

Economics at Warwick

Diploma Handbook

2017/2018

WARWICK

ECONOMICS

Welcome to the Department of Economics

Welcome from the Department of Economics. In choosing to undertake your Diploma course with us, you are now part of one of the very best Economics departments in the UK, and you will find your time here to be exciting, challenging and rewarding. Our aim is to ensure that not only will you graduate with a Diploma, but that you will reach your full potential during your time here. 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.

For students continuing their studies to postgraduate level, we offer an unbeatable combination of strong core studies, an exceptionally wide array of specialist options that are available in few other universities, and the value of conducting academic research with the guidance of experts.

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.

In less than 50 years we established ourselves at the forefront of both economic research and education in the UK and beyond. Our research is continuing to yield new and cutting-edge insights to enhance growth, opportunity and wellbeing worldwide. Our innovative curriculum across both our undergraduate and postgraduate programmes provides an outstanding training in economics which is both intellectual and professional. Our research rankings underscore our position in the top tier of the discipline's research engines in the UK. In the most recent Research Excellence Framework (REF), we were ranked joint second nationally for the percentage of research classified as either 'world leading' or 'internationally excellent', and this world-leading research informs our postgraduate teaching.

Recently we were ranked third out of all UK university economics departments in The Complete University Guide 2017. We were also ranked 25th in the world in the QS World Subject Rankings 2017.

We are also very proud of our global outlook, which informs the subject matter of much of our teaching. Our diverse student cohort means that you will build a network of contacts from around the world.

We wish you every success and encourage you to engage fully with everything on offer in the Department and the University.

Department of Economics

Welcome

from the Diploma Course Director

We would like to welcome you to the Diploma in Economics at Warwick. We hope you find the programme to be interesting and rewarding and your time here to be enjoyable and worthwhile.

This booklet describes the Diploma in Economics. Some of you are taking the programme as a one-year course (L1P5) in its own right and some are taking it as the first year of a two-year programme (L1PA) leading to a Master's degree in Economics, Economics & International Financial Economics or Behavioural and Economic Science (Economics Track).

This handbook is intended as a reference guide for all students, covering all aspects of the programme. You should read it and refer to it if you have any questions. We hope that we have covered all the points that should be included.

The Diploma is a one-academic-year programme consisting of approximately nine months of coursework leading to examinations in the Summer Term. I 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 I will also act as your personal tutor.

Study Skills

As graduate students you will already have acquired study skills. However, there is always room for improvement. If you would like advice on any aspect of your studies you should consult me, seek advice from the University Senior Tutor's office or undertake some self-help by reading:

Cottrell, S. 2008. *The Study Skills Handbook*

Creame, P. and Lea, M.R. 2008. *Writing at University: A Guide for Students*

Fairbairn, G.J. and Fairbairn, S. 2001. *Reading at University: A Guide for Students*

Race, P. 2007. *How to Get a Good Degree: Making the Most of Your Time at University*

Rowntree, R. 1998. *Learn How to Study*

English Language

If English is not your first language and you wish to improve or are having problems, consult the Centre for English Language Teacher Education. View a list of the in-session courses that are provided at: www.warwick.ac.uk/fac/soc/al/study/learn-english/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 (see page 31 for more information). I wish you all a rewarding and successful time studying in the Department of Economics.

Roberto Pancrazi

Diploma Course Director
Department of Economics
University of Warwick



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Introduction to 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, in the UK. We have an academic staff of around 75, including 25 professors and approximately 1,200 undergraduate students and 300 postgraduates. We are international in terms of both the staff and student body.

Both economics research and teaching emphasise modern economic analysis and quantitative methods. These have been key underpinnings of our work since inception. We design and deliver top-quality courses which will enable you to achieve high levels of learning through suitable teaching methods; excellent learning resources; appropriate monitoring of your progress; rigorous assessment and the provision of effective feedback. These elements are combined to promote your academic development.

Teaching is at the core of the work we do in the Department. We are proud of our teaching record and of our students' achievements. The design and teaching of our courses benefit greatly from the input of leading scholars with international reputations based in the Department. Drawing on the expertise of our staff, the teaching is research-led and amongst the highest standards in the field. We actively encourage you to fully engage with the learning process to enhance your educational experiences.

We host prominent research centres, such as CAGE and CRETA. These centres focus on how people, businesses and nations can compete effectively in the global economy; on enhancing the understanding of economic theories that address our real-world dilemmas and on analysing the decision making which lies at the heart of all economic pursuits.

Mission statement

One of our key objectives is to provide a research-informed and research-led teaching environment. We seek to equip you with key research skills and understanding. Key aspects include:

- ▶ Economics as a discipline - to provide you with a structured, cumulative and rigorous foundation in economic concepts, analysis, techniques and knowledge including, as appropriate, access to the outcomes of current economic research.
- ▶ Economics with other disciplines - to encourage links between economics and cognate disciplines in order to equip you with the ability to take different perspectives and draw on a range of knowledge when tackling issues. In particular, our degree courses link with mathematics, finance, business studies, history, political science, international relations, philosophy and psychology.
- ▶ Problem-solving and policy implication - to promote understanding of national and international economic problems, policies and decision-making set within an appreciation of their political, social and historical contexts.
- ▶ Responding to employability needs - to meet national and international demands for high-quality graduates.
 - ▶ in particular fields of employment, research and further study for which specialised training in economics is required.
 - ▶ in broader fields of employment requiring generic and subject-specific skills, including analysis, critical thinking and quantitative skills.

Responding to your aspirations in terms of:

- ▶ studying in a supportive and intellectually challenging environment.
- ▶ developing your capacity to learn.
- ▶ acquiring both subject-specific and generic skills.



What we expect from you

In order to meet your full potential, the Department of Economics (which incorporates both the staff and your peers) has certain expectations of you – and in return you should expect us to deliver on key activities.

University Regulation 36 lays down the expectations of students concerning Registration, Attendance and Progress (www.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress).

We expect you to engage with your studies and actively participate in departmental activities and events. We expect you to attend lectures and module Support and Feedback classes where attendance is compulsory. Should your attendance fall below required standards we will contact you and take actions where necessary.

Engaging with your study

In Economics, in order to get the most out of your time here, we encourage you to be fully engaged with your course and to try to achieve the highest academic standards you can.

'Engagement' in this sense means several things, including:

- ▶ preparing for lectures and module Feedback and Support classes as advised by your teaching staff.
- ▶ attending and actively participating in all lectures and Feedback and Support classes.
- ▶ meeting your monitoring points, as set out in section 2.4.
- ▶ making the most of opportunities to discuss your studies with teaching staff.
- ▶ meeting your personal tutor.
- ▶ supporting each other's learning and development through acting as a Mentor or a member of the SSLC.
- ▶ submitting your assessments on time.
- ▶ attending your tests and exams.
- ▶ adhering to University and Departmental regulations and seeking guidance when unclear.
- ▶ using your initiative and asking for help when necessary at the earliest opportunity.

We strongly believe that each student can contribute to the learning progress made by others - this is a further reason for encouraging attendance, participation and engagement.

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 our role 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 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 module Feedback and Support classes.
- ▶ lecture notes will normally be available. If notes can be collected prior to or after a lecture, you should be made aware of when and where this can be done. Lecture notes may not be provided in cases in which, for example, a lecture follows further reading material very closely.
- ▶ a well-prepared lecture that has the aim of engaging you and encouraging participation in discussion beyond the lecture.

If module Support and Feedback classes form part of the teaching of the module, the material should be related to the module syllabus and 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 module Feedback and Support 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 offer advice on all matters relating to the relevant module.
- ▶ all tutors to be available in their office for two hours per week in term time to offer advice and feedback.

Term dates and teaching weeks

Term dates

2017/18	
Autumn Term:	Monday 2 October 2017 – Saturday 9 December 2017
Spring Term:	Monday 8 January 2018 – Saturday 17 March 2018
Summer Term:	Monday 23 April 2018 – Saturday 30 June 2018
2018/19	
Autumn Term:	Monday 1 October 2018 – Saturday 8 December 2018
Spring Term:	Monday 7 January 2019 – Saturday 16 March 2019
Summer Term:	Monday 24 April 2019 – Saturday 29 June 2019
2019/20	
Autumn Term:	Monday 30 September 2019 – Saturday 7 December 2019
Spring Term:	Monday 6 January 2020 – Saturday 14 March 2020
Summer Term:	Monday 20 April 2020 – Saturday 27 June 2020

Teaching weeks

We use a numbering system to cover the main teaching weeks during the year. Week 1 of the Autumn Term starts on Monday 2 October and the term then runs for 10 weeks. The Spring Term runs from week 15 – 24 and Summer Term is from weeks 30 – 39.

Term dates

Autumn Term		Spring Term		Summer Term	
Week	Commencing	Week	Commencing	Week	Commencing
1	2 October	15	8 January	30	23 April
2	9 October	16	15 January	31	30 April
3	16 October	17	22 January	32	7 May
4	23 October	18	29 January	33	14 May
5	30 October	19	5 February	34	21 May
6	6 November	20	12 February	35	28 May
7	13 November	21	19 February	36	4 June
8	20 November	22	26 February	37	11 June
9	27 November	23	5 March	38	18 June
10	4 December	24	12 March	39	25 June
Christmas vacation		Easter vacation		Summer vacation	

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

- ▶ Monday, Tuesday, Thursday – 8am – 7pm
- ▶ Wednesday – 8am – 1pm
(Wednesday afternoons are set aside to enable UG students to participate in sporting activities)
- ▶ Friday – 8am – 6pm

If you have a lecture or module Support and Feedback class scheduled between these times, you are expected to be available to attend. In addition, assessments such as tests may be set at any of these times and where possible we will add dates to the Tabula timetable. More details will follow on the University's IT system, Tabula.

In practice, teaching sessions normally 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. You should make every effort to be there on the hour so teaching can start promptly; find out more information on the timetable policies (www.warwick.ac.uk/services/centraltimetabling/policy).

For other key dates and departmental events please see our website (www.warwick.ac.uk/economics).

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 **S0.98**

S = Social Sciences building

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

.98 = the room number

Lectures and module Support and Feedback classes take place in a variety of places across campus, so make sure you keep a campus map handy. The Warwick interactive campus map (www.warwick.ac.uk/about/visiting/maps/interactive) 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 on time.

Key sources of information

Many of your questions can be answered by looking on the Department website (warwick.ac.uk/economics), where you will find the electronic version of the Handbook, module webpages, the Economics Hub with access to all resources and departmental news and announcements, and many other useful pieces of information.

Another key source of information is Tabula (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 can't find what you are looking for online, or you need to speak to someone, you can find the key contacts below.

The Undergraduate (UG) Office

Your first point of call for most initial enquiries is the Undergraduate (UG) Office, headed by the Undergraduate Teaching and Learning Manager and supervised by the UG Office Coordinator and Wellbeing Officer, Ann Simper, who is also the Welfare Officer, with a responsibility for student wellbeing.

If you have questions about your timetable or problems with clashes, you should go to the UG Office. The UG Office is a friendly place to go for a chat and they can help you answer most questions, so it's a good resource.

If you have medical evidence that needs submitting, you should go there to do it; assignments that need submitting (non-electronic) are also handed in to this office. If you have a question about departmental procedures, such as requesting unusual options, deadline extensions, appealing against a coursework mark, etc., please check the website first. If you cannot find an answer to your query, you should contact the UG Office. If you are unwell and hence feel unable to attend a Feedback and Support class, you must fill out a self-certification form, which can be collected from the Medical Centre or online via the Health & Wellbeing pages of the University's intranet. This then needs handing into the UG office and, provided you have been able to supply the medical evidence, your absence can be condoned.

If you are ever in doubt about who to contact regarding an issue and have not been able to find the relevant information on the website, then the UG office is a good place to start.

Room: S0.98 (Open from 8:00am - 4:45pm, Monday - Thursday and 8:00am - 3:45pm on Friday)

☎ **+44 (0) 24 765 23933**

✉ economics.ugoffice@warwick.ac.uk

The Director of Undergraduate Studies

The Director of Undergraduate Studies is responsible for overall implementation of our academic policies in relation to undergraduate teaching. The Director of Undergraduate Studies is also responsible for making decisions or recommendations in cases involving individual undergraduate students. They additionally have the responsibility of enhancing your experience.

Name: Professor Elizabeth Jones

Room: S2.120

☎ **+44 (0) 24 765 23040**

✉ Elizabeth.H.Jones@warwick.ac.uk

The Undergraduate Teaching & Learning Manager

The Undergraduate Teaching & Learning Manager is a member of the administrative team responsible for the administration of undergraduate degree courses, including modules, course transfers, student support, and coursework extensions.

Name: Delphine Christie

Room: S0.96

☎ **+44 (0) 24 765 23404**

✉ delphine.christie@warwick.ac.uk

Your Personal Tutor

You will be allocated a Personal Tutor (PT), a member of academic staff to whom you can turn for advice regarding academic or personal matters. Your personal tutor is the Diploma Course Director. Your Personal Tutor can also signpost you to more appropriate sources of personal support and guidance within the University.

Name: Roberto Pancrazi

Room: S1.125

☎ **+44 (0) 2475 150587**

✉ R.Pancrazi@warwick.ac.uk

Academic staff with responsibility for undergraduate students

Professor Jeremy Smith, Head of Department
The Head of Department has overall responsibility for managing the Department of Economics.

Room: S2.124

 +44(0) 24765 23336

 jeremy.smith@warwick.ac.uk

Professor Robin Naylor, Director of Studies

Room: S2.123

 +44(0) 24765 23529

 robin.naylor@warwick.ac.uk

Professor Elizabeth Jones, Director of Undergraduate Studies

Room: S2.120

 +44 (0)24 765 23040

 elizabeth.h.jones@warwick.ac.uk

Dr Roberto Pancrazi, Diploma Course Director

Room: S1.125

 +44 (0) 2475 150587

 R.Pancrazi@warwick.ac.uk

The Quality Assurance Manager

The Quality Assurance Manager is responsible for the management of quality assurance processes in the Department. The Quality Assurance Manager works closely with the Undergraduate Teaching & Learning Manager and key duties include: management of information for students; committee management and management of quality assurance policies and processes affecting the degree courses.

Name: Kelly Taylor

Room: S0.94

 +44 (0) 24 765 28415

 K.E.Taylor@warwick.ac.uk

Exams Coordinator

If you have a particular concern regarding examinations, then your query should be referred to the Exams Coordinator. In the first instance you might wish to speak with your Personal Tutor or Year Tutor about such a concern and they can always forward you on to the appropriate person.

 examscoordinator@warwick.ac.uk

The Directors of Academic and Pastoral Support (DAPS)

DAPS are responsible for the personal tutor system, convening the Undergraduate Student-Staff Liaison Committee and overseeing the Year Tutors.

If you have a concern or problem that is perhaps more serious, it is a good idea to go straight to the DAPS. You can, of course, discuss any problems with your Personal Tutor, but they may feel that because of the nature of your concern, the DAPS are in a better position to offer advice. As such, your Personal Tutor may refer you to the DAPS who will be able to offer help and advice or point you in the direction of other people and services within the University. The DAPS will respect any confidences (subject to University guidelines on confidentiality).

Things you may need to discuss with the DAPS include:

- ▶ Illness that is affecting or might affect your coursework, tests or exams.
- ▶ Family or personal circumstances that are affecting or might affect your coursework, tests or exams.
- ▶ Problems with managing your workload, which are starting to cause you anxiety.

Dr Michela Redoano, Director of Academic Pastoral Support

Room: S2.106

 +44 (0)24 765 23070

 economics.daps@warwick.ac.uk

Dr Christian Soegaard, Director of Academic and Pastoral Support

Room: S2.125

 +44 (0)24 761 51421

 economics.daps@warwick.ac.uk

Year Tutor

There is at least one Year Tutor for each academic year, with the responsibility of overseeing the personal tutor system for their respective year groups. Your Year Tutor is the Year Tutor for Second Year students.

The main responsibility of the Year Tutors is to act in the role of a senior tutor for their respective year groups. Thus the role of each of the Year Tutors will be based on the following responsibilities:

- ▶ any medical or personal circumstances that are affecting your ability to study and/or engage in your degree course. Any evidence should be submitted to your Year Tutor.
- ▶ any additional support that you may require from University Support Services.
- ▶ any concerns you have over your attendance.
- ▶ 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. The Director of Undergraduate Studies has overall responsibility for the academic progress of all Undergraduate Students and the Directors of Academic and Pastoral Support and the Year Tutors will work with him/her and be involved pro-actively in making contact with students who appear to be experiencing difficulties.

Year Tutors may represent you in University processes, such as in the investigation of plagiarism, other sorts of cheating and in investigating or disciplinary committees, although these cases may be referred to the Directors of Academic and Pastoral Support in more severe cases.

Who to contact and when

If you have a query:

1. Check the Economics website:
www.warwick.ac.uk/economics
2. Check the Diploma Hub page:
www.warwick.ac.uk/fac/soc/economics/current/dip/resources
3. Check the Diploma Handbook:
www.warwick.ac.uk/fac/soc/economics/current/dip/handbook
4. Contact the UG Office who can answer your query or put you in touch with the right person.

Contact your module Support and Feedback class tutors about the material covered in a module. If there is something you do not understand, you should first speak with your class tutor in his/her Advice and Feedback hours and they will be able to offer you the help you need. It is important to note here that allocations of students to module Support and Feedback classes are determined by the UG Office and your **class tutors do not have the authority to permit you to change groups. They cannot grant extensions to assignment deadlines or give permission for absences from tests or module Support and Feedback classes.** Your tutors can offer advice on assignments and may also be involved in the marking of assignments and tests and the provision of individual feedback on such assessments.

Contact Module Leaders and Lecturers about any academic issues relating to the module that module Support and Feedback class tutors are unable to answer. Module leaders are responsible for all academic aspects of modules, including lecture content, class questions and solutions, setting assignments and tests and the provision of generic feedback on assessment. Module Leaders have no authority to change assignment deadlines, test dates, to give extensions to assessment deadlines or to exempt you from tests. All extension requests must be requested on Tabula and are then considered by the Undergraduate Teaching & Learning Manager. Exemption requests should be made directly to the Undergraduate Office or the Teaching & Learning Manager.

Contact the Wellbeing Officer regarding academic, health or personal issues you may be experiencing. They will be able to offer support and signpost you to the appropriate people or resources available.

Contact your Personal Tutor (the Diploma Course Director) about any academic or non-academic problems you are experiencing during your time at the University. All students are allocated a Personal Tutor and they will be able to direct you to the best person if the situation requires further guidance.

Contact your Year Tutor or the Directors of Academic and Pastoral Support about any problems of a more serious nature, both medical and personal, that you feel may have a detrimental effect on your academic studies. This might include a physical or mental illness; a distressing family situation or a traumatic personal experience. They will be able to offer you support, but can also direct you to other sources of support within the University.

Contact the Undergraduate (UG) Office for most initial enquiries. You should also contact the UG Office if you have a clash with one of your economics module Support and Feedback classes and they will see if it is possible to re-allocate another time. Medical evidence should also be submitted to this office for absences from tests or extension requests. Only extension requests can be requested on Tabula. Tier 4 Visa holders must apply to the UG Office for an authorised absence if they need to leave the UK during term time.

Contact a Student Representative if you wish to raise an issue about any aspect of your course or more generally about the Department/University. Student representatives from all years are elected at the start of each academic year and together with various members of staff, they comprise the Student-Staff Liaison Committee (SSLC). The Chair of the SSLC is invited to attend meetings of the Undergraduate Management Committee which meets every term to discuss courses and modules review, visiting students' programmes, admission and various other academic matters. The Chair of this committee is the Director of Undergraduate Studies.

Contact the Head or Deputy Head of Department only if other members of the Department have been unable to resolve your problem. If you wish to contact the Head of Department, you must do so via his PA/Executive Officer, Gill Gudger g.e.gudger@warwick.ac.uk.

How to contact academic staff

By email:

All members of the Department have an email account and they will monitor it regularly. If you have a question for a particular member of staff, an email will normally be the best way to get a quick and straightforward answer or to set up a meeting with the relevant person. If your enquiry involves confidential personal information, it is best to email your Personal Tutor or your Year Tutor/ Director of Academic and Pastoral Support directly. Please ensure that your emails are polite and do think about who you send your email to, using the guide above. Please do not send the same email to multiple people as this can cause unnecessary confusion and wastes staff time. You should always use your Warwick email account to avoid your email going into junk or clutter folders and hence not being read.

During Advice and Feedback hours:

All academic staff have Advice and Feedback hours when they can meet you. Advice and Feedback hours are normally posted on office doors and on each member of staff's personal webpage. 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 make an appointment to meet 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. the UG Office Coordinator, Ann Simper's is 28417. 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 Ann Simper dial 024 7652 8417). 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.

Tier 4 visa holders

Please make sure you are aware of your responsibilities whilst studying in the UK; you can refer to the Warwick Immigration website at: www.warwick.ac.uk/study/international/immigration/current/responsibilities

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 when you log in to Tabula at: www.tabula.warwick.ac.uk

Email

Every member of the University has a central email address, usually in the form A.N.Other@warwick.ac.uk. This is the address that we will use to contact you. You may already have your own email account, for example, on Gmail or Yahoo. If you prefer to continue to use only your private email account, then you must configure it to collect mail automatically from your Warwick account. Details of how to do this can be found on the Information Technology Services (ITS) website at: www.warwick.ac.uk/services/its. However, you should use your Warwick account to email members of staff.

Check your email every day as it is our primary method of contacting you.

Keeping your details up to date

You will have enrolled for your course online and submitted various personal and contact details. These include the contact details we would use in the event that we needed to contact you urgently. Therefore, if any of your contact details change, especially your mobile telephone number, it is vital that you inform the University (Student Records; www.warwick.ac.uk/services/academicoffice/studentrecords). Through enrolling you also confirm that you have read the University's policy on the use of your personal data: www.warwick.ac.uk/services/its/servicessupport/web/sitebuilder2/goodsites/dpacityright

Social Media

Important information will always be communicated to you via email in the first instance. However, we also use social media to keep current students up to date with departmental news and events via our Facebook page and Twitter:

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

 twitter.com/warwickecon





Diploma Course

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Getting started

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

Our Induction Programme begins in the week before the start of term. This consists of departmental registration, introductory meetings, and your pre-sessional classes for Econometrics, Macroeconomics, and Microeconomics.

Introduction to computing

There will be a presentation by IT Services staff during your induction to introduce you to the computer network at Warwick.

Find out more about the various facilities and further general information provided by the University IT Services at: warwick.ac.uk/services/its/servicessupport

In addition to the induction mentioned above, IT Services also provide further training courses to students at various levels which can be found at: www.warwick.ac.uk/services/its/servicessupport/training

Introduction to the University Library

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

Please refer to the Diploma Induction Timetable for dates and times of these sessions.

More information about the Library can be found on the University Library website. Helen Riley is the Economics Support Librarian - her email address is:

Helen.Riley@warwick.ac.uk

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 and therefore you will have received an email over the summer with further details on preparing for the Diploma Programme in Economics, together with exercises. They were not a test, but were meant to prepare you for where the level of the Diploma programme starts off. Spending time thinking about the answer to an exercise is valuable even if you don't come to a satisfactory conclusion.

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 and you should talk to the Diploma Course Director. Moreover, it is possible that modules may change because of unforeseen circumstances. However, the modules 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 Diploma students have separate module Support and Feedback classes for your core modules.

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 are laying on pre-sessional classes to prepare you for the material taught in these core modules during this term. The pre-sessional classes will start on Tuesday 26 September 2017 and will cover basic exercises in Microeconomics and Macroeconomics and Statistics.

Diploma course modules

You will normally take the following 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 CAT modules) approved by the Department of Economics.

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

However, the information given is indicative rather than definitive and in some cases it has not been possible to include the whole syllabus. Final decisions on whether any option will actually be taught as a full module or as a "reading module" (or not at all) will depend on the numbers who choose it.

Online module registration

When you arrive at the University in September you will need to register your module/exam choices for the 2017/2018 academic year using the eVision Module Registration (eMR) system. The system will be open from Monday 25 September to Friday 13 October 2017; to access it you need to sign in via start.warwick and then select the module registration link.

On this link, you will then be able to see a personalised page where you can view any modules that may be core for your course, select any optional modules and confirm your choices. Please note that your choices are subject to checking and approval by the Department.

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 Economics website. Your personal timetable can be viewed through Tabula. It will be complete when you are registered for all modules, core and optional, and you have been allocated to your lectures, seminars and other small group classes. You are able to view and link your personal lecture and seminar timetables to your phone/outlook calendar via the Tabula calendar. Instructions can be found at: www.warwick.ac.uk/services/its/servicessupport/web/tabula/manual/profiles/timetables

Reading lists, lecture handouts and exam papers

Copies of reading lists and other module handouts are normally distributed during lectures and seminars. Exam papers for the last couple of years are available on the University website: www.warwick.ac.uk/services/exampapers

NB: We do not supply solutions to past papers.

Many lecturers place notes and other module documentation on the module web pages.

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.

Generic 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.

Test scripts

These will be fully annotated by the marker(s), including the mark allocation; right/wrong answers; missing information etc. You may use this feedback to learn and improve your performance in the next assessment.

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. The solutions/guidance provided in module Support and Feedback classes 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 seminar 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.

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 generations of students. We ask you to take part in it thoughtfully and seriously.

This is what happens to your feedback:

1. Students complete anonymous module evaluation.
2. Feedback received by module leader, Director of Undergraduate Studies and Head of Department.
3. Module leader writes annual report on module, reviewing student feedback.
4. Director of UG Studies writes annual course review report, taking into account module reports.
5. Annual module/course reports are reviewed and discussed by the Undergraduate Management Committee.
6. Action is taken where needed.
7. SSLC receives feedback on the outcome of the module and course reports.

Undergraduate Student Staff Liaison Committee

The Student-Staff Liaison Committee (SSLC) is an important platform to have your say and provide feedback to us. Students get together with departmental staff to discuss issues that concern the learning experience. Even in the best departments, there are always some issues that deserve to be addressed, yet the SSLC is more than just a 'complaint box'. The Committee has been very useful in the past simply to ask questions that were unclear to many students. This makes the SSLC a good opportunity for you and to communicate with us.

The committee is led by an SSLC chair and Secretary, elected from amongst and by the student SSLC representatives. For a full list of the duties of the Chair and Secretary of the SSLC see the SSLC webpage and Handbook.

Issues that have been raised in the past include access to material in the Library, questions concerning the Department's IT facilities as well as aspects of students' learning experience and examination, even ranging to more long-term matters such as curriculum development. At the same time, the SSLC is not intended to address special problems that concern only one individual student. Often these issues can be more efficiently resolved if the student speaks to the Undergraduate Office or to the module teacher concerned. That is, SSLC items should only be the ones that concern a wider population of students.

Also, the SSLC should generally not be a channel for evaluation of individual modules. This should be done via the module evaluation forms. However, if the representatives feel that there are some issues about individual modules that are not addressed via the module evaluation form they are free to raise these in the SSLC meetings.

During the Diploma course, the representatives will meet with staff and students in other Degree programmes within the Department five times. That is not very often. So to future representatives: make sure you prepare for the meetings and have a list of issues that you want to bring to the Department which can be put on the agenda. If you put just a little preparation time into it, it will be much easier to address them.

There are various members of staff who attend the SSLC to make sure every aspect of student life is represented and to respond to issues raised in an effective way. The Directors of Academic and Pastoral Support (also the SSLC Convenors); the Deputy Director of Undergraduate Studies; Undergraduate Teaching and Learning Manager; Quality Assurance Manager; Undergraduate Coordinator or Secretary and one of: the Head of Department, the Director of Studies or the Director of Undergraduate Studies, together with any other relevant member of staff.

Information about the Economics SSLC can be found on the SSLC Webpage.

How SSLC Representatives are elected

1. All students are asked to submit a candidacy.
2. Department hosts online voting.
3. Elected representatives agree on Chair and Vice-Chair.

Some useful things to know if you become an SSLC representative

- ▶ There will be 30 or so representatives from the different courses.
- ▶ Out of these, a Chair will be elected whose main task it is to chair the SSLC meetings.
- ▶ The Vice-Chair/Secretary has to take minutes of the meetings and replaces the Chair in her/his absence. The minutes are circulated to all students so you know what's going on.
- ▶ The first thing to do for the representatives is to look at last year's SSLC annual report to get a feel for what has been discussed.
- ▶ It is also useful to begin each meeting with an update on how the issues of the last meeting have been addressed since then.
- ▶ Before each meeting, the UG Office will ask you to prepare a list of items to be discussed. All the representatives, and the Chair/Vice-Chair in particular, are responsible for collecting these issues and sending them in on time.
- ▶ Ask your fellow students what they think about the courses.
- ▶ Your job is to help the students and the Department to communicate. If you are willing to listen carefully to both parties, and if you like to communicate and to analyse problems you will be able to make a great contribution indeed.



Monitoring points

As a student, you have some responsibilities to the Department, just as we have responsibilities to you. 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 11 '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.

L1P5 / L1PA		
Contact Point	Description	Timing
Autumn term		
1.	Attendance at Departmental Registration	Week 1
2.	Meeting with Personal Tutor	Between Weeks 1 and 5
3.	Attendance at Module Support and Feedback class for EC201 (Macro)	Week 3
4.	Attendance at Module Support and Feedback class for EC202 (Micro)	Week 5
5.	Attendance at Module Support and Feedback class for EC202 (Micro)	Week 8
6.	Submission of economics module evaluation	Week 10
Spring Term		
7.	Submission of assessment 1 for EC226	Week 16
8.	Attendance at Module Support and Feedback class for EC202 (Micro)	Week 19
9.	Attendance at Module Support and Feedback class for EC201 (Macro)	Week 21
10.	Submission of economics module evaluation	Week 24
Summer Term		
11.	Attendance at an examination	Between Weeks 36-38

The Monitoring Points above are provisional and subject to change. Please check the online handbook for the latest information.

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

International 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 Tier 4 students have been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas.

- 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.
- After four Monitoring Points are missed 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.
- 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.
- 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.

Monitoring class absences

You are required to attend all of your allocated module Support and Feedback classes. You can see which module Support and Feedback class you have been allocated to by logging into Tabula. In order to keep module Support and Feedback classes stable, you are not permitted to swap your group unless you have the prior express permission of the Undergraduate Office and you have a compelling reason, like a timetable clash. If you attend a different group to the one to which you have been allocated, you will simply be marked as absent from your group. Module Support and Feedback Tutors do not have the authority to give permission for students to swap between classes.

If you are taking a module in another department, you should make sure you are aware of that particular department's procedures regarding class 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.

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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. 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.

Coursework

These rules and procedures relate to all undergraduate courses taught by the Economics Department. You must pay particular attention to the paragraphs Referencing (3.1.7) and Plagiarism (3.1.8) and are strongly advised to read Regulation 11 in the University of Warwick Calendar: www.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating

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 an extension of existing arguments, debates and /or interpretations.	Provides a thorough and consistent deployment of techniques of academic writing with particular reference to structure, referencing/sourcing and spelling/grammar.
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 including, where appropriate, methodological, technical and scholarship skills.	Demonstrates a poor grasp of the question with loose structure, little knowledge of concepts/theories and inadequate use of evidence.	Demonstrates little awareness of relevant arguments, debates, and/or interpretations.	Provides a poor demonstration of techniques of academic writing with particular reference to structure, referencing/sourcing and spelling/grammar.

The 20-point scale

The 20-point scale is a university-wide marking scale that has been adapted from the 17-point scale, which was in place from 2010. It is based on a mapping of 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	
	Mid 1st	82	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.
	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.

Methods of submission

E-submission

You will submit assessed coursework via electronic submission, accessed via Tabula: tabula.warwick.ac.uk/coursework

Staff in the Undergraduate Office then distribute this submitted work, which is stored only by University ID number, (and all work is date- and time-coded) to the designated marker.

You can submit your work electronically up until 23:55:00 on the deadline day. You may complete e-submission earlier than the specified assessment deadline. You are asked to carefully read the guidance on the e-submission system before using it.

Any object such as graphs, figures or equations will have to be incorporated into your electronic document. As a last resort this may entail having to scan in from a hard copy (e.g. a picture you have drawn), although this should, where possible, be avoided as such scanned documents take a lot of space and there is a limit on the size of the file you can upload.

In submitting your electronic copy we recommend you submit your work on the deadline day prior to 3:30pm, in order that you can inform us of any problems that arise during the working day. 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. It is your responsibility to ensure that the conversion from a Word document to a PDF document is good. To create a PDF document you can download a copy of the free software PDF converter from IT Services and follow the instructions. Alternatively, on the Warwick network go into Delivered Applications and install PDF Converter. You will be able to print (with ScanSoft PDF create!) to produce a PDF file from within Word by choosing File – Print; you will see ScanSoft PDF create! as a printer alongside your other available printers.

You should name the resultant PDF file as the module code-assignment number.pdf (for example, ec201-a1.pdf would be the name for your first Macroeconomics 2 assignment).

You should upload that pdf via the Coursework page on Tabula. If you have a technical problem with your submission then you should print off the error page and then email the pdf submission to economics.ugoffice@warwick.ac.uk

Paper submission

You must submit one copy of your work to the Undergraduate Office, S0.98 and you should complete a submission form. This must be attached to your work. All work will be date-stamped on receipt.

The Undergraduate Office will require your University library card when you submit your work. Your submitted work will then be recorded on the Departmental database.

Deadlines

Each piece of work must be submitted by a particular date which is set by the Undergraduate Office and module leader. You will be given notice of these deadlines; the Department's guidance to markers specifies a minimum of four term-time weeks. It is your responsibility to arrange your own programme and manage your time accordingly. We advise you always to leave a safety margin in case of last-minute difficulties in obtaining books, printing files, and so on. Most assessed work is submitted electronically, but there may be some pieces of work that need to be submitted in hard copy. Your module leader will inform you if a particular piece of assessment should be submitted in hard copy.

Assessment deadlines for the academic year 2017-18 can be accessed through Tabula.

Late submission

Work submitted late will be marked subject to a penalty, in the form of a deduction of percentage points from the awarded mark.

A five percentage points penalty is imposed for work submitted on the day after the due date, and then increases by five percentage points per day thereafter, with a minimum mark for that assessment of zero. Penalties only accrue on working days (not weekends or public holidays).

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. Penalties cannot be adjusted if you or we later find that you have submitted a wrong file or a corrupted document. A 20 percentage point penalty will be imposed as a matter of routine, should you submit the wrong piece of work or submit your work to the wrong module code, assessment or department.

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.

All late work should be submitted on Tabula. If this is not possible please bring it to the Undergraduate Office. Late work must not be submitted to the class tutor, personal tutor or module leader.

Extensions and exemptions

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 normally 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. If you are unable to complete an assessment by the deadline or are unable to attend a test, you will need to submit an exemption or extension request, together with medical or other supporting evidence.

Requests are considered by the Undergraduate Teaching & Learning Manager, in consultation with the Director of Undergraduate Studies and not by your lecturer, class tutor or personal tutor. All applications and evidence for extensions and exemptions 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. It is your responsibility to ensure that the UG Office receives all evidence in a timely manner, which means within one week of submitting your request and from the date of the assessment.

If an extension is granted, a new deadline will be set by the Undergraduate Teaching & Learning Manager. Submission of work to this new deadline will be subject to the normal late submission penalties. If you are granted an exemption to an assessment, then your absence from or non-submission of the assessment will be condoned; this normally means that the percentage weight that your assessment would have attracted will be redistributed to the end-of-year examination.

If you are thinking of asking for an extension or exemption, you should first ask yourself whether you could have reasonably foreseen the reason for your late submission or absence and taken avoiding action. If so, in fairness to those students in similar situations who took the necessary steps or precautions, your request is unlikely to be granted.

Extensions to Assessed Work

To seek an extension for assignments you must fill in an extension request form, available on Tabula.

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. You will need to submit evidence to support your request and this can either be uploaded onto Tabula or should be submitted within one week of your request to the UG office (economics.ugoffice@warwick.ac.uk). 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. Allow reasonable time for the situation to be resolved before contacting the staff involved again.

For assessments that are spread out over a long period of time, such as dissertations, 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 on 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 and for tests that have to be taken at a specific time.

Please ask for an appointment to see the Director or Deputy Director of Undergraduate Studies only if your request relies on highly personal information. Personal lobbying will not benefit your case at all.

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 from a test. In the case of an outside module, you need to email the Undergraduate Teaching & Learning Manager directly and include your evidence. S/he will consider your request and, if it is approved, you will then need to collect and complete the form (if there is one) from the outside department, ask the Undergraduate Teaching & Learning Manager to sign it and take it to that department so they are aware of your extension. With some departments the Undergraduate Teaching & Learning Manager will need to email or telephone the appropriate person in that department. Given the inter-departmental communication, approval is likely to take longer than for an assessment within Economics.

Nature of evidence required for deadline extensions

The nature of evidence that you will need to supply to support a deadline extension request is dependent on the type of assessment, as follows:

Assessments

For assessments, you will have had lengthy notice of deadlines and plenty of time to prepare. Low-level or short-lived illness should not prevent timely submission. More serious and lengthy illness will easily entitle you to a formal medical certificate signed by a doctor or medical professional and this will be required to avoid late penalties or a mark of zero. In the event that you are not able to submit your assessment, it can be condoned based on the evidence you submit. In this case, the credit for the assessment will be transferred to the summer examination.

Problem sets and presentations

For some assessments, a short-lived illness (less than seven days' duration) may disturb your preparation or performance and for these lesser assessment events (typically between five and 10 per cent of module credit), we will normally accept self-certification. You are permitted to submit only two self-certifications during the academic year and the form must be submitted within three working days of the assessment event. Frequent self-certification will not be permitted; patterns of self-certification are monitored by the UG office, who will request formal documentary evidence should they feel the need to do so.

If you self-certify illness for failure to submit work on time, you will normally be granted an extension that may vary with circumstances but which will always be short. 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. The weighting would normally be passed onto the final examination. Information on solution availability can be obtained from module leaders.

Mid-term tests

You cannot apply for an extension to a mid-term test and nor can a test be rescheduled. Please see the section below on exemptions from assessments.

If you are not sure into which category a given assessment falls, please ask the Undergraduate Teaching & Learning Manager.

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: The University doesn't require you to do academic work in the vacation. It may be a good thing if you do, but some students have to undertake paid employment. You could, and in this case should, have at least completed your research for the essay in term time.

"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 essays 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 section on the e-submission system will receive a 20% penalty to their mark even if they can prove it was submitted by the deadline. It is your responsibility to check that you have submitted the correct file to the correct assessment/department.

Exemptions from Assessed Work: (Absences)

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 an exemption, so that the work is condoned. The weighting of the assessment is normally passed onto your final examination for that module. In the case of WBS modules, 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.

Mid-term tests

You should notify the UG Office if you have missed a test or expect to miss one. Requests to condone an absence from a test should be made to the Undergraduate Teaching & Learning Manager. If you are unwell and the test is worth up to 10%, you are permitted to self-certify and should submit the form to the UG office within three days of the test. Only two self-certifications are permitted each academic year and they are closely monitored.

If the test is worth more than 10%, you will be required to submit a medical certificate to the UG Office **economicsgoffice@warwick.ac.uk**. Absence may also be granted on compassionate grounds, e.g. death or serious illness in your immediate family, supported by appropriate documentation. It is your responsibility to ensure that the UG Office receives these documents within one week of the date of the absence. We will not chase you for them and if you do not provide this evidence, your absence will not be condoned.

Please note that requests made to condone absences from tests due to attendance at an interview or an assessment centre will normally be accepted, only if there is evidence that the interview could not be postponed. The Department expects 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.



Good practice in assessment

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 requires coursework in the form of essays, but the rules that apply to essays can often help in relation to other kinds of coursework too. Sources of advice on essay writing include:

- ▶ departmental guidance.
- ▶ your module Support and Feedback class tutor.
- ▶ your lecturer.
- ▶ the study skills sessions organised by Careers & Skills.
- ▶ online provision from the Library.
- ▶ regular drop-in session with the Economics Librarian in the Department.

You are advised to back up your files regularly to minimise the risk of losing documents. Please make sure that you do not leave the submission of your work until the last minute; build in some time to put things right if your computer crashes, as most submission is online, through Tabula.

Word limit

You should remember that work is judged on quality rather than quantity, and you must adhere to word limits. If you feel, however, that you can say what you want to say in fewer words than do so. You should include your final word count on any assignment.

Anonymity

Your work is submitted anonymously, whether by e-submission or hard-copy submission. Anonymisation is based on the University ID number on your library card. If submitting a hard-copy assessment, you must ensure that this number appears on every page. You must not print your name anywhere on your work. If submitting your work by e-submission, you must take care that you have logged into the system using your own University ID number, and that you are not logged in using a friend's ID number who has used the computer before you.

Presentation

Work must be typed on one side of the paper only. Double spacing is preferred as this makes reading easier, and leaves space for comments by the tutor. Pages should be numbered.

Referencing

You must provide a general bibliography at the end of your essay, listing all the works (and people) you consulted when researching the essay. Do not omit any sources. Do not 'pad out' the bibliography with works you have not consulted.

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. Footnotes should be listed at the end of your essay, term paper or project. The following are three examples of the form of the footnotes.

- ▶ Layard, R. How to Beat Unemployment, Oxford University Press, 1986, page 34.
- ▶ Based on Feinstein C.H., "Capital Formation in Great Britain", in The Cambridge Economic History of Europe, P. Mathias and M.M. Postan (eds.), Cambridge 1978, page 29, table 2.
- ▶ de Meza, D. and Webb, D. "Risk, Adverse Selection and Capital Market Failure" Economic Journal Volume 100, March 1990, pages 206-14.

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.

Plagiarism

In University Regulation no. 11, 'cheating' is defined as 'an attempt to benefit oneself or another, by deceit or fraud. This includes deliberately reproducing the work of another person or persons without acknowledgement.'

Further details can be found here: www.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating

We define plagiarism as a specific form of cheating: the attempt to pass off the theories, inferences, reasoning, computations or work of others as if they were your own. We also include plagiarising of one's own work under our definition. It is your responsibility to familiarise yourself with individual departments' policies on plagiarism if you are opting to take one of their modules.

Work submitted for official assessment must be all your own work and any parts that are copied or used from other people or from work you have previously submitted at Warwick or elsewhere must be appropriately acknowledged. Failure to properly acknowledge any copied work is plagiarism and may result in a mark of zero.

A significant amount of unacknowledged copying shall be deemed to constitute prima facie evidence of plagiarism, and in such cases the onus will be on you to establish otherwise. The University uses Turnitin as its plagiarism detector and all submitted work is analysed by Turnitin. The reports indicating the amount of your work that is similar to or taken from other sources is available to the marker, together with a reference to the original source.

Penalties for Plagiarism

The penalties for cheating are severe and when we detect cheating we apply them rigorously. The penalties normally range from a mark of zero on the work concerned to a smaller deduction of marks. In the most severe cases, your place on the course may be threatened. There are also wider implications that can affect your future. For example, most employers expect a job reference to confirm that an applicant is honest, to the referee's knowledge. If you have cheated in a piece of work, your referee may be unable to provide this assurance.

Some examples of plagiarism are:

- ▶ reproducing ideas from another published work without citing the source.
- ▶ reproducing words from another published work without quotation marks.
- ▶ copying another student's work and pretending it is yours, with or without their permission, and whether they are a present or past student at this or any other university.
- ▶ downloading work from an internet website and pretending it is yours.

The Department provides information regarding academic referencing and how to do it and you should check the referencing section of the Handbook for details of this. Further sources of information are also available through the Library and our dedicated Librarian.

The procedure for dealing with cases of alleged plagiarism is described in University Regulation 11. If a marker decides that he or she suspects plagiarism in a piece of coursework, he or she will report it to the Director of Undergraduate Studies, who will in turn make a recommendation to the Head of Department or designated deputy. Where the Head decides an offence has occurred and exacts a penalty, the maximum penalty is a mark of zero on the relevant piece of assessed work. Alternatively, the Head may report the matter to the Academic Registrar for consideration by an Investigating Committee of Senate. If the Committee finds an offence has been committed it has the power to impose a mark of zero for the entire module unit or some more severe penalty. At each point you have rights of representation and defence which are described in the Regulation.

Good practice and unfair practices

It is not plagiarism to cite without attribution ideas and theories which have passed into the public domain and appear in any number of textbooks: for example, "Economic theory suggests that demand curves for normal goods are negatively sloped." The more widely you read and research your coursework, the quicker and better you will know what is and is not in the public domain, and the more safely you will be able to determine what can go without a supporting reference.

It is important for you to avoid even the suspicion of plagiarism or cheating in your assessed work. The best way is to ensure that you adhere to good practice. Usually this means that when you first take notes from a book or article you should be careful to preserve the details of author, title, date, and page numbers. Such precision is an important transferable skill in itself and shows that you are acquiring a professional approach.

Students who lack confidence in writing sometimes prefer copying or quoting from the textbook to expressing ideas in their own words. Why should they use their own words when somebody else's words are better? Such students do not intend to cheat. They escape serious consequences by scattering quotation marks and references sometimes, in large quantities. The marker cannot detect plagiarism, but is uneasy because it is not clear that the student has done more than some intelligent cutting and pasting. It is impossible to be sure that the student has an independent understanding of the topic. Such work may pass, but will not get a good mark.

Copying out lecture notes is something we would especially discourage. Notes provided by lecturers should be only a starting point of your research, not your finishing point. Again, work based largely on lecture notes will not get a good mark.

Helping others to plagiarise or collaborate

Discussing your work with your colleagues can be a positive and fruitful learning experience. Often it is enhanced by showing your colleagues what you have done. However, there is no good reason for another student to ask to borrow a disk or file on which your essay or project work is recorded. If your work is copied by another student, and the copying is detected, you lay yourself open to accusations of abetting or colluding with their cheating, or even of engaging in cheating yourself.

Collaboration, or working cooperatively with other students, is an excellent way of acquiring knowledge and testing your understanding of it. Teamwork enables you to cover material more quickly and efficiently. Having to explain things to others clarifies them and fixes them in your mind. But collaboration can give rise to two concerns. Sometimes students fear that collaboration may lead to accusations of plagiarism, in the sense of passing off others' work as your own. We think there is a clear distinction between the co-operative acquisition of knowledge and the copying of another's work and submitting it as your own. If you find yourself in a situation where co-operation with another student has become so close that you find yourselves working towards a joint result, discuss it with your Course Director before submitting your work.

Other forms of cheating

Plagiarism is just one form of cheating. There are, of course, other kinds of cheating, such as cheating in tests or exams. This can take several forms, some of which are listed below:

- ▶ concealing information on or near your person during a test or exam and then referring to this information during the test or exam.
- ▶ by using electronic devices to retrieve information in a test or exam.
- ▶ copying another student's work or communicating with other students in a test or exam.
- ▶ arranging for another student to take a test or exam on your behalf.
- ▶ submitting any falsified documentation.

The above list is not exhaustive and any form of cheating can and will be punished by the University. As with plagiarism, the penalties for cheating in a test or exam can be severe. As is stated in Regulation 11, suspected instances of cheating in an exam will be referred to the Academic Registrar and on to the Investigating Committee of the Senate. If an invigilator suspects you of cheating in an exam, the invigilator should let you know that they will be submitting a report to the Academic Registrar.

Once the invigilator has warned you that a report will be made, you will be allowed to complete the exam. Please refer to the University's Regulation 11 for more information.

In contrast, cheating in class tests is dealt with in the Department, but may still be passed on to the Academic Registrar and the Investigating Committee. If an invigilator suspects you of cheating in a class test, the invigilator should let you know that they will be submitting a report to the Director of Undergraduate Studies. Once the invigilator has warned you that a report will be made, you will be allowed to complete the exam. The investigative process and penalties are then the same as those set out for plagiarism and other forms of cheating in coursework.

Where should I go for advice on these matters?

If you have read all of the above and are still not sure what constitutes plagiarism, collusion or other forms of cheating, you should seek advice in good time from either the module leader, or your Course Director. For advice on the Department's Plagiarism Procedure, please refer to the Department's Quality Assurance Manager.

Querying of assessed work marks

Marks for all assessed work will be returned to you within 20 working days of the submission deadline/test date unless there are mitigating circumstances. All assessment and examination results are only provisional and will not become finalised until after the Exam Board.

University regulations state that you may not query a mark awarded on a piece of assessed work, including an

examination, on the basis of academic judgement. We will reject any requests by you to have your work reviewed on the basis that you disagree with the marker's evaluation of your performance. You are entitled to approach the module leader or lecturer to discuss your performance in the assessment, but please note what you must do prior to this, as outlined in the previous section. However, you are not permitted to ask your lecturer or tutor to re-read your work or comment on the mark and certainly not to lobby for a re-mark.

If you believe that the marks for a piece of coursework (not an exam) in a module run by the Department of Economics have been totalled incorrectly, you are permitted to request an arithmetic check on the paper. We have the right, after such an arithmetic check, to adjust the mark upwards or downwards.

Should you wish to request an arithmetic check of your marks for an assessment (not an exam), please complete an Assessed Work Mark Check form, which is available from the useful forms section on the Economics Hub. You should submit it, together with the marked copy of the assessed work in question, to the UG Office within seven working days of the date the assessment was made available for you to collect. We will then carry out a check of the marks. If no discrepancy is found, you will be advised of this and asked to collect your work. You will be advised that there is no right to a further check or questioning of marks. Should a discrepancy be discovered, we will calculate the correct mark for the work and adjust this on our systems. You will then be contacted to collect your work, which will have the corrected mark annotated on it.

Examinations

Most of your assessment will be in the form of University examinations. For each exam, you are required to bring your student i.d. 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 examination room, as you will not be permitted to bring it into the exam with you. The use of PDAs or mobile phones, or any other hand-held devices that facilitate wireless communication is not permissible in examination conditions.

Most second and third-year Economics modules are examined by a combination of a closed-book, unseen examination contributing 80% of the credit for the module, and summative assessment (i.e. in the form of essays/tests/problem sets) contributing 20%. This is called the 'standard scheme'. The type of assessment can vary from one module to another; this is indicated in the module descriptions. Some non-standard schemes apply, notably in the EC226 Econometrics module and some other quantitative modules.

Modules offered by other departments have their own examination methods. It is your responsibility to inform yourself of these, particularly regarding their rules and procedures for assessed work.

Good practice in examinations

To maximise your chances of success in an examination, there are a number of pointers for good practice, such as:

- ▶ familiarising yourself with what happens in the exam room by reading the Examination Regulations 10.2 at: www.warwick.ac.uk/services/gov/calendar/section2/regulations/examregs.
- ▶ familiarising yourself with the rubric beforehand and doing what the rubric asks, including answering the right sections

in separate exams booklets (the rubric for each module can be found on the module webpage - it is better to use this source for accurate exam rubric rather than using past papers, as they may be out of date).

- ▶ answering only the required number of questions – not more, questions will be marked in the order they appear until required number is reached.
- ▶ filling in the question numbers on the front page.
- ▶ not wasting time writing out the question – but do write down the question number.
- ▶ striking out any material that is not to be read (e.g. unwanted attempts).
- ▶ writing legibly.
- ▶ 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:

Warwick SU Examinations Advice: www.warwick.ac.uk/advice/academic/examinations

Managing Exam Anxiety: www.warwick.ac.uk/services/tutors/counselling/informationpages/managingexamxiety/

Mastering revision: www.warwick.ac.uk/services/skills/research/recipes/recipe5.pdf

Use of calculators in exams

You may only use a calculator in an examination if the examination paper rubric states it is permitted. It is your responsibility to ensure that your calculator fulfils the University's criteria which can be found at: www.warwick.ac.uk/services/academicoffice/examinations/students/regulations_calculators

Use of bilingual dictionaries in examinations

If your first language is not English you are allowed to use a single-volume, non-specialist, general-purpose bilingual translation dictionary covering English and your first language. Permitted dictionaries should give only equivalent words and phrases in English and the first language, and should not include further explanatory text or appendices, other than of a trivial nature. Encyclopaedic, electronic, pictorial or specialist/subject-specific dictionaries (e.g. legal or business dictionaries) are not permitted.

It is your responsibility to provide your own bilingual dictionary. All bilingual dictionaries will need to be authorised by the Department and you should take it to Undergraduate Office (S0.98) prior to the exams period to get it stamped. No notes may be made in dictionaries.

Examination boards

The Board of Examiners comprises a subset of full-time members of the academic staff in the Department of Economics, members of the academic staff from other departments for joint programmes, and one external examiner appointed by the Senate. The Board, chaired by the Deputy 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.

Failure to meet prescribed deadlines

A zero mark will be recorded when you fail to present yourself for an examination or submit an item of assessment for a module for which you have been registered. In circumstances where a zero mark has been awarded (including instances of plagiarism and cheating, where the opportunity for reassessment has been withheld by those investigating the offence) the Board has the power to deem the taught component failed.

Mitigating circumstances

Where there are mitigating circumstances (e.g. health or family problems) which affect your performance either during the year or at exam time:

- ▶ make sure that either your Course Director or the Directors of Academic and Pastoral Support know the circumstances.
- ▶ complete the Mitigating Circumstances form and submit it with your evidence to the UG Office or Course Director. The form must be fully completed with as much information as possible.
- ▶ be sure to produce a medical certificate or other relevant document. If medical evidence is provided then the Board of Examiners may be able to exercise its discretion.

The Board might recommend that you sit (as for the first time) in September or the following June, or base a grade for a module on (possibly adjusted) assessment marks, or condone missing work, etc. Note that self-certification, unsupported by a medical consultation, will not be acceptable. Further guidelines on mitigating circumstances are given in the section on Coursework Extensions.

If you are taken ill during an examination you should inform the Senior Invigilator immediately. You will be required to provide a medical certificate from a doctor, which should be submitted either to your Course Director or the Directors of Academic and Pastoral Support or the Undergraduate Office (room S0.98) as soon as possible.

All mitigating circumstances and accompanying evidence must be submitted a week before the meeting of the Board of Examiners. Your Course Director or the Directors of Academic and Pastoral Support will then pass on this information to the Exam Board Secretary so that it can be considered by the Board. You should be aware that, in the event you feel you need to appeal the outcome of an Exam Board, offering mitigating circumstances at that point will need to be accompanied by a good reason why you withheld the information earlier. Failure to disclose such circumstances at a time when you could have done so may subsequently be problematic. We will do all we can to support you in difficult situations.

Assessment and examination scheme

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 (1), (2) and (3) at the first or second attempt.

Examination marks

You will be notified by email when exam results are available with information on how to access them. Compliance with the Data Protection Act (1998) means that we will not give out examination or assessment marks over the telephone or to any third party without your prior written permission.

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. Find out more about the appeals procedures at: www.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

Transcripts

Official transcripts will be provided by the Academic Office after completion of the course.

Higher Education Achievement Report (HEAR)

The University of Warwick issues a Higher Education Achievement Report (HEAR) to all undergraduate students. This is the official record of your academic achievements, including module marks, from your time at the University of Warwick. The HEAR is issued as an electronic document and also provides information about your programme of study and some additional achievements undertaken whilst at university. It is hoped that the information provided on the HEAR will prove useful both to graduates entering the job market and to potential employers, as well as to current students as a formative document.



Your Feedback and Concerns

34 Your feedback to us

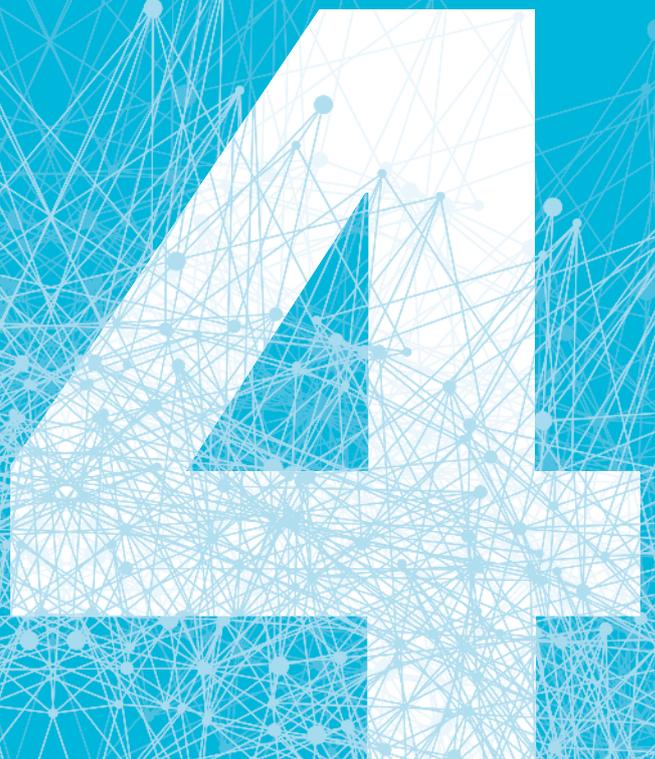
34 What is a complaint?

35 Informal channels (Stage 1)

35 Formal channels (Stage 2)

35 Formal channels (Stage 3)

35 Office of the Independent Adjudicator (OIA)



Your feedback to us

We place great value on feedback from you and we have a number of mechanisms in place to ensure we receive and act on feedback on all aspects of your experience within the Department and the University.

You can provide feedback to us through a number of mechanisms such as:

- ▶ Module Evaluation.
- ▶ Your Course Director.
- ▶ the Student-Staff Liaison Committee (SSLC).
- ▶ Departmental online feedback form.

The Head of Department and Deputy Head of Department, are also happy to hear thoughts from you regarding all operations within the Department. You may reach them via their PA Gill Gudger: G.E.Gudger@warwick.ac.uk

The Department strives to offer every student the best possible experience and it is your feedback that will enable us to continually improve.

What is a complaint?

There may be occasions during your time in the Department when things may not work out quite as you would wish or something may go wrong. We are very receptive to resolving any issues you may experience. The difference between providing the Department with feedback and making a complaint is sometimes misunderstood. We define a complaint as **“an expression of significant or sustained dissatisfaction where a student seeks action to resolve the problem”**.

A complaint may relate to:

1. the quality and standard of service we provide, including teaching and learning provision.
2. failure to provide a service.
3. unsuitable facilities or learning resources.
4. inappropriate behaviour by a staff member, student or individual associated with the University.
5. failure of the University to follow an appropriate administrative or academic process.

Under the University's procedure, a complaint is not classed as:

1. a routine, first-time request for a service.
2. a matter purely relating to academic judgement.
3. an academic appeal against a decision made by an exam board.
4. a request under the Freedom of Information Act, Data Protection Act, Subject Access Requests.
5. a request for information on University policy or practice.
6. a response to an invitation to provide feedback.
7. an insurance claim.
8. an attempt to have a complaint reconsidered when the University has already given its final decision.
9. an accusation of research misconduct.
10. a challenge to an admissions decision.
11. a complaint about the Students' Union.
12. a complaint about matters which have already or are under consideration by the Office or the Independent Adjudicator for Higher Education (OIA), a court or tribunal.

The University has a three-stage complaints resolution procedure. The information below outlines in brief how to make a complaint, but you are asked to consult the Student Complaints Resolution Procedure for more comprehensive information.

Informal channels (Stage 1)

You may wish to contact the member of staff in the Department whose actions have caused the issue to occur. You may also want to talk to your Personal Tutor for advice. If you believe the issue is of a general nature relating to the teaching and learning provision in your department, you may alternatively contact your SSLC representative, who can raise the matter on your behalf.

Occasionally there are disputes of a personal nature. These are rare, but cannot be ruled out in a large organisation like a university. Personal difficulties may arise if you believe that another student or a member of staff is discriminating against you or harassing you on grounds of personal dislike or broader prejudice. In such circumstances you may take the matter up with your Personal Tutor, who will help you refer the issue to the appropriate authority. If you do not feel comfortable doing this, you may contact the Students' Union's Education Officer or the Student Advice Centre for support.

In the event of a personal dispute involving your Personal Tutor, we recommend that you contact the Director of Academic and Pastoral Support (who will assign you a new Personal Tutor at your request and without requiring you to give reasons if you do not wish to do so).

Formal channels (Stage 2)

Student Academic Complaints Procedure

A complaint should initially be made in writing to the person responsible for the action which has given rise to the complaint. Where this is not appropriate (e.g. where you do not feel comfortable contacting the person responsible directly or where there has been previous unproductive discussion/ disagreement) or where such action has been taken and the matter has not been satisfactorily resolved, it should be raised with the Head of Department or their deputy.

Formal channels (Stage 3)

If you remain dissatisfied with the outcome of your Stage 2 complaint, you may escalate it to Stage 3 of the complaints procedure. This stage is the Formal Institutional Review and Final Resolution, which is where you may appeal to a higher body within the University for a review of the process to ensure that appropriate procedures were followed and that the decision was reasonable.

All students should feel free to contact any member of staff with issues.

Office of the Independent Adjudicator (OIA)

Complaints that have exhausted the University's internal procedures can, at the discretion of the individual submitting the complaint, be submitted to the Office of the Independent Adjudicator. The OIA has the power to investigate complaints and make recommendations to the University where procedures need changing. The OIA can also recommend financial compensation be offered to the individual submitting the complaint.

Find out if your complaint qualifies under the OIA regulations at: www.warwick.ac.uk/services/gov/complaintsandfeedback/oia



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Student careers and skills

Student Careers and Skills (www.warwick.ac.uk/services/scs) is located on the ground floor of University House, next to the Learning Grid, and contains a wide range of resources including:

- ▶ Extensive range of careers information, occupational files, books, videos and postgraduate modules.
- ▶ Comprehensive employer and organisations' files.
- ▶ Regularly updated vacancy information.
- ▶ Easy access to Careers Advisers and Information Staff.

Careers Enquiries: **024 7652 4748**

✉ careers@warwick.ac.uk

f: **024 7652 4220**

The Careers Consultant for Economics runs 30-minute careers guidance appointments within the Department throughout the term, and these can be booked via the 'View Available Appointments' section on myAdvantage.

You can also book an appointment to get advice/feedback on a job application or your CV.

Student Careers and Skills arrange job sector events and four careers fairs each year that are attended by a range of employers and institutions, and myAdvantage lists hundreds of relevant jobs and internship opportunities throughout the year.

Key skills

We have summarised 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.

Cognitive skills

- ▶ Analytical thinking, reasoning and communication. Verbal, graphical and mathematical analysis at an advanced level; understanding concepts of equilibria including equilibria in strategic contexts; the ceteris paribus method and counterfactual analysis; the ability to understand formal analysis and to communicate understanding through engagement and contributions in compulsory seminars, completion of exercise sheets, problem sets, essays, and through tests and formal examinations.
- ▶ 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 and problem solving. Finding whether there exists a solution to a problem; knowing how to approach a new problem.
- ▶ Abstraction. Balancing simplification (for tractability) against literalness (for relevance).
- ▶ Social awareness. Private versus social costs and benefits; rationale for government and international policy.
- ▶ Understanding institutions. What institutions exist and how incentives work in them.
- ▶ Understanding simultaneity. Situations in which two or more independent factors vary simultaneously.
- ▶ Understanding trade-offs. Concept of opportunity costs.
- ▶ Understanding optimisation. Concepts of an optimum and efficiency.
- ▶ Understanding uncertainty. Concepts of expectations and surprises; probability and its applications.

Professional skills

- ▶ Research skills. Use of library and internet as information sources; locating, extracting, analysing, and presenting material.
- ▶ Numeracy and quantitative skills. Use of mathematics and diagrams, understanding data, statistical analysis.
- ▶ Information Technology skills. Word processing and spreadsheets; specialist econometric or statistical software; internet applications.
- ▶ Written communication skills. Submission of essays, problem sets, seminar work, tests, projects and examination scripts.
- ▶ Oral communication skills. Participation in seminars and group work.
- ▶ Teamwork. Working with others through group work.
- ▶ Time management. Attending compulsory seminars and a regular timetable of strict submission deadlines; working well under pressure of deadlines; conscientiousness.

Subject knowledge and understanding

- ▶ Economic principles. Knowledge and understanding of core concepts and methods of analysis in microeconomics and macroeconomics.
- ▶ Applied economics. Knowledge and understanding of standard economic models and quantitative techniques applied to problems arising in public policy and the private sector.
- ▶ Research and debate. Familiarity with contemporary theoretical and empirical debates and research outcomes in some more specialised areas of economics.

Skills Programme

The University's Skills Programme is designed to complement and build on the key skills gained during your academic studies. Workshop topics include working in a team, delivering effective presentations, and organising yourself and your time.

Further details about the Skills Programme are given at: www.warwick.ac.uk/services/skills

English language classes

Students from other countries may wish to take one of the free in-session English language classes organised by the Centre for Applied Linguistics (CAL). This will help your written work, reading, and understanding during lectures and seminars. It can also help improve your job prospects as employers will value language skills.

Further details are given at:

www.warwick.ac.uk/fac/soc/al/study/learn-english/in-sessional



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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.

Academic Lecturers

The lecturers that you see within your modules are there to provide you with guidance on their subject area. You may only see them for one to two hours per week within a large lecture. However, every member of 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.

Module Support and Feedback 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. 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.

Student-Staff Liaison Committee (SSLC)

SSLCs are a good source of support to raise issues affecting teaching, learning and student support. For further information, please see the section 2.3.1 in this Handbook.

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.

Student Support 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. Student Support will help where they can and refer you on to other more specialised services where relevant. The Student Support website is at: www.warwick.ac.uk/services/studentsupport

More details on the services below, along with others available to you, can be found at www.warwick.ac.uk/services/supportservices

Director of Student Support and University Dean of Students

The Director of Student Support and Residential Life, the Dean of Students, Faculty Tutors and colleagues in Student Support work closely together to help you in times of need. If you need

help during your time at Warwick, it is likely that one of them will be able to help.

These people are all there to help with serious academic issues, and the Director of Student Support and Residential Life can help with non-academic issues. The Dean of Students is also responsible for developing the personal tutor system and for liaising with and coordinating student welfare functions. The Dean of Students has no disciplinary functions. More information can be found at: www.warwick.ac.uk/services/tutors

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.

 +44 (0)24 7652 3761 or internal extension 23761
 counselling@warwick.ac.uk
 warwick.ac.uk/counselling

Disability Services

Disability 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, '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.

 +44 (0)24 7615 0641 or internal extension 50641
 disability@warwick.ac.uk
 warwick.ac.uk/disability

The Residential Life Team

If you have accommodation on campus you are provided with a network of support staff called the Residential Life Team. The Residential Life Team work and live alongside you within the Halls of Residences and are a key part of the University's welfare and support network. They also have responsibility for enforcing discipline on the rare occasions it is required.

 +44 (0)24 7657 5570 or internal extension 75570
 seniorwarden@warwick.ac.uk

The Chaplaincy

The Chaplaincy provides pastoral and spiritual care to all members of the University community, of all faiths and none. They provide a space for worship and quiet reflection and the leadership of religious worship. The Chaplaincy is home to the Anglican, Roman Catholic, Free Church, Islamic and Jewish chaplains, who are always glad to meet students socially and pastorally. The University also has a dedicated Islamic Prayer Hall immediately adjacent to the Chaplaincy building.

 +44 (0)24 7652 3519 or internal extension 23519
 chaplaincy@warwick.ac.uk
 warwick.ac.uk/chaplaincy

The University Mental Health Co-ordinators

The Mental Health Coordinators 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.

 **+44 (0)24 7615 0226 or internal extension 50226**
 **mentalhealth@warwick.ac.uk**
 **warwick.ac.uk/mentalhealth**

The Health Centre

If you are resident on campus you should register with the University Health Centre. The Health Centre provides primary health care GP services to registered patients, two medical practices with both male and female doctors, nurse practitioners and practice nurses, sexual health clinics, travel clinics and immunisation facilities.

 **+44 (0)24 7652 4888 or internal extension 24888**
 **uhcw.nhs.uk**

The Students' Union Advice and Welfare Service

This service offers a range of independent advice and guidance, in particular in housing law and finance/social security. It also offers advice in other areas including academic problems.

 **+44 (0)24 7657 2824 or internal extension 72824**
 **advice@sunion.warwick.ac.uk**
 **warwicksu.com/advice**

The Student Funding Team

The Student Funding Team offers advice and guidance on all aspects of financial support.

 **+44 (0)24 7615 0096 or internal extension 50096**
 **studentfunding@warwick.ac.uk**
 **warwick.ac.uk/hardshipfunds**

The Office for Global Engagement

The Office for Global Engagement has a team of qualified advisers to assist you on all immigration and related matters (including student visas, travel overseas and post-study work), working closely with other University and Students' Union services to offer induction and generalist support with welfare matters and crises. There are also regional specialists and include a team who administer student exchange/study abroad programmes.

 **warwick.ac.uk/international**

The University Security Team

The Security Team exists to support the University's overall aims by ensuring as far as possible a safe, secure and friendly environment for students, staff and visitors, free from injury, personal threat, damage and theft.

Emergency internal system 999

 **+44 (0)24 7652 2083 or internal extension 22083**
 **security@warwick.ac.uk**
 **warwick.ac.uk/security**

The University Library

The main Library provides you with a wide range of resources to support you with your studies, including printed and electronic books, journals and subject databases. These will all help you find research in your area.

Here are a few quick tips to help you get started in the Library:

- ▶ Use the Get Started online Library orientation programme to find out how to use the library effectively: **www.warwick.ac.uk/services/library/using/help/new-users**
- ▶ Use the Library Catalogue to find what you need, using the "Encore" textbox on the Library home page. The Catalogue contains details of the books and journals (print and electronic) held by the Library.
- ▶ Most electronic resources are available from any PC with internet access, so you can use them from home. Usually, you'll need your University username and password (the one you use to login to a PC on campus) to access these.
- ▶ Use My Library Account to renew and reserve items via the internet. You will find the link to your Library Account near the top of the Library home page.
- ▶ Our Economics webpages contain high-quality information relevant to your area of study. A good way to get started on a topic is to use Key Electronic Resources for Economics. The Library also provides a useful online tutorial for Economics students and a guide to databases.
- ▶ DataStream is one of the main sources for finding macroeconomic time series or data on equity markets, bonds, futures, exchange rates and interest rates. DataStream is only available at a dedicated PC on Floor 1 in the Library. At busy times you may need to book to use the terminal. You will also find a very wide range of international macroeconomic time series, plus UK social survey data, on the UK Data Service (UKDS), available online through the Library's list of databases.
- ▶ If you are seeking a useful book or journal article that Warwick does not have, we can try and get it for you from another library. The Article Reach scheme allows you to obtain journal articles from some other libraries. Document Supply is a more comprehensive scheme for borrowing books or obtaining articles from academic and national libraries in the UK. Collect a form from the Library or download it from the Document Supply section of the website, under 'Using the Library', and obtain your supervisor's signature.
- ▶ If you are having trouble finding what you need, there is an Economics Academic Support Librarian to help you. The contact details are in the following information.
- ▶ The Learning Grid, which is part of the Library, is located in University House. The Learning Grid is open 24 hours a day, seven days a week and offers a range of resources, including access to IT facilities and a collection of reference-only key textbooks. There are also Learning Grids in the Rootes Building and in the Town Hall in Leamington Spa, and a postgraduate support facility called the Postgraduate Hub in Senate House (see following information).

Contacting the Library

General Enquiries

In Person:

Help is generally available between 9.00am - 5.30pm Monday - Thursday and 9.00am - 4.30pm on Fridays.

 **+44 (0)24 7652 2026**
 **Library@Warwick.ac.uk/email**

Economics Enquiries

Your Academic Support Librarian is happy to help you find the information you need for your research, show you how to use specific resources, or discuss any other issues you might have.

Helen Riley can be contacted by email or telephone, 9.00am – 5.30pm Monday to Thursday, and 9.00am – 4.30pm on Fridays.

 **+44 (0)24 7657 2712**

 **Helen.Riley@Warwick.ac.uk**

The general Library email address may also be used and your enquiry will be dealt with by Academic Support colleagues, or passed on to the specialist.

Information Technology (IT) Services

Your email address

Once you have registered with IT Services and your account has been activated you will have an email address which is usually in the format:

initials.surname@warwick.ac.uk

or firstname.surname@warwick.ac.uk

This address will be your 'official' University email address which we will use for all email communications. It will be your responsibility to ensure that you check this email account.

You can access this account using the appropriate IT Services delivered applications or via webmail at: warwick.ac.uk/mymail

Help Desk

IT Services provide a dedicated Help Desk which you can phone, email or visit for assistance with all aspects of student computing. Further information on how to contact IT Services can be found at: www.warwick.ac.uk/helpdesk

Network access from student residences

There is Wi-Fi available in all on-campus student residences.

Computer security

Any computer attached to a network is susceptible to attacks from viruses and spyware. IT Services provides free anti-virus and firewall software to help keep your computer safe:

www.warwick.ac.uk/its/servicessupport/software/antivirus

Open access areas

There are many open access areas operated by IT Services. (You will need your University ID card to enter some of the open access areas.) The computers are all connected to the network and the internet and provide access to printers, the Library online catalogue and a wide range of software applications. All computers in open access areas run on the Windows 7 operating system (except room A0.01 – SUSE Linux). Further information can be found at: www.warwick.ac.uk/workareas

Printing

To print from printers in the University, you will need to register your University ID card with the printing system (you only need to do this once). To do this, visit a Kyocera printer (situated on all floors in the Library and in other IT Services work areas) and swipe your University ID card against the printer card reader. Press Cancel at the PUK screen. Type in your IT Services username and password on the printer screen and press OK.

You will also need enough credit in your printing account to print to other printers in the University. You can buy printer credits online with a debit or credit card at: www.warwick.ac.uk/printercredits. You can also buy credits in person at the IT Services Help Desk on the first floor of the Library or at the Office for Global Engagement reception.

A3, colour, duplex and transparency printing are also available but can only be obtained from the printers located at the Help and Advisory Counter in the Student Computer Centre. Printing costs can be found at: www.warwick.ac.uk/services/its/servicessupport/printing/studentprinting/faqs/cost.

You can check your printing credit at www.warwick.ac.uk/printercredits. Any credit remaining in your printer account will be lost when you leave the University. No refund of remaining credit will be given.

Further details can be found at: www.warwick.ac.uk/studentprint

You can print study related items for free in room S2.81a.

Microsoft Windows and Apple Mac software

The University has a wide range of software for economists. Besides generic software, such as Microsoft Office, email and web browsers, the econometric software we use includes Stata, Eviews, and SPSS. You will be given appropriate guidance on software use when the time comes.

Other software which may be of particular interest to students in Economics are described below:

GiveWin (win), Maple (win/mac), Mathematica (win/mac), MATLAB (win/mac), NVIVO (win), SAS (win), Scientific Word / Workplace (win), SPSS (win/mac), S-PLUS (win), Statistics for the Terrified (win) and WinEcon (win) are all available for use.

The majority of this software is available from the University network, although some titles will need to be installed onto your computer. For assistance with locating and installing software, please contact the IT Services Help Desk:

www.warwick.ac.uk/services/its/servicessupport/servicedesk

UNIX software

A wide range of software is available on the UNIX systems at Warwick, including GAMS, LIMDEP, Maple, Mathematica, MATLAB, SAS and S-Plus.

Access to economic datasets online

The UK Data Service provides a unified point of access to data from the Economic and Social Data Service (ESDS), the Census Programme and the Secure Data Service.

ESDS gives access to the NS Databank, OECD Economic Indicators, IMF and UNIDO datasets as well as Longitudinal, Large Scale and Qualitative datasets.

CASWEB (Census Area Statistics on the Web) provides access to UK census data and associated geographical boundary data.

This website requires Athens Authentication. The first time you use these services you will be asked to register so have your Athens username and password ready.

National Statistics Online provides many UK statistics, including Census 2001 data. Registration is not required.

Software to download

It is now possible to download several of the software packages offered by IT services (including STATA).

Getting help

If you have general problems logging in to IT Services open access areas you should follow the procedures published for these rooms. If you have specific problems relating to the computers or printers in S2.81a you should contact the Department's Computer Support Staff on extension 23501 or visit room S2.136.

General information

Sexual and racial harassment

The University has published guidelines on sexual and racial harassment for students at: www.warwick.ac.uk/services/supportservices/referral

The University and Department are opposed to sexual and racial harassment. We will support those subjected to it and, where appropriate, will take disciplinary action against offenders. Within the Department help and support will be provided by all members of staff and specifically by your Personal Tutor, the Advisor to Women Students, The Senior Tutor and the Director of Taught Postgraduate Programmes. Outside the Department you may seek help from the University Senior Tutor, the Counselling Service, and the Students' Union Welfare Office.

If you are a victim of harassment, you may feel able to make it clear to the person causing you offence that their behaviour is unacceptable. This, in itself, may be enough to put an end to the harassment. You may not feel able to confront the person responsible for harassing you. Failure to confront the perpetrator does not amount to consent to the harassment, and you are entitled to seek assistance from those listed above or from fellow students to put an end to it.

Equal opportunities

The University of Warwick, recognising the value of sustaining and advancing a safe and welcoming learning environment, strives to treat both employees and you with respect and dignity, treat you fairly with regards to all assessments, choices and procedures, and to give you encouragement to reach your full potential. Therefore the University strives to treat all its members on the basis of merit and ability alone and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate ground.

Health and safety

The University's Health, Safety and Wellbeing webpages can be found at: www.warwick.ac.uk/services/healthsafetywellbeing

We consider that high standards of health and safety are of paramount importance in enabling it to achieve its objectives. We view compliance with legal requirements as the minimum acceptable health and safety standard. We are committed to planning, review and development of health and safety arrangements in order to achieve a continual improvement in performance. We have a Fire Evacuation Warden and a trained First Aider, Colin Ellis (Room S0.88, email: Colin.Ellis@warwick.ac.uk). All staff, students and others working in the Department are expected to adopt a positive attitude to health and safety issues and must:

- ▶ Comply with appropriate legal requirements and University requirements as laid down in the publications that make up Safety in the University (SITU).
- ▶ Take reasonable care for your health and safety and that of others exposed to your activities.
- ▶ Inform the Departmental Safety Officer (DSO) of any situations that, within the limits of their competence, they consider could give rise to serious or imminent danger or are shortcomings in safety arrangements. In the absence of the DSO, queries should be addressed to the University Health, Safety and Wellbeing section at: www.warwick.ac.uk/services/healthsafetywellbeing/contacts

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 working in the Department.

Children on campus

The Department is a 'designated work area' and is covered by the Shops, Offices and Railway Premises Act 1963. Among other things, this means that the building is designed and equipped to be safe when used by responsible adults, but it is not a safe environment for children. When children are brought into the Department their escorts are personally responsible for ensuring that they are at all times safe and protected from the hazards of a working environment and from the behaviour of people who do not expect children to be around. Under no circumstances should children be allowed to wander unaccompanied or to operate office equipment. Members of staff are not empowered to accept responsibility for children and must not be asked to do so.

Other policies and regulations

- ▶ Warwick Student Community Statement: www.warwick.ac.uk/quality/categories/wscc
- ▶ Study Hours Statement: www.warwick.ac.uk/quality/categories/studyhours
- ▶ Policy on Recording Lectures by Students: www.warwick.ac.uk/quality/recordinglectures
- ▶ Smoking Policy: www.warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy
- ▶ Data Protection Policy: www.warwick.ac.uk/services/legalservices/dataprotection
- ▶ University Calendar: www.warwick.ac.uk/calendar
- ▶ Regulation 10: Examination Regulations: www.warwick.ac.uk/regulation10
- ▶ Regulation 11: Procedure to be Adopted in the Event of Suspected Cheating in a University Test: www.warwick.ac.uk/regulation11
- ▶ Regulation 23: Student Disciplinary Offences: www.warwick.ac.uk/services/gov/calendar/section2/regulations/disciplinary
- ▶ Regulation 31: Regulations governing the use of University Computing Facilities: www.warwick.ac.uk/regulation31
- ▶ Regulation 36: Regulations Governing Student Registration, Attendance and Progress: www.warwick.ac.uk/regulation36



Department of Economics

The University of Warwick
Coventry, CV4 7AL
United Kingdom

 facebook.com/warwickeconomics

 twitter.com/warwickecon

 youtube.com/warwickeconomics

 warwick.ac.uk/economics

The information in this Handbook is as accurate and up to date as we can make it. 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.