [https://warwick.ac.uk/services/academicoffice/modules_marks_assessments/student_s/alternative_examination_arrangements].
- Students who have failed a paper where sections were deemed illegible will be offered the chance to type their answers for that paper in the resit exam.

3.2.4 - Good practice in examinations

To maximise your chances of success in an examination, there are a number of things that you must do:

- Familiarise yourself with the instructions for each of your examinations and ensure that you follow them when completing your exam paper.
- Answer the correct number of questions, as set out in the exam rubric. Exam rubrics [<https://warwick.ac.uk/fac/soc/economics/current/shared/exams-resources/yourmodules>] can be viewed on the Exam Resources [<https://warwick.ac.uk/fac/soc/economics/current/shared/exams-resources>] webpage. If you answer more than the required number the department will mark the questions in the order that they appear, up to the required number of questions in each section.
- Use the correct answer booklets, as set out in the rubric.
- Be sure to write your student ID onto each answer booklet in the space provided. Also, add your student ID to any spare sheets of paper used in the exam.
- State which question(s) you are answering on the front of each answer booklet.
- You must hand in your exam paper in accordance with instructions provided by the invigilator in the exam room. This includes handing in all parts of your script, appropriately fastened together.
- Write legibly - we will make every attempt to read your exam paper, but if we cannot read it, you will not be permitted to re-write or type it.

- Strike out any material that is not to be read or marked (e.g., unwanted attempts at the question).
- Check the exam rubric to see if you are permitted to have a calculator in the exam. Except for the display of error or function messages, calculators with non-numeric displays are not allowed. Note, that this means that graphical calculators and calculators with algebraic capabilities that are acceptable in GCSE and A-level examinations, are not allowed for exam in any EC-coded module. There are many calculators which meet the criteria laid out above and we are unable to list them all here or answer the question as to whether a calculator type is appropriate. Invigilators will carry out checks of their suitability before the exam.

Other pointers for good practice in examinations, include:

- familiarising yourself with University's Examination Regulations 10.2 [<https://warwick.ac.uk/services/gov/calendar/section2/regulations/examregs/#10.2>]
- familiarising yourself with the rubric beforehand and doing what the rubric asks (the rubric for each module can be found on the module webpage and exam resource pages - it is better to use this source for accurate exam rubrics rather than using past papers as these may be out of date)
- showing your working in mathematical/quantitative answers - enough to be awarded method marks if you get the wrong answer. In any case full marks ought not to be awarded for correct 'bottom line' answers - we are also interested in checking reasoning and understanding

Other advice on how to tackle exams is available through these links:

- Student Administrative Services [<https://warwick.ac.uk/services/academicoffice/examinations/students/>]
- Students' Union [<http://www.warwicksu.com/advice/academic/examinations/>]
- University Counselling Service [<https://warwick.ac.uk/services/tutors/counselling/informationpages/managingexaminationanxiety>]

3.2.5 - Examination Feedback

We want to assure you that the marking and moderation for all our examinations is fair, consistent, robust and reliable and hence give you confidence that when you receive a mark, the mark has been arrived at following a detailed and rigorous process. All examination scripts have a first marker and a moderator and undergo an administrative check to ensure the marks have been totalled correctly. All results are considered by a Board of Examiners. Further details regarding the assessment procedures in the Department can be found on our Assessment and Feedback [<https://warwick.ac.uk/ec/current/msc/resources/assessment-feedback>] webpages.

Following the September examination period, you will be provided with feedback from the main examinations,

- The exam paper for each of your modules;
- Summary statistics for each of your modules, showing the range of mark classifications for the exam paper;
- Summary statistics per each exam question that you attempted for each of your modules,
- For your modules, the marker's comments per question on the areas on which the cohort generally did well and not so well.
- For your modules, the module leader's comments on the kind of answers that may have scored highly in this exam paper, or other guidance on assessment criteria as a further form of feedback.

All feedback will be provided after the September examination period so that no student is advantaged, and the feedback will be available for a limited period of time. The feedback is there for you to reflect on your performance, but you are not permitted to discuss the feedback with any member of staff.

Furthermore, please be aware that for modules with small numbers of registrations, data will be withheld in order not to breach anonymity, consequently we are not providing feedback on Special Syllabus papers, modules with less than ten students and the September exam papers.

If you are re-sitting exam(s) in September, you will be given your failed exam script to see how this has been marked **if and only if you have failed a module and must resit it in order to progress to the next year**. Please note this policy does not apply to exams that were failed because of an academic integrity penalty. We provide the scripts as a way for you to review and reflect upon your performance and as a way of helping you to prepare for your resit. This copy represents all of the information that can be provided. You are not permitted to request a re-mark on any exam or receive any further feedback on your exam script from any member of staff, as all exams have been thoroughly checked and academic judgement cannot be challenged.

We do have a robust marking and moderating process in place and hence please do be reassured of the accuracy of your marks, even though they may be below what you were expecting. Note, also, that the moderation process may have had the effect that the final mark on your script does not coincide exactly with the marks given to each part answer. This policy applies only to EC-coded modules. Other departments may have their own policy for their own modules, you will need to ask the department that owns that module for details.

If you have any concerns or feedback about the examination process, then please contact the UG office: economics.ugoffice@warwick.ac.uk.

3.2.6 - Examination boards

The Board of Examiners comprises a subset of full-time members of the academic staff in the Department of Economics and one external examiner appointed by the Senate. The Board, chaired by the Head of Department, makes recommendations that are subject to confirmation by the Senate.

External examiners are experienced senior academics from other universities whose role is to monitor our standards, to advise us on issues including borderline cases, and to act generally as independent arbiters and scrutineers to ensure that the Board's decisions are fair. Please note that all marks are provisional and may be raised or lowered by the Exam Board.

Exam Board Decisions

The following are guidelines only and the Board of Examiners reserves the right to exercise its discretion in individual cases.

You will (full-time) normally take four full modules in one academic year. One full module can consist of two half-weight modules: in such a case the average of the marks for the half module counts as the mark for the full module.

1.

To pass the Diploma

Aim: To broadly achieve at least a third class honours standard.

Guidelines: (i) Pass (> 40%) at least 90 CATS
(ii) An average mark of 40.0% or better over 120 CATS

2.

To pass the Diploma and satisfy the standard to proceed to the MSc

Aim: Normally you would be required to achieve at least an upper second class honours standard

Guidelines: (i) Pass (> 40%) at least 90 CATS
(ii) An average mark of 58.0% or better over 120 CATS
(iii) A mark of 60.0% or better on at least 60 CATS

3.

Resitting Students

Normally resit marks will be based on the combined exam and assessment weights, and the total mark will be capped at 40%.

It is a requirement if you wish to proceed to the MSc that you must pass the Diploma at the first attempt and achieve the necessary higher marks outlined in (i), (ii) and (iii).

You will be notified by email when exam results are available with information on how to access them. Compliance with the Data Protection Act (2018) means that we will not give out examination or assessment marks over the telephone or to any third party without your prior written permission.

3.2.7 - Mitigating circumstances

Detailed guidance on how to submit a case for mitigating circumstances and the evidence required to substantiate a case is available [here](#)

[https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/u_mitigatingcircumstances/].

Mitigating circumstances are defined as:

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

Mitigating Circumstances must be submitted to the Department using the personal circumstances portal in Tabula.

Deadlines

Where you are applying for an extension to a coursework deadline because of mitigating circumstances, you must apply on Tabula as soon as possible and ideally before the submission deadline. All mitigating evidence related to exams should be submitted on Tabula no later than **five working days following the affected exam**. All other mitigating circumstances claims must be submitted as soon as possible, and no later than the specified deadline (TBC for Summer 2026/27).

The University expects that all mitigating evidence is brought to the Department's attention in a timely manner, despite the discomfort you might feel in so doing. The Department will do all it can to support you in difficult situations. You should be aware that mitigating circumstances not submitted by the relevant deadline cannot be considered by the Department and may only be considered by an Academic Appeals Committee as part of an [academic appeal](#) [<https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg42academicappeals>] and then will only be considered if there is a detailed and convincing explanation for why the evidence was not supplied on time.

Medical evidence

Evidence is a vital part of a mitigating circumstances submission. It must be written by an independent qualified practitioner (letters from relatives are not acceptable); dated and written on headed or official notepaper and in English. If the letter is in another language students must provide both a copy of the original note and a certified translation into English. When requesting medical evidence to support your application for mitigation, you are advised

to make clear to your doctor that the information will be shared with several people and to discuss with your doctor the most appropriate wording of the medical evidence.

Who to talk to

In order for your circumstances to be considered as mitigating by the Department, they must be conveyed formally using the Personal Circumstances portal in Tabula. Your Student Support and Progression Officer will be able to help you if you have any questions or need help with this process.

We are aware that in some cultures it is considered shameful or embarrassing to disclose the details of these kinds of circumstances to those outside one's family. This is not the case in the prevailing UK culture and you should be aware that the Department and the University are fully supportive of students in difficult circumstances and want to assist if at all possible. If you feel inhibited from talking to a Personal Tutor, Senior Tutor or Student Support and Progression Officer, you may also consider talking to a member of the SSLC, the Students' Union, the Dean of Students or a member of staff in the Wellbeing Services for initial, informal advice. Be assured that we treat all information in a confidential manner and our electronic filing system is secure. If you believe that your mitigating circumstances submission contains sensitive personal information and/or highly confidential evidence, you may submit your mitigating circumstances marked 'strictly confidential' and for the attention of the Chair of the mitigating circumstances panel only.

Exam Anxiety

Exams are a stressful time for all students and hence you should expect to feel some degree of anxiety during the exam period. When taking an exam, it is not uncommon for students to feel a rising level of anxiety and assume it is a panic attack. If you do experience a panic attack during an exam, you should make the invigilator aware so that support can be offered. In the event that you are not able to complete your exam, you should seek medical advice for your symptoms and obtain an official medical note. It will be necessary to create a Personal Circumstances claim on Tabula and provide supporting evidence so that the mitigation panel can review your case. In most, though not all cases, mitigation claims relating to a panic attack will only be considered severe if there is documentation to evidence a history of panic attacks.

Mitigating Circumstances Panel

The Mitigating Circumstances Panel considers all mitigating circumstances relating to examinations. Its remit is: To consider details of applications for mitigating circumstances and make recommendations on the outcome of each application to the Board of Examiners. To determine whether the circumstances submitted are acceptable grounds to grant mitigation and to grade them as rejected (R), mild (A), moderate (B) or severe (C). To ensure that decisions are equitable and that there is consistency of treatment across cohorts.

Acute mitigation (e.g. for assessed work extension requests)

The Student Support and Progression Officer will review the mitigating circumstances in confidence and decide whether an extension or late submission penalty waiver is appropriate. A decision will normally be communicated to you within three working days. Detailed guidance

on extension requests can be found [here](#)

[<https://warwick.ac.uk/economics/intranet/teaching/handbooks/?h=7&p=1068&i=1068>].

Deferral of an Examination Period

If you have severe circumstances which mean that you will be unable to take assessments such as examinations during an official University examination period (e.g. January, June, Sept Examination period) you may request to defer the **entire** examination period to the next available opportunity (for Undergraduates this is normally the September resit period).

Deferral of an examination period is governed by the [University's Deferral of Examination Policy](#)

[https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/u_mitigating_circumstances/deferral_of_examination_policy_2020-21_-_approved_by_senate_03.07.19.pdf] (2020). Further information can be found on [Deferrals webpage](#)

[<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/marks/examboard/deferral/>].

[<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/marks/examboard/deferral/>].

Students who need to apply for deferral will need to submit a mitigating circumstances application on Tabula and discuss it with the Senior tutor. Applications should be submitted **at least five working days before** the beginning of the exam period (i.e. the first exam in the exam period). Applications submitted within the five working days before the exam period may not be considered given any time constraints. Please refer to the policy to check if you are eligible for a deferral.

Possible action by the Exam Board

For severe mitigating circumstances the Exam Board might recommend the candidate sit examinations (as for the first time) in September or the following May/June or offer a further opportunity for re-examination. Please note that the Exam Board will not change any marks, whether module or average marks for any student, even if there are mitigating circumstances. The role of the Exam Board is to determine the Diploma Award and possible progression to the MSc.

If you sit an exam or test, you are declaring yourself fit to sit and cannot retrospectively submit evidence of a mitigating circumstance.

Reasonable Adjustments

Long-term chronic conditions (normally greater than a term in duration and that are likely to continue) and disabilities are dealt with under the [reasonable adjustments](#)

[<https://warwick.ac.uk/services/disability/howwecanhelp>] (RAs) policy. However, a significant deterioration of a permanent or chronic condition already reported and covered by reasonable adjustments is classed as a mitigating circumstance. Guidance in relation to reasonable adjustments is available on the University web pages and is summarised below.

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

- Noting 'substantial' is defined as 'more than minor or trivial' and that a disability is defined as 'a physical or mental impairment that has a substantial and long-term negative effect on the ability to carry out normal day-to-day activities'.
- Students who have long-term chronic conditions or disabilities and who believe they are entitled to reasonable adjustments should in the first instance contact Disability Services or Mental Health and Wellbeing and [request an appointment](https://warwick.ac.uk/services/supportservices) [<https://warwick.ac.uk/services/supportservices>] to discuss their support requirements.
- A reasonable adjustment may be unique to the individual and could include special examination arrangements, delayed deadlines but also alternative methods of assessment.
- Any reasonable adjustments made are evidence-based; students are required to supply appropriate and recent medical evidence, or, in the case of a specific learning difference such as dyslexia or dyspraxia, a full diagnostic assessment. The type of appropriate evidence required can be discussed with Disability Services or Mental Health and Wellbeing.
- Once a student has met with Wellbeing Support Services, the adviser will contact the student's department and the Examinations Office (with their permission) to recommend any specific adjustments.
- Reasonable adjustment recommendations for examinations must be made before the annual deadlines as set out by the Examinations Office on the [Disability Services](https://warwick.ac.uk/services/disability/howwecanhelp/examinations) [<https://warwick.ac.uk/services/disability/howwecanhelp/examinations>] website. Recommendations that are made AFTER these deadlines will be handled under the Mitigating Circumstances Policy.
- Recommendations to apply reasonable adjustments may include for the student to be able to complete assessments via alternative assessment methods; bearing in mind that academic or professional standards in relation to core competencies and assessed criteria still need to be met.
- Further information on disabilities and reasonable adjustments can also be accessed in the University's [Disability Policy](https://warwick.ac.uk/services/equalops/disability/policy) [<https://warwick.ac.uk/services/equalops/disability/policy>].

Students are strongly advised to approach Disability Services before their assessments and exams. Late recommendations may not be organised for that assessment or exam.

3.2.8 - Appeals

If an Exam Board decides that your performance merits the award of a lower qualification than the one for which you were registered or does not merit the award of a qualification at all, you have certain rights of appeal within 10 days of notification. You are required to complete a form if you wish to appeal against the decision of the examiners for their course. You can find further information, here, about the [appeals procedures](https://warwick.ac.uk/services/academicoffice/examinations/students/appeals/) [https://warwick.ac.uk/services/academicoffice/examinations/students/appeals/].

There is no right of appeal against the requirement to resubmit work or resit examinations.

Appeals may be made on one or more of the following grounds:

1. There is evidence of exceptional circumstances that affected your performance which you were unable to present in time for the meeting of the Board of Examiners. In this instance, you are required to provide an explanation why the evidence was not available at the meeting of the Board of Examiners.
2. There is evidence of procedural irregularity or unfair discrimination in the examination process.
3. There is evidence of inadequacy of supervisory or other arrangements during your enrolment at the University. In this instance, you are required to explain why a complaint was not made at an earlier stage.

Appeals made on grounds covered by (1) or (3) will be rejected if you do not provide an explanation for the lack of availability of the evidence when the Board of Examiners reached its original decision.

If you have any queries about appeals please contact the Undergraduate Office: economics.ugoffice@warwick.ac.uk.

3.3 - Academic Integrity

The Department of Economics has a dedicated Academic Integrity [webpage](https://warwick.ac.uk/fac/soc/economics/current/shared/academic-integrity) [https://warwick.ac.uk/fac/soc/economics/current/shared/academic-integrity] with detailed information and guidance on all aspects of academic integrity and misconduct. We expect all our students to familiarise themselves with these pages.

3.3.1 - What is Academic Integrity?

Academic integrity means committing to honesty in academic work, giving credit to the ideas of others, and being proud of our own achievements.

A breach of academic integrity is called 'academic misconduct'. This term can include deliberate cheating, but also includes unintentional things, such as failing to reference or acknowledge sources correctly. It is important that you are familiar with academic misconduct and poor academic practice rules so that you can avoid breaching them. Academic misconduct includes but is not limited to:

- Plagiarism or close paraphrasing of another's work, including self-plagiarism;

- Unacknowledged quotations;
- Presenting another's concepts as your own, including through the use of Generative Artificial Intelligence, e.g. ChatGPT;
- Contract cheating;
- Colluding on individual assignments;
- Allowing others to use your work for submission;
- Impersonating someone in an exam or allowing someone to impersonate you;
- Attempting to access assessment material in advance of an assessment;
- Submitting fraudulent mitigation claims.

Poor academic practice is less serious than academic misconduct, but should be avoided nonetheless:

Poor academic practice is the failure to observe principles of academic integrity. It typically (but not exclusively) occurs when referencing is inadequate, but not in a way suggesting that the student attempted to gain an unfair advantage. (A4.1 Regulation 11 [https://warwick.ac.uk/services/gov/calendar/section2/regulations/academic_integrity/]).

Should poor academic practice be identified in your work, the Department will provide you with resources to help you to improve on your academic practice skills. Please also see the section on Academic Referencing further on in this section of the Handbook.

If you have any questions on academic integrity, you can check university [<https://warwick.ac.uk/students/academic-essentials/>] and department [<https://warwick.ac.uk/fac/soc/economics/current/shared/academic-integrity/>] webpages, speak to your lecturer or Personal Tutor or speak to the Academic Services Manager on economics.integrity@warwick.ac.uk.

3.3.2 - Academic referencing

It is important that you acknowledge sources and reference them correctly in your work, as this can be an easy way to avoid unintentional academic misconduct. You must familiarise yourself with proper academic referencing, noting that approaches in departments do vary. The one we favour takes the form of abbreviated references in the text (rather than footnotes or endnotes) coupled with a list of references with full detail at the end. Each text reference is limited to the author's last name, date of publication, and page reference.

There are numerous online resources to help you grasp proper academic referencing including a dedicated Economics webpage [<https://warwick.libguides.com/economics/referencing>] within the library website. We also have an Economics Research and Academic Support Librarian who is available to help and guide students. You should also read the department's webpages, which explain when you need to acknowledge a source and how you can do this for textbooks, journal articles, newspaper articles etc. Further guidance is provided in the Moodle

course. [<https://moodle.warwick.ac.uk/enrol/index.php?id=68910>]

If you are ever in doubt about referencing and avoiding plagiarism, speak to your module leader/tutor or your personal tutor, before you submit your piece of work. Further information can be found on our Academic Integrity

[<https://warwick.ac.uk/fac/soc/economics/current/shared/academic-integrity/>] webpage and in our Economics Academic Referencing guide.

[https://warwick.ac.uk/fac/soc/economics/current/shared/academic-integrity/academic_referencing_2025-26_final.pdf]

3.3.3 - Use of Artificial Intelligence (AI)

Each module leader can decide whether or not to allow the use of generative artificial intelligence (AI) in their coursework assessments. If AI is permitted, its use must be appropriately referenced and documented, as set out in University webpages [<https://warwick.ac.uk/students/academic-essentials/>]. Please also refer to the guidance on our Academic Integrity webpage [<https://warwick.ac.uk/fac/soc/economics/current/shared/academic-integrity/>] for further information.

If you are using AI, you are required to keep accurate records of its use, such as screenshots. Please be aware that when submitting coursework on Tabula, you will have to declare that the submission complies with these guidelines. AI use is not permitted in online tests unless explicitly authorised by the Module Leader/Lecturer. If you have any doubts about whether AI use is allowed in a specific piece of work, ask the module leader/lecturer/tutor. All written assessments must be completed in the student's own English, unless stated otherwise (for example, in language modules). The use of automated or assisted translation of the student's work from another language is not permitted and may be considered academic misconduct.

3.3.4 - Investigation and consequences of breaches of academic integrity

Breaches of academic integrity are regularly detected and penalised. All cases are reviewed by the Department's Academic Integrity Team to determine if there is a need for further investigation and if the student(s) involved will be required to attend a meeting of the Academic Conduct Panel (ACP). If an investigation concerns group work, all members will be asked to attend a meeting.

Please note that the level of proof required for suspected academic misconduct to be found proven or not proven is the civil standard 'the balance of probabilities'; that is, on the basis of the available evidence it is more likely than not that the student(s) committed academic misconduct.

The penalties are strict and severe, even if it's the first time your work has not met standards of academic integrity. The penalties for academic misconduct range from reductions in marks for specific parts of an assessment up to a 100% reduction in mark for an assessment. For group work this may be applied to all members of a group where relevant. All decisions and penalties are reported to the end of year Exam Board who will make the final decision on progression, outcomes or resit examinations. Any mitigation submitted will be considered at the Final Year Mitigation Panel and Exam Board. Students can appeal the decision of the ACP under certain circumstances. Please refer to our dedicated webpage

[<https://warwick.ac.uk/fac/soc/economics/current/shared/academic-integrity/>] for further information.

In 2025/26, there were 100 cases and 121 students were investigated in the Department, 35 students were found to have committed poor academic practice and 33 students were found to have committed misconduct and had penalties applied to their marks.

4 - Your Feedback and Concerns

4.1 - Your feedback to us

We place great value on feedback from students on all aspects of your student experience and your feedback enables us to continually improve. There are many mechanisms for providing feedback, including the SSLC, Advice and Feedback Hours, module evaluations, the Warwick Student Feedback Survey (SFS) [<https://warwick.ac.uk/students/dialogue/warwick-student-survey/>] in term 1 and term 3, the National Student Survey, department focus groups and the anonymous Departmental online feedback form [<https://warwick.ac.uk/fac/soc/economics/current/shared/feedback/feedback-form/>]. The University actively encourages feedback [<https://warwick.ac.uk/services/feedbackcomplaints/students/feedback/>] on all aspects of the student experience.

4.1.1 - Module Evaluations

In the final weeks of Terms 1 and 2, we ask you to fill in an online evaluation for each of your Economics modules. This gives you the opportunity to express your views on various aspects of the module.

In order to improve our teaching and your learning, we need to identify problems and areas of best practice so we can mitigate/eliminate them or disseminate them, respectively. Your feedback is an essential part of this process. A summary of the module evaluation data and comments is shared with students. Senior management will also review them and consider suggestions for changes or improvement across our modules and teaching delivery.

We encourage you to be honest in your feedback, but you must also be respectful. Lecturers have feelings too. Try to distinguish between your reactions to your teacher's personality and their teaching. You can dislike someone, but still benefit from their teaching. The process of 'teaching and learning' requires participation by the teacher and you, so always ask yourself how much effort you put in, beyond attending lectures and classes when completing a module evaluation. It is important that a large number of students complete the module evaluation so that we have a representative sample of your feedback.

4.1.2 - Annual Module Review

At the end of Terms 1 and 2, module leaders review their module, commenting on the performance of the cohort, any changes introduced that year and proposed for next year, any module specific SSLC issues, and the data and comments from the Module Evaluation. A summary of this is shared with students. Reports are considered by the DUGS, who summarises key points and presents them to the Undergraduate Management Committee. This identifies causes for concern, suggests action to overcome problems, and monitors trends from year to year. This process is one way in which we monitor the quality and standards of our degree courses.

4.2 - What is a complaint?

We want you to be able to let us know when things are going well, but also if there is a problem that you don't feel you can resolve yourself. We encourage you to raise any issues with the member of staff concerned or to email economics.quality@warwick.ac.uk.

If that doesn't resolve your issue, we have a clear procedure which sets out how you can make a complaint. The department follows the University's three-stage Student Complaints Resolution Procedure

[<https://warwick.ac.uk/services/feedbackcomplaints/students/complaints/>] and you should consult this website for more information about each stage.

If the above procedure does not lead to a satisfactory outcome, under certain criteria, you can refer your complaint to the Office of the Independent Adjudicator for Higher Education [<https://www.oiahe.org.uk/>] (OIA) within twelve months of the date of the Completion of Procedures Letter from the University.

5 - Student Voice and How to Get Involved

Students play a vital role in shaping the university experience. In this section, you can find information about how to get involved in department and university life and contribute towards our success. You will also find information about how you can provide feedback to us and if needed, how to make a complaint.

5.1 - Student Voice

There are a number of ways in which you can get involved in the life of the Department, and contribute towards our successes, such as:

- Involvement and engagement with the Student-Staff Liaison Committee (SSLC)
- Engage in Department activities such as Careers events, focus groups and social activities
- Join one of the Economics Societies
- Become involved in the Warwick Internship Scheme for Economists (WISE)
- Apply to take part in the Undergraduate Research Support Scheme (URSS)

These are interesting and fantastic opportunities for you to develop skills that you might not ordinarily use.

5.2 - Director of Student Experience and Progression

The Director of Student Experience and Progression (DSEP) [Dr Mahnaz Nazneen](https://warwick.ac.uk/fac/soc/economics/staff/mnazneen/) [https://warwick.ac.uk/fac/soc/economics/staff/mnazneen/], will act as champion for the student voice in the department and is responsible for working with you to enhance the student experience. This includes a focus on building a learning community, supporting student learning, and developing department policies and practice to improve student experience. The DSEP works closely with the undergraduate Student-Staff Liaison Committee (SSLC), and is always keen to hear your views and feedback.

5.3 - Student-Staff Liaison Committee (SSLC)

The Student-Staff Liaison Committee (SSLC) brings together elected student representatives and staff to discuss and enhance teaching, learning, student support, and the overall student experience. The committee meets five times a year and provides an important forum for students to raise issues, share feedback, and contribute to decision-making. The SSLC is also consulted on major changes to course content or structure and helps staff engage with the wider student body on new initiatives and proposals.

Each year, a Diploma Course Representative is elected to represent your cohort as part of the undergraduate SSLC. This is a great opportunity to contribute to student voice and departmental decision-making. Elections for the Diploma Rep will take place at the **start of Term 1**, and you'll be notified at the beginning of term with details on how to apply.

Whether you would like to raise an issue with a representative, vote in the elections, stand as a candidate, or learn more about the committee, full details can be found on the [SSLC](#)

webpages [<https://warwick.ac.uk/fac/soc/economics/current/ug/resources/get-involved/sslc/>]. These also contain meeting dates, agendas, minutes, and annual reports.

Please note that personal problems or grievances are not a matter for the SSLC; these should instead be addressed by following the Department's Complaints and Grievances Policy (see Section 6.5).

5.3.1 - How to get involved in the SSLC

- Stand as a candidate in the autumn elections.
- Vote for your preferred candidates in the elections.
- Submit an item for the agenda of the SSLC meeting by contacting one of your SSLC representatives.
- Keep up to date with the agenda and minutes of the SSLC meetings.

5.4 - Student Societies

Across the university, there are hundreds of student societies [<https://www.warwicksu.com/societies-sports/>], and in Economics, we're proud to work closely with and sponsor some of the most dynamic and engaging ones. Each society offers unique opportunities to connect, learn, and grow, whether you're interested in academic enrichment, networking, or social events.

You can find detailed information about each of our Economics societies on their dedicated webpages below.

- Warwick Economics Summit;
- Warwick Economics Society;
- Warwick Women in Economics [<https://www.warwickwomeninecon.com/>];
- Rethink Economics Warwick [<https://www.warwicksu.com/societies-sports/societies/48581/>];
- Prosper Warwick [<https://www.prosperwarwick.com/>]

6 - Careers & Personal Development

6.1 - Student Opportunity - Careers

Student Opportunity [<https://warwick.ac.uk/services/studentopportunity/>] is there to help you develop a global perspective, become culturally aware and achieve success in your career. They and their Careers Team offer many workshops and initiatives designed to help you achieve your goals after you graduate. Support is available to you even after you graduate and no matter what stage you are in within your career plans.

Here are some examples of the most popular programmes they offer:

- WorkReady [<https://warwick.ac.uk/services/careers/workexperience/workready/>] - a work experience toolkit to guide you on your work experience journey
- TeamWork [<https://warwick.ac.uk/services/careers/findingwork/international/virtualprogramme/>] - an online international experience programme, taking place part-time, for 4 weeks.
- Thrive@Warwick [<https://warwick.ac.uk/services/skills/personaldevelopment/>] - an award-winning (Gold in QS Reimagine Education Awards in the 'Nurturing Wellbeing and Purpose' category 2024), interactive in-person programme delivered by an experienced team here at Warwick, where you can hear from inspirational speakers.

In addition, there are careers workshops, support to help you find internships and other work experience, as well as many opportunities and events to meet organisations and employees, from large careers fairs to alumni meetings, to employer-led skills events. There is also support with making applications, including CV review, interview support and a chance to practice psychometric tests.

In term time you will receive an email with a Careers Bulletin, a bespoke communication listing the most important careers and job opportunities relevant to students from the Department of Economics, developed by your Department Senior Careers Consultant.

You can find all the information on the Student Opportunity: Careers [<https://warwick.ac.uk/services/careers>] website, which also contains up-to-date careers information and resources designed specifically for Warwick students.

You can also attend a careers drop-in [https://warwick.ac.uk/services/careers/help/#drop_in] at the Student Opportunity Hub [<https://warwick.ac.uk/services/careers/help/hub/>] at Senate House, or book a career guidance appointment with a Careers Consultant to discuss your career plans.

Details and booking for events and appointments run by Student Opportunity are at myAdvantage. [<https://myadvantage.warwick.ac.uk/students/>]

6.2 - Careers and Skills support within the Department of Economics

We aim to support your career planning by offering you a range of opportunities to develop self-awareness, acquire new skills and help you achieve your vision of career success. The Department has an Academic Careers Coordinator, Dr Farzad Javidanrad

[<https://profiles.warwick.ac.uk/u1574434-farzad-javidanrad>], who supports a team of people who look at careers, employability skills, and a range of unique opportunities to help you acquire skills relevant to economists and to your career planning.

On the Department's Careers & Skills online portal, you can find many useful resources tailored to the needs of Economics students. This includes:

- Information on a range of exciting job roles across many sectors;
- Tips from past students on graduate careers and further study;
- Career-focused events featuring alumni working across a range of industries and sectors;
- Details of our annual Economics, Finance and Consultancy Fair, providing opportunities to engage with employers and explore career pathways across key sectors.
- Access to the University's central careers resources and events via Student Opportunity;
- Information about the Warwick Enterprise [https://warwick.ac.uk/fac/cross_fac/enterprise/] team and help with developing your entrepreneurial skills

In term time, you will receive an email with a Careers Bulletin, a bespoke communication listing the most important careers and job opportunities relevant to students from the Department of Economics, developed by the Careers team [<https://warwick.ac.uk/services/careers/>].

6.3 - Key skills

We have summarised the skills, experiences and knowledge we believe you will acquire from your Diploma course. Reflecting on what you have learned and planning further personal development will help you to:

- Achieve your academic and career goals
- Recognise what professional attributes you have developed
- Be prepared for searching questions from employers on applications and at interview
- Become more independent learners and critical thinkers
- Be more self-directed, self-reliant and proactive.

6.3.1 - Cognitive skills

- **Analytical thinking and communication:** Your study of Economics requires you to develop a deep understanding of often complicated issues using a variety of analytical frameworks, tools and approaches and to communicate your understanding in a variety of ways, including through verbal, graphical, mathematical and statistical techniques. You have to demonstrate your ability to understand formal analysis

and communicate your understanding through: engagement and contributions in module Support and Feedback classes and group project presentations, completion of exercise sheets, problem sets, and non-assessed essays, and through tests and formal examinations.

- **Analytical reasoning:** Some key concepts in Economics have wider significance in aiding analytical reasoning: e.g., the ceteris paribus method, counter-factual analysis, the concepts of opportunity cost, trade-offs, and comparative advantage.
- **Critical thinking:** Developing the habit of questioning received ideas, forming judgements and making evaluations, e.g. comparing Keynesian with neo-classical approaches to macro; evaluating the case for or the efficiency of government interventions.
- **Creative thinking:** e.g., if there is no model to explain some observed behaviour, we need to develop an appropriate model. Economics provides tools with which to build models of behaviour.
- **Strategic thinking:** e.g., through game theory with multi-agent decision making where payoffs depend on the endogenous actions of others.
- **Problem solving:** Knowing how to approach various types of problem, determining whether a solution exists.
- **Abstraction:** Judging how to balance simplification against ‘realism.’ Knowing how to isolate separate effects of different factors - as with marginal or ceteris paribus effects.
- **Policy evaluation:** Being aware of the policy context and also of methodological issues involved in evaluation - such as with the identification of causal effects of policy interventions.
- **Analysis of institutions:** Understanding the roles of institutions and through political economy analysis of the origins and behaviour of these institutions.
- **Analysis of incentives:** Understanding economic motivations of individuals and the limits of economic explanations.
- **Concepts of simultaneity and endogeneity:** Understanding complex inter-reactions between economic variables and behaviours.
- **Analysis of optimisation:** Understanding choice and decision-making based on analysis of the interplay of preferences, objectives and constraints.
- **Understanding of uncertainty and incomplete information:** Probability, expectation and risks asymmetric information.

6.3.2 - Subject specific and professional skills

- **Research skills:** Use of library and internet as information sources. Knowledge of how to locate relevant data, extract appropriate data and analyse and present material.
- **Numeracy and quantitative skills:** Use of mathematics and diagrams; statistical analysis of data.
- **Data-based skills:** Downloading, filtering, managing, coding and analysing data.
- **IT skills:** Word processing, spreadsheets, specialised econometric and statistical packages, drawing and equation-writing skills and internet applications.

6.3.3 - Subject knowledge and understanding

- **Economic Principles:** Knowledge and understanding of core concepts and methods in micro and macro economics.
- **Applied Economics:** Knowledge and understanding of standard economic models and quantitative techniques with application to problems arising in public policy and the private sector.
- **Economic information:** Knowledge of economic trends and patterns; understanding of problems and solutions in economic measurement.
- **Research and debate:** Familiarity with contemporary theoretical and empirical debates and research outcomes in some more specialised areas of economics. Understanding of how to approach an economic problem from the perspective of a researcher in economics.

6.3.4 - Key general skills

1. **Written communication skills:** Through submission of essays, problem sets, module Support and Feedback class work, tests, projects and examination scripts.
2. **Oral communication skills:** Through participation in module Support and Feedback classes and group work.
3. **Team work skills:** Through engagement in group project work and in module Support and Feedback classes.
4. **IT skills:** Assignments, spreadsheets and using specialised econometric and statistical packages
5. **Mathematical, Statistical, data-based research skills:** Through engagement in assignments and Support and Feedback classes

6.3.5 - Warwick Award

Warwick Award gives you the opportunity to develop vital skills to improve your employability after graduation. The Award is based around 12 core employability skills and recognises the transferable skills gained through your modules, in addition to the extra-curricular training and

co-curricular activities that you participate in at Warwick. Further details are available at Warwick Award. [<https://warwick.ac.uk/services/skills/warwickaward/>]

7 - Student Support

7.1 - Pastoral Care and Welfare

There are various sources of student support and guidance available to you within the Department and the University, but the one that you might find most easily accessible is the pastoral care system within the Department.

In the Department of Economics, there is a network of Personal Tutors (PT), and Year Tutors (YT), headed by the Senior Tutor (Dr. Amira Elasra), who works under the overall responsibility of the Director of Undergraduate Studies. Each of these roles carries specific responsibilities.

We also have Student Support and Progression Officers, Jess Proudlock and Tina MacSkimming who are available for all students based in the Department of Economics. You can find them in S1.132.

7.1.1 - Personal Tutor

The Deputy Director of Undergraduate Studies, Dr Emil Kostadinov [<https://warwick.ac.uk/fac/soc/economics/staff/ekostadinov/>], is your Personal Tutor (PT) and you can turn to them for confidential advice regarding personal or academic matters. Your Personal Tutor is an important contact with the Department and University.

Your Personal Tutor is there to help you when things are not going as well as you would like. Perhaps you have concerns about your academic work or personal development. However, your Personal Tutor is also there to talk with you when things are going well! You might like to arrange an appointment with your Personal Tutor to discuss some of the following things:

- How your modules are progressing - which subjects you enjoy and which you find more challenging, and prioritising your workload.
- Changing modules.
- Gaining feedback on your academic progress and areas that can be improved.
- Gaining feedback on your personal development, such as skills that you should develop.
- Your non-academic achievements to help your tutor write your reference.
- Concerns about application forms for internships/jobs.
- Asking about references and how to request them.
- Gaining advice on further study.

It is important that you know your Personal Tutor and that they know you, as this will enable them to provide you with much more effective feedback on your academic and personal development. By discussing your personal and academic development, as well as your future career plans, your Personal Tutor will be in a much better position to write you a reference and you will be in a stronger position having benefited from their expert feedback and advice. Your

Personal Tutor will respect any confidences (subject to University guidelines on confidentiality).

7.1.2 - Year Tutor

The main responsibility of the Year Tutor is to act in the role of a Senior Tutor for their respective year group. Your Year Tutor is the Year 2 Tutor Thomas Chen [<https://warwick.ac.uk/fac/soc/economics/staff/tchen/>] and Genevieve Jeffrey. [<https://warwick.ac.uk/fac/soc/economics/staff/gjeffrey/>] The role of each of the Year Tutors will be based on the following responsibilities:

- Any medical or personal extenuating circumstances that are affecting your ability to study and/or engage in your degree course. Any evidence should be submitted via the mitigating circumstances portal on Tabula under 'personal circumstances'.
- Any additional support that you may require from University Support Services.
- Any concerns you have over your engagement.
- Any issues relating to Departmental or University rules and regulations.
- Temporary or Permanent Withdrawal queries.
- Any problems relating to plagiarism.
- Concerns that you may not wish to raise with your Personal Tutor.

In addition to this, the Year Tutor may ask to meet with you if the Department or University has concerns about your attendance or engagement on your degree course; in particular if you are missing too many monitoring points or non-engagement at seminars.

Year Tutors may represent you in University processes, such as in the investigation of plagiarism, other sorts of cheating, exam boards and in the investigation or disciplinary committees, although more severe cases may be referred to the Senior Tutor.

The Director of Undergraduate Studies oversees the academic success of all undergraduate students. They collaborate with the Senior Tutor, Year Tutors and Student Support and Progression Officers to ensure your academic well-being. If you encounter academic challenges, they will proactively reach out to you. We will use various methods, including face-to-face meetings and Microsoft Teams calls, to schedule these meetings.

7.1.3 - Senior Tutor

Under the guidance of the Director of Undergraduate Studies, the Senior Tutor Amira Elasra has overall responsibility for the operation and design of the Personal Tutor system in Economics. The Senior Tutor also directs the Academic and Pastoral Support team involving Personal Tutors and Year Tutors, who may defer cases needing higher-level support to the Senior Tutor, particularly those in which support at a University committee, is required.

Another aspect of their role is to review cases of students with poor attendance or study records. When records identify cases of students with poor attendance or with other apparent

study problems, the relevant Year Tutor will have the responsibility of contacting students to suggest a review meeting. If a meeting is required we will use various platforms to contact you such as email and Microsoft Teams. Students might choose to involve the Personal Tutor in this discussion.

Find out more about the Senior Tutor on the [Pastoral Support webpage](https://warwick.ac.uk/fac/soc/economics/current/ug/induction/pastoral-support/) [https://warwick.ac.uk/fac/soc/economics/current/ug/induction/pastoral-support/].

7.1.4 - Daily drop-in sessions and the Academic and Pastoral Support (APS) team

Your wellbeing is important to us and we are always here to help you. If there is something troubling you, or hindering you from focusing on your studies please do make contact with our [Academic and Pastoral Support \(APS\) team](https://warwick.ac.uk/fac/soc/economics/current/ug/induction/pastoral-support/) [https://warwick.ac.uk/fac/soc/economics/current/ug/induction/pastoral-support/]. One of the members of the team will be able to discuss your concerns and signpost you to the appropriate person or service when needed. It is important to understand the mitigating circumstances process and make the department aware of any extenuating circumstances that could affect your degree course.

To support you the departmental [APS team](https://warwick.ac.uk/fac/soc/economics/current/ug/induction/pastoral-support/) [https://warwick.ac.uk/fac/soc/economics/current/ug/induction/pastoral-support/] provides twice-daily drop-in sessions where you are welcome to make an appointment to speak with one of the members of our team. The [drop-in sessions](https://warwick.ac.uk/fac/soc/economics/current/ug/resources/services-and-support/academic-and-pastoral-support/wellbeing) [https://warwick.ac.uk/fac/soc/economics/current/ug/resources/services-and-support/academic-and-pastoral-support/wellbeing] will be held during term time in the Student Welfare Support room (S0.90).

Our Student Support and Progression Officers, Tina MacSkimming and Jess Proudlock are members of the department APS team. They are here to offer pastoral support to students. They are available to discuss concerns about your ability to engage efficiently with your degree course and they will provide you advice on how to apply for mitigating circumstances or extensions. You can meet them in their sessions available through our daily [drop-in sessions](https://warwick.ac.uk/fac/soc/economics/current/ug/resources/services-and-support/academic-and-pastoral-support/wellbeing) [https://warwick.ac.uk/fac/soc/economics/current/ug/resources/services-and-support/academic-and-pastoral-support/wellbeing]. Should you need to speak to them or the APS team outside of these sessions, you can email them at economics.pastoral@warwick.ac.uk to arrange a meeting.

Please note: none of the above meetings is to be a replacement for attending your Personal Tutor meetings.

There may be times when you will experience academic or personal issues or have [mitigating circumstances](https://warwick.ac.uk/security). If you do, please consider contacting us during our working hours between 9:00am-4:00pm Monday to Thursday and 9:00am-3:00pm on Fridays. We are here for you. If you are on campus and require out-of-hours emergency help please contact [Community Safety](https://warwick.ac.uk/security) [https://warwick.ac.uk/security] on 024 7652 2222 or read the [emergency contact information](https://warwick.ac.uk/services/wss/students/emergency_contacts/) [https://warwick.ac.uk/services/wss/students/emergency_contacts/].

The University has a very detailed webpage describing how Warwick operates its welfare system. It is important to make yourself familiar with all the services available to you: [Wellbeing Support Services](#)

7.2 - Additional Departmental support

If you are unsure about something, it is always best to talk to someone about it. There are a range of different people available to have such a conversation with, depending on your situation and who you feel comfortable talking to in the first instance.

7.2.1 - Academic Lecturers and Advice and Feedback Hours

The lecturers who will be providing your lectures within each of your modules are there to provide you with guidance on their subject area. You may only see them for an hour per week. However, every member of the academic staff has two advice and feedback hours per week. You should make use of these as a means of clarifying any areas of confusion within previous lectures or to discuss future topics. You can also use them to discuss areas that you both find interesting. You should always ensure you are prepared for your lecturer's advice and feedback hours.

You shouldn't be using them as a means of asking the lecturer to repeat the lecture but should attend them with specific questions or areas of confusion that you would like clarification on.

7.2.2 - Module Support and Feedback Class Tutors

For core modules, you will have small module Support and Feedback classes with tutors, who go over topics within your module in much more detail than in lectures. These are essentially a feedback session and should be used as such. You are in much smaller groups than in lectures, so this is a good opportunity to discuss questions and concepts and receive feedback on your approach to problems and understanding key concepts. These tutors also have advice and feedback hours every week during term time.

Module Support and Feedback classes allow for more informal, less scripted interaction and occur. Each of these classes is managed by a tutor who will:

- invite you to raise problems
- provide feedback on your understanding of the material
- lead discussion
- invite you to lead the discussion, usually after some preparation
- assign and grade coursework
- record your attendance, participation and marks
- offer you any individual advice, in or out of the module Support and Feedback class.

It is important that you take the opportunity now to clarify any areas of confusion and develop your understanding of the topics by further reading and discussion with your peers and tutors.

7.3 - Other on-campus support services

There is a comprehensive network of support and welfare services available to support you in times of difficulty. There is often more than one service which may be able to help, and services work together to ensure that any problems are dealt with swiftly and effectively.

Wellbeing Support Services [<https://warwick.ac.uk/services/wss>] acts as a hub for all the different support services. You can visit them if you have a problem, query or difficulty, but aren't quite sure who can help. Wellbeing Support Services will help where they can and refer you on to other more specialised services where relevant.

7.3.1 - Dean of Students Office

The Dean of Students Office [<https://warwick.ac.uk/services/dean-of-students-office/>] plays an important role in the student learning experience at Warwick comprising of academic and professional services staff and students working in close partnership, with strategic leadership of academic support, through the personal tutoring system and the University's Inclusive Education approach.

7.3.2 - The University Counselling Service

The University Counselling Service provides an opportunity for all students at any level and at any time of study at the University of Warwick to access professional therapeutic counselling so that you may better develop and fulfil your personal, academic and professional potential. There are a wide variety of services, including individual counselling, group sessions, workshops and email counselling.

t: +44 (0)24 7652 3761 or internal extension 23761 and speak to one of the University Counselling Service Administrators.

w: warwick.ac.uk/counselling [<http://go.warwick.ac.uk/counselling>]

e: counselling@warwick.ac.uk

If you are on campus and require out-of-hours emergency help please contact Community Safety on 024 7652 2222 or read our [emergency contact information](#).

7.3.3 - Disability Services

Wellbeing Support Services work to help you with disabilities, such as hearing and visual impairments, dyslexia, dyspraxia, dyscalculia, AD(H)D, dysgraphia, mobility impairments, Autistic Spectrum Disorders, and 'unseen' disabilities such as asthma, epilepsy and diabetes and any other conditions to address barriers to study.

Disability Services can help make reasonable adjustments to facilitate study and provide advice and specialist services to you.

t: +44 (0)24 7615 0641 or internal extension 50641

w: warwick.ac.uk/disability [<http://go.warwick.ac.uk/disability>]

e: disability@warwick.ac.uk

7.3.4 - The Residential Community Team

All students who have accommodation on campus have access to the Residential Community Team [<https://warwick.ac.uk/services/rescommunity/>] (RCT), a peer support service, consisting of current Warwick students.

7.3.5 - The Chaplaincy

If you need space to reflect in the midst of a busy academic life, you can find it at the Chaplaincy [<http://warwick.ac.uk/chaplaincy>]. It's a place of safety, care and encounter for anyone who would appreciate a quieter space and the support of the Chaplains.

7.3.6 - The University Mental Health Advisors

The Mental Health Advisors work within Wellbeing Support Services and are available to provide you with mental health difficulties with advice, information and support as needed to facilitate academic work and participation in University life. All communication is confidential and informal. You are encouraged to disclose your mental health issues either at enrolment or at any time afterwards so that they can actively take part in how best to manage any difficulties that may arise.

To arrange an appointment with a Mental Health Advisor, please visit their Wellbeing Support Services and make contact through the online portal:

w: Wellbeing Support Services [<https://warwick.ac.uk/services/wss>]

e: mentalhealth@warwick.ac.uk

7.3.7 - The Health Centre

The University Health Centre [<https://www.uwhc.org.uk/>] is situated in the heart of the campus serving students who live on campus or within the catchment area. Students must be registered in order to use the Health Centre services. If you are living off-campus and are not able to register with the health centre, you can locate your nearest GP by visiting: www.nhs.uk.

7.3.8 - The Students' Union Advice Service

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

7.3.9 - The Student Funding Team

The Student Funding Support [<https://warwick.ac.uk/services/wss/funding/>] team offers information, advice and guidance on all aspects of financial support. This includes government grants and loans, and undergraduate scholarships and bursaries provided directly by the University to students. The team administers a number of the University's hardship funds to students and can provide budgeting advice.

7.3.10 - Student Visa Advice and Mobility

Student Visa Advice [<https://warwick.ac.uk/study/international/visa/>] has a team of qualified advisers to assist you on all immigration and related matters (including student visas and travel

overseas), working closely with other University and Students' Union services to offer induction and generalist support with welfare matters and crises.

The Student Mobility team

[<https://warwick.ac.uk/services/studentopportunity/studentmobility>] offer opportunities for post-study work. There are also regional specialists including a team that administers student exchange/study abroad programmes. More information on the opportunities can be found here.

[<https://warwick.ac.uk/services/studentopportunity/studentmobility/studyabroad/opportunities/interest/>]

7.3.11 - Community Safety

The Community Safety [<https://warwick.ac.uk/services/community-safety/>] team works 24 hours a day, 365 days a year to support the University community by ensuring there is a safe, secure and friendly environment for students, staff and visitors. **Students should always call Community Safety for emergency response requirements. You can phone the Community Safety team on 024 7652 2083. In an emergency on campus, phone 024 7652 2222.**

7.4 - The University Library

The Library [<https://warwick.ac.uk/services/library/>] is open 24 hours a day, 7 days a week during term-time and provides a range of study spaces and information resources to support your studies at Warwick. There is a Help Desk available from 8.00am to 8.00pm.

The Help Desk is located on the 1st floor of the library and is open 8am to 8pm Monday to Sunday. You can contact library staff in person, by telephone or email, for all general library enquiries. Jackie Hanes, the Research and Academic Support librarian for Economics, is also available to help you with library, research and referencing matters. She is available 9am to 5pm Monday to Friday, and can also be contacted by telephone, email or MS Teams chat, and you can book a 1-2-1 appointment.

Additional study and social space for postgraduate students is available in the Postgrad Hub [<https://warwick.ac.uk/services/library/pghub/about/>] at The Junction. The Postgrad Hub is open from 8am to 10pm Monday to Sunday and you will need your university ID card to access the space.

Library Contacts

General library contacts		Economics library contacts	
Web:	https://warwick.ac.uk/services/library/	Web:	https://warwick.libguides.com/economics/
Email	library@warwick.ac.uk	Email	jackie.hanes@warwick.ac.uk
	:		:
Tel:	+44 (0)24 7652 2026	Tel:	+44 (0)24 7657 2588

All new students receive an introduction to the library during welcome week. There is also an online library induction programme, [New Users](https://warwick.ac.uk/services/library/using/help/new-users/) [https://warwick.ac.uk/services/library/using/help/new-users/], which includes virtual and self-guided library tours, and training on how to use reading lists and find books and journals.

Most modules have an online reading list, which is available via Moodle or directly from [Talis Aspire](http://readinglists.warwick.ac.uk/) [http://readinglists.warwick.ac.uk/]. You can link directly from your reading list to library resources. You can use [Library Search](https://warwick.ac.uk/services/library/) [https://warwick.ac.uk/services/library/] to access the full range of library books, journals and databases and your [My Library Account](https://warwick.summon.serialssolutions.com/#!/) [https://warwick.summon.serialssolutions.com/#!/] to request and renew library books.

The library's [Subject Guide](https://warwick.libguides.com/economics/home) [https://warwick.libguides.com/economics/home] includes recommended books, journals and databases for economists, sources of economic data and statistics, and guidance on academic skills, referencing and research support.

The library provides access to many specialist resources for economists including The Economist and Financial Times digital newspapers, and company and financial databases including Capital IQ, Fame, Orbis, Finaeon, Statista and LSEG Workspace. The economics librarian can help you access and use specialist economics databases.

7.5 - Information and Digital Group (IDG) Services, Software and Bloomberg

You can find essential guidance on getting started with university IT services by visiting the [Student IT Induction](https://warwick.ac.uk/services/idg/learning-resources/knowledge/student-it-induction/) [https://warwick.ac.uk/services/idg/learning-resources/knowledge/student-it-induction/] website. Information and Digital Group (IDG) provide a dedicated Service Desk to assist with IT-related issues and have a drop-in centre on the first floor of the library. They also provide guidance and links to free [anti-virus software](https://warwick.ac.uk/services/idg/services-support/software/antivirus-latest/) [https://warwick.ac.uk/services/idg/services-support/software/antivirus-latest/] to help keep your computer safe. They operate many [open access areas](https://warwick.ac.uk/services/idg/services-support/work-areas/) [https://warwick.ac.uk/services/idg/services-support/work-areas/] where you can use computers connected to the network and internet and this also provides access to printers. Further information on how to contact IDG can be found at [services/idg/services-support](https://warwick.ac.uk/services/idg/services-support/). [https://warwick.ac.uk/services/idg/services-support/]

There is a wide range of software for economists, beyond Microsoft Office, email and web browsers, including Stata and SPSS. You will be given appropriate guidance on software use. It is very important that you download and have access to [Stata](https://warwick.ac.uk/services/idg/services-support/software/list/stata/) [https://warwick.ac.uk/services/idg/services-support/software/list/stata/]. All software available to students at Warwick can be found in the IDG [software list](https://warwick.ac.uk/services/idg/services-support/software/list/). [https://warwick.ac.uk/services/idg/services-support/software/list/]

The Department has two Bloomberg Terminals located in room S0.55, which Economics students can book after completing the Bloomberg Market Concepts (BMC) e-learning Course. They provide access to current and historical financial information in a range of areas for both international and domestic markets, as well as company profiles and financial statements, analysts' forecasts and news on worldwide financial markets. All information can be found [here](#)

[<https://warwick.ac.uk/fac/soc/economics/current/shared/bloombergbookings/?start=20072026&view=week&selectedResource=8a1785d77771aabe01778b98872f381f>].

If you have specific problems relating to the computers or printers in the Department you should contact the Department's Computer Support Staff via economics.it@warwick.ac.uk.

7.6 - General information

7.6.1 - Dignity at Warwick

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

All staff and students have the right to be treated fairly, a responsibility to encourage a culture of dignity and respect and to challenge inappropriate behaviour. It is expected that we all contribute to ensuring that the University continues to be a safe, welcoming and productive environment, where there is equality of opportunity, fostered in an environment of mutual respect and dignity.

We are all responsible for ensuring that individuals do not suffer any form of harassment or bullying. We encourage the constructive discussion of differences of views and to raise issues with the relevant individuals before they escalate.

The [Behaviour Misconduct Regulations](https://warwick.ac.uk/services/conduct-and-resolution/regulations/) [https://warwick.ac.uk/services/conduct-and-resolution/regulations/] outlines unacceptable behaviours. If you experience an incident(s) of sexual misconduct, bullying, harassment, discrimination, or hate crime, please tell us what happened via secure and confidential online platform called '[Report + Support](https://reportandsupport.warwick.ac.uk/)' [https://reportandsupport.warwick.ac.uk/]. You can report anonymously or speak with an advisor. If you submit a report to speak to an advisor, a specially trained Liaison Officer will contact you within 2 University working days.

On enrolment all students at the University of Warwick are asked annually to agree to our [Warwick Values](#) and complete the [Student Conduct: what you need to know](#) Moodle course.

7.6.1.1 - Diversity and values within the department

We have a commitment within the Department of Economics to embed our key principles into our work and study environment. We aim to foster an environment of respect and inclusion in which all staff perform to the highest standard and students are able to enjoy a world-class learning experience.

Our key principles are:

- Respect: everyone within our community has the right to be treated with dignity and respect, regardless of any protected characteristics.
- Integrity: we are guided by the principles of integrity, fostering an open and positive environment that is inclusive to all.

- Accountability: we have a personal responsibility to commit to these values and hold ourselves accountable to our words and actions.

For more information about our diverse and inclusive community and to watch a video produced by our staff and students explaining our set of values within the Department of Economics, please visit our [Diversity and Values webpage](https://warwick.ac.uk/fac/soc/economics/about/diversity/) [https://warwick.ac.uk/fac/soc/economics/about/diversity/]

7.6.2 - Health and Safety

To feel and stay safe on campus, please familiarise yourself with some guidelines that the Community Safety team have provided for students on the [Community Safety](https://warwick.ac.uk/services/campus-security/about/) [https://warwick.ac.uk/services/campus-security/about/] website. It offers advice on how to stay safe in your student home on and off campus, and how best to protect your property. You will also find details of who you need to call when in need of help.

You are strongly advised to download the 'SafeZone' [https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwarwick.ac.uk%2Fservices%2Fcommunity-safety%2Fsafezone%2F&data=05%7C02%7CC.Andrews%40warwick.ac.uk%7Cfc6d96c707174cdff04708ddebb92a86%7C09bacfbd47ef446592653546f2eaf6bc%7C0%7C0%7C638925902690283839%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIAlaOiJXaW4zMilslkFOljoITWVpbGlzIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=MdViOE52RfNkfj5TG9zIZGyfoA0gxqC7yCNUtX06pSE%3D&reserved=0]' App to your phone which connects you directly to campus safety and support teams in real time if needed while on campus.

The Social Sciences building is open 07:00 – 22:00 everyday. These hours apply to all work rooms in Economics and therefore rooms must be vacated outside of these hours. If you would like to continue working after this time, the Library across the road is open 24 hours a day. Please may we remind you, for your wellbeing, it is good to take regular breaks. We would also like to make you aware of the Social Sciences [lone working policy](https://warwick.ac.uk/fac/soc/economics/intranet/governance/policies/fss_lone_working_procedure_-_final.pdf) [https://warwick.ac.uk/fac/soc/economics/intranet/governance/policies/fss_lone_working_procedure_-_final.pdf]. We ask you not to leave personal belonging unattended in any of the study rooms at any time.

Everyone in the Department must comply with appropriate legal requirements and University requirements as laid down in the [University's Health and Safety Policy](https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy) [https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy].

The Head of Department holds the ultimate responsibility for health and safety within the Department, but delegates elements to the Director of Operations, Sarah Duggan, whose roles include that of the Department Health and Safety Officer (DHSO).

You should inform the DHSO of any situation that you consider a real or potential hazard or shortcomings in health and safety arrangements. The situation will be added to our risk register, the risk evaluated, and reasonably practicable measures should be put in place to eliminate or reduce the risk.

We will make suitable arrangements for health and safety within the limits of available financial and physical resources. Any relevant information on health and safety will be communicated to people in the Department.

Information on fire evacuation procedures, first aid and emergency contact details can be found on laminated notices in all rooms allocated to the Department. You should also familiarise yourself with the evacuation procedure for other buildings on campus where you have lectures and classes.

7.6.3 - Student Data

Student Privacy Notice

The University of Warwick is committed to protecting the privacy and security of your personal data. We ask you to read the [Student Privacy Notice](https://warwick.ac.uk/services/legalandcomplianceservices/dataprotection/privacynotices/student-privacy/) [https://warwick.ac.uk/services/legalandcomplianceservices/dataprotection/privacynotices/student-privacy/] carefully as it contains important information on who we are, how and why we collect, use and share personal data, your rights in relation to your personal data and on how to contact us and supervisory authorities in the event that you have a query or complaint.

Statement on use of Student Data

The Department of Economics believes that the investigation of student data is integral to the success of our students and the development of the programmes we provide. As a quantitative discipline, the department values the appropriate, secure, and accurate use of these records to inform internal policies related to the academic success and wellbeing of students.

Engagement with student records forms a central part of the administrative roles held by professional services and academic staff. As always, our goal is to do so in accordance with university's policies on data sharing and privacy, which fall within the GDPR guidelines.

In addition to these standard uses, we analyse individual-level student data using appropriate statistical methods to better understand the engagement and performance of our students. This research often requires us to combine records from a range of official repositories. For example, we may match demographic information with pre-university student characteristics (e.g., secondary school qualifications) and academic performance to better identify and understand inequalities within our programmes. We also try to measure engagement with educational resources, such as class attendance and usage of online material, to better understand the relationship between effort and attainment.

When doing so, the focus is never on the individual student, but rather the distributions of key variables and correlations between them. This practice of data-usage has helped us target our resources better by first identifying shortfalls in the provision of our programmes. It has also provided important insights into the usage of resources we provide and how this translates into academic success.

We encourage students to participate in data collection exercises. We actively promote participation in the National Student Survey, the results of which play an important strategic role within the department. We also run internal surveys to measure key variables that are not captured in administrative records; for example, student expectations and well-being.

To better promote the academic success and well-being of our students, we need to measure and analyse these outcomes. As a department, we aim to do so in a manner that is transparent and preserves the privacy of all students. We therefore encourage all students to engage with the department in this process and welcome any queries.

7.6.4 - Policies and regulations

- Warwick Student Community Statement
[<https://warwick.ac.uk/quality/categories/wscs>]
- Children and Young People
[<https://warwick.ac.uk/services/healthsafetywellbeing/guidance/childrenandyoungpeople>]
- Data Protection Regulation
[<https://warwick.ac.uk/services/legalandcomplianceservices/dataprotection/>]
- Personal Conflicts of Interest Policy
[<https://warwick.ac.uk/services/humanresources/internal/policies/conflictinterest>]
- Feedback and Complaints [<http://warwick.ac.uk/studentfeedbackandcomplaints/>]
- Smoking Policy
[<https://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy>]
- Examination and Assessment Policies
[<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/>]
- Policy on the Timing of the Provision of Feedback to Students on Assessed Work
[<http://warwick.ac.uk/quality/categories/examinations/assessmentstrat/assessment/timeliness>]
- Moderation Guidance
[<http://warwick.ac.uk/quality/categories/examinations/moderation>]
- Proofreading Policy
[https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/v_p_proofreading]
- Regulation 8 Regulations for First Degrees
[https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg8to8_5_1/]
- Regulation 10 Examination Regulations
[<https://warwick.ac.uk/services/gov/calendar/section2/regulations/examregs>]

- Regulation 11 Academic Integrity
[https://warwick.ac.uk/services/gov/calendar/section2/regulations/academic_integrity]
- Regulation 23 Student Disciplinary Offences
[<https://warwick.ac.uk/services/gov/calendar/section2/regulations/disciplinary/>]
- Regulation 31 Regulations governing the use of Information Management, Security and Records Management
[<https://warwick.ac.uk/services/gov/calendar/section2/regulations/computing>]
- Regulation 36 Regulations Governing Student Registration, Attendance and Progress
[<https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress>]
- Rules for Award
[<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/rulesforaward25-26/>]

The information in this Handbook was correct at the date of publication. Changes may be made during the academic year where appropriate. Teaching staff (or their availability) and departmental facilities do sometimes vary, or become unavailable, for reasons beyond the University's control. Where this happens, the University will ensure the minimum of disruption and will ensure that the expected standard of education is maintained. Statements of departmental policy are made in good faith and are an honest attempt to describe current practices, but they do not replace entries in University regulations. In the event of uncertainty the University Calendar and Regulations take precedence.