

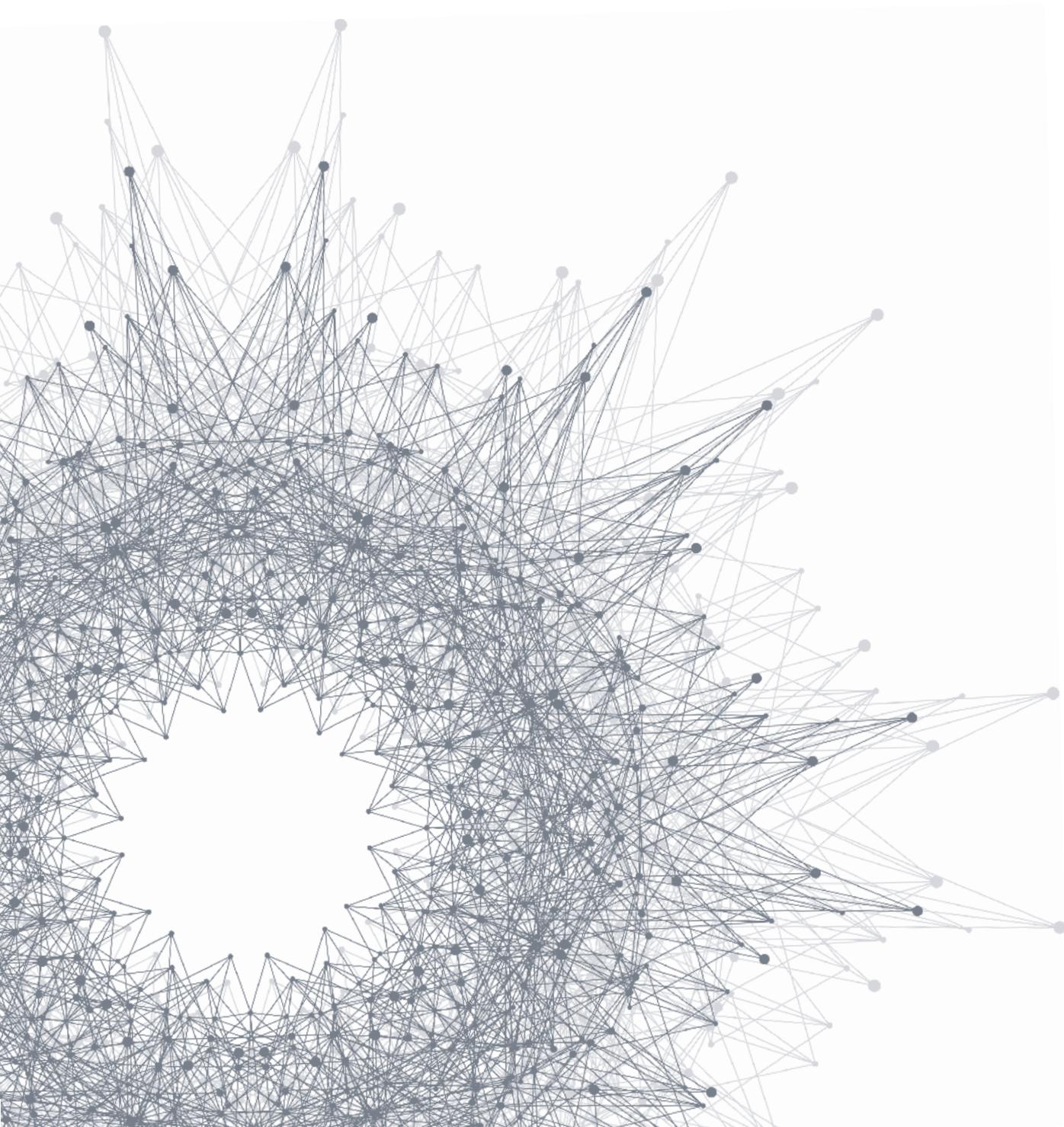
Economics at Warwick

Diploma Handbook

2018/2019

WARWICK

ECONOMICS



Welcome

Welcome to the Department of Economics from the Diploma Course Director

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

This handbook is a guide for those taking the programme as a one-year course (L1P5) in its own right and for those 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). You should read it and refer to it if you have any questions.

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

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

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

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

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

Professor Wiji Arulampalam

Diploma Course Director
Department of Economics
University of Warwick

Contents

The Department of Economics

What we expect from you

What you can expect from us	
Term dates and teaching weeks	
Term dates	
Teaching weeks	
Our location	
Key sources of information	
Academic staff with responsibility for undergraduate students	
Administrative staff with responsibility for Diploma Students	
Who to contact and when	
How to contact academic staff	
How we communicate with you	
Glossary	

Diploma course

Getting started

Induction and enrolment	18
Introduction to computing	18
Introduction to the University Library	18
English Language Help	18
Course overview	18
Pre-sessional classes	18
Diploma course modules	18
Online module registration	19
Timetable	19
Reading lists, lecture handouts and exam papers	19
Feedback	19
Undergraduate Student Staff Liaison Committee	21
How SSLC Representatives are elected	21
Some useful things to know if you become an SSLC representative	21
Monitoring points	22
Monitoring class absences	22

6 Assessment and examinations

24

8 Coursework

9 Marking criteria	25
10 The 20-point scale	26
10 Methods of submission	27
10 e-submission	27
11 Paper submission	27
11 Deadlines	28
11 Late submission	28
11 Extensions and exemptions	28
12 Extensions	29
13 Regularly refused reasons for extensions	29
13 Exemptions	29
14 Good practice in assessment	30
15 Essay Writing Guidance	30
Word limits	30
Anonymity	30
Presentation	30
Marking, Moderation and Feedback	30
Marking and moderation	30
Return of marked assessed work	30
Feedback on your assessed work	31
Other types of feedback	31
Querying assessment marks	31
Referencing	31
Plagiarism	32
Penalties for Plagiarism	32
Why is plagiarism penalised?	33
How is plagiarism penalised?	33
What if I am accused of plagiarism, but wish to appeal?	33
Good practice and unfair practices	33
Helping others to plagiarise or collaborate	33
Other forms of cheating	34
Where should I go for advice on these matters?	34
Examinations	34
Examination dates and timetable	35
Special arrangements for exams	35
Good practice in examinations	35
Examination Feedback	36
Examination boards	36

Mitigating circumstances	36	Disability Services	47
Appeals	38	The Residential Life Team	48
Higher Education Achievement Report (HEAR)	38	The Chaplaincy	48
		The University Mental Health Co-ordinators	48
		The Health Centre	48
		The Students' Union Advice and Welfare Service	48
		The Student Funding Team	48
		The Office for Global Engagement	48
		The University Security Team	48
		The University Library	48
		Contacting the Library	49
		Information Technology (IT) Services	49
		Help Desk	49
		Network access from student residences	49
		Computer security	49
		Open access areas	49
		Printing	49
		Microsoft Windows and Apple Mac software	50
		Bloomberg room	50
		Access to economic datasets online	50
		Software to download	50
		Getting help	50
		IT Training	50
		General information	51
		Sexual and racial harassment	51
		Equal opportunities	51
		Health and Safety	51
		Children on campus	52
		Other policies and regulations	52
Your feedback and concerns	39		
Your feedback to us	40		
What is a complaint?	40		
Informal channels (Stage 1)	41		
Formal channels (Stage 2)	41		
Formal channels (Stage 3)	41		
Office of the Independent Adjudicator (OIA)	41		
Careers and personal development	42		
Careers & Personal Development	43		
Student careers and skills	43		
Key skills	43		
Cognitive skills	43		
Professional skills	43		
Subject knowledge and understanding	44		
Skills Programme	44		
English language classes	44		
Student support	45		
Pastoral Care and Welfare	46		
Personal Tutor	46		
Year Tutor	46		
Director of Academic and Pastoral Support	46		
Daily drop-in sessions and the Welfare Officer	46		
Additional Departmental support	47		
Academic Lecturers	47		
Module Support and Feedback Class Tutors	47		
Student-Staff Liaison Committee (SSLC)	47		
Other on-campus support services	47		
The Dean of Students and the Faculty Senior Tutor	47		
The University Counselling Service	47		

The Department and the University

What we expect from you	8
What you can expect from us	9
Term dates and teaching weeks	10
Term dates	10
Teaching weeks	10
Our location	11
Key sources of information	11
Academic staff with responsibility for undergraduate students	11
Administrative staff with responsibility for Diploma Students	12
Who to contact and when	13
How to contact academic staff	13
How we communicate with you	14
Glossary	15





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 Support and Feedback classes as advised by your teaching staff.
- ▶ attending and actively participating in all lectures and module Support and Feedback classes.
- ▶ meeting your monitoring points, as set out in section 2.4. (<https://warwick.ac.uk/fac/soc/economics/current/dip/handbook/diploma-courses#monitoring-points>)
- ▶ 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.

Tier 4 Visa Holders

The above expectations apply to all students, but as a tier 4 visa holder, it is even more important that you engage with your course to meet the conditions of your visa. Please make sure you are aware of your responsibilities whilst studying in the UK; you can refer to the Warwick Immigration website [www.warwick.ac.uk/study/international/immigration/].



What you can expect from us

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

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

- ▶ a module outline, detailing the module aims and objectives, the learning outcomes, and an indication of the material that will be covered and the exam rubric, all of which can be found on the module webpage
- ▶ details of core texts and further readings to give you the best opportunity to prepare for lectures and 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 which has the aim of engaging you and encouraging participation in discussion beyond the lecture
- ▶ all core modules will be encouraged to be recorded and these will then be made available via the Lecture Capture service.

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 Support and Feedback classes.

For any assessments you should expect:

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

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

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



Term dates and teaching weeks

Term dates

2018/19	
Welcome Week: Monday 24th September - Sunday 30th September 2018	
Autumn Term: 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	
2020/21	
Autumn Term: Monday 28 September 2020 - Saturday 12 December 2020	
Spring Term: Monday 11 January 2021 - Saturday 20 March 2021	
Summer Term: Monday 26 April 2021 - Saturday 26 June 2021	

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 1 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.

Welcome Week [www.warwick.ac.uk/students/welcome/staff/welcomeweek/] will start with the **Welcome Weekend on Saturday 22 September with events running all week until the start of term 1.**

Term dates

Autumn Term		Spring Term		Summer Term	
Week	Commencing	Week	Commencing	Week	Commencing
1	1 October	15	7 January	30	22 April
2	8 October	16	14 January	31	29 April
3	15 October	17	21 January	32	6 May
4	22 October	18	28 January	33	13 May
5	29 October	19	4 February	34	20 May
6	5 November	20	11 February	35	27 May
7	12 November	21	18 February	36	3 June
8	19 November	22	25 February	37	10 June
9	26 November	23	4 March	38	17 June
10	3 December	24	11 March	39	24 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 classes 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 we will add dates to your 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 the Warwick Department of Economics website [www.warwick.ac.uk/ec].

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 [www.warwick.ac.uk/ec]), where you will find the Handbook, module webpages, and links to all resources, 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.

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

Email: jeremy.smith@warwick.ac.uk

Professor Robin Naylor, Director of Studies

The Director of Studies has strategic oversight of both the undergraduate and postgraduate programmes in the Department of Economics.

Room: S2.123

Telephone: +44(0) 24765 23529

Email: robin.naylor@warwick.ac.uk

Professor Elizabeth Jones, Director of Undergraduate Studies

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

Room: S2.120

Telephone: +44 (0)24 765 23040

Email: elizabeth.h.jones@warwick.ac.uk

Professor Wiji Arulampalam

The Diploma Course Director has overall responsibility for the Diploma Course and for making decisions or recommendations in cases involving individual Diploma students.

Room: S2.118

Telephone: +44 (0)24 765 23471

Email: Wiji.Arulampalam@warwick.ac.uk

Dr. Stefania Paredes Fuentes, Deputy Director of Undergraduate Studies

The Deputy Director of Undergraduate Studies supports the Director of Undergraduate Studies in implementing academic policies and has oversight of our joint degree programmes.

Room: S2.121

Telephone: +44 (0)24 761 50045

Email: s.paredes-fuentes@warwick.ac.uk

Dr. Claudia Rei, Deputy Director of Undergraduate Studies

The Deputy Director of Undergraduate Studies supports the Director of Undergraduate Studies in implementing academic policies and is the Department's Assessment and Feedback Coordinator.

Room: S0.73

Telephone: +44 (0)24 765 73019

Email: C.Rei@warwick.ac.uk

Dr. Christian Soegaard, Director of Academic and Pastoral Support (DAPS)

The DAPS is responsible for the personal tutor system and overseeing the Year Tutors.

Room: S2.125

Telephone: +44 (0)24 761 51421

Email: C.Soegaard@warwick.ac.uk

Dr. Tom Martin, Year Tutor

The Year 2 Tutor is responsible for overseeing the personal tutor system for Diploma students and works with the DAPS and Diploma Course Director.

Room: S2.139

Telephone: +44 (0)24 761 28413

Email: T.I.Martin@warwick.ac.uk



Personal Tutor

The Diploma Course Director is your Personal Tutor (PT) during your time at Warwick. Your Personal Tutor can also signpost you to more appropriate sources of personal support and guidance within the University. You can find out more about the role of your Personal Tutor in Section 6 [www.warwick.ac.uk/ec/current/ug/handbook/pastoral-care-and-welfare].

Advisor to Overseas students

The Advisor to Overseas students provides a source of additional support to any student studying in the Department of Economics from overseas, helping them to adjust to studying in the UK.

Name: Dr. Atisha Ghosh
Room: S2.140
Telephone: TBC
Email: Atisha.Ghosh@warwick.ac.uk

Advisor to Female students

The Advisor to female students provides a source of additional support to any female studying in the Department, as part of our aim to ensure that our female students receive appropriate support to achieve their full potential.

Name: Dr. Isleide Zissimos
Room: S2.109
Telephone: TBC
Email: Isleide.Zissimos@warwick.ac.uk

Administrative staff with responsibility for Diploma Students

The Undergraduate 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, Ann Simper, who is also the Welfare Officer, with a responsibility for student well-being.

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. Assignments that need submitting (non-electronic) are handed in to this office. If you have a question about departmental procedures, such as requesting unusual options, deadline extensions, questions about degree regulations, etc., please check the website first. If you cannot find an answer to your query, you should contact the UG Office. You can also go to the UG office if you would like to speak to the Welfare Officer about any problems or concerns you might have and if necessary, she can also put you in touch with the Academic and Pastoral Support team.

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)
Telephone: +44 (0) 24 765 23933
Email: economics.ugoffice@warwick.ac.uk

The Undergraduate Teaching and Learning Manager

The Undergraduate Teaching & Learning Manager is a member of the administrative team responsible for the administration of Diploma degree courses, including modules, course transfers, coursework extensions and exemptions, study abroad and plagiarism cases.

Name: TBC
Room: S0.96
Telephone: +44 (0) 24 765 73404
Email: TBC

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
Telephone: +44 (0) 24 765 28415
Email: K.E.Taylor@warwick.ac.uk

Exams Coordinators

If you have a particular concern regarding Examinations, then your query should be referred to the Exams Coordinator email account. 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.

Email: examscoordinator@warwick.ac.uk



Who to contact and when

If you have a query:

1. Check the Economics website: [www.warwick.ac.uk/ec].
2. Check the Diploma Current students Page. [www.warwick.ac.uk/economics/current/]
3. Check the Diploma Handbook. [www.warwick.ac.uk/economics/current/dip/handbook/]
4. Contact the UG Office who can answer your query or put you in touch with the right person. This is the best place to go to for most initial enquiries.

The following list should contain many of the queries you may have and who you should contact in each case. We encourage you to read this list, as contacting multiple people wastes time and can lead to miscommunication.

1. Where can I get help with the module content? You should see your module Support and Feedback class tutor during their Advice and Feedback hours in the first instance. If they are unable to help, then you should go to the Advice and Feedback hours of the module lecturers, as they are responsible for all academic aspects of the module, including lecture content, class questions and solutions. We also have Study Support Sessions for year 1 and 2 core modules, which you can sign up to and have Maths and Stats Drop in Sessions throughout the year. Please see the Academic Support webpage [www.warwick.ac.uk/economics/current/ug/resources/services-and-support/directors-of-academic-and-pastoral-support/studyskills] for further details.

2. Who should I speak to if I need to change the time of my class, because of a clash or illness? You will need to go the UG office and they will be able to help. Your class tutor does not have the authority to permit you to change groups.

3. If I need an extension or cannot attend the time of a module Support and Feedback class or a test, who should I speak to? You should go to the UG office and they will be able to advise you. We cannot change the time of any tests or examinations and neither your tutors nor module lecturers can grant you an extension to an assignment. All extension requests must be requested on Tabula and are then considered by the Undergraduate Teaching & Learning Manager. Please see the section on extensions and exemptions for details of how to apply for an absence from a test or examination.

4. I am a tier 4 visa holder and need to leave the UK. Tier 4 Visa holders must apply to the UG office for an authorised absence if they need to leave the UK during term time.

5. I'm experiencing some difficulties in my personal or academic life. There are a number of places you can go to for support within the Department and they will be able to direct you to the best person or resource if the situation requires further guidance.

- ▶ Your Personal Tutor: they can provide you with support on any academic or non-academic problems you are experiencing during your time at Warwick.
- ▶ The Academic and Pastoral Support team: This is comprised of the Director of Academic and Pastoral Support, Dr. Christian Soegaard, the Year Tutor, Dr. Tom Martin and the Welfare Officer. They can provide you with 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.

- ▶ The UG office, where you can meet with the Welfare Officer, Ann Simper.
- ▶ The daily Academic and Pastoral Support Drop-in sessions in S0.97.

6. I am not sure if I'm studying the right Degree and am considering withdrawing. You may first want to talk to the Diploma Course Director or one of the members of the Academic and Pastoral Support team.

7. Who can I speak to for advice on module choices? You can attend the daily Academic and Pastoral Support Drop-in sessions in S0.97 and members of staff will be able to provide you with guidance. You can also speak to the Diploma Course Director, who is also your Personal Tutor.

8. I want to raise an issue with the Student-Staff Liaison Committee (SSLC). Contact a Student Representative if you wish to raise an issue about an aspect of your course or more generally about the Department/University.

9. I haven't received a satisfactory response from other members of the Department or they have been unable to resolve my problem. Only under these circumstances should you consider contacting the Head or Deputy Head of Department. 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, though please do note that staff will take academic and study leave and hence during holidays, they will not be responding to emails as 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 the Diploma Course Director 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 at which 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 [www.warwick.ac.uk/ec/staff/].

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 module Support and Feedback 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 [www.tabula.warwick.ac.uk/].

Moodle

Moodle [www.moodle.warwick.ac.uk/] is the University's virtual learning environment. Every module has a Moodle page where you can view lecture notes, recordings and coursework.

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.

Check your email every day as it is the main way we will contact you.

Current Students webpages

We have created a webpage with all essential information about your course and to inform you about a wide range of other opportunities that will enhance your student experience and prepare you better for future career. This page is personalised and you will need to use your student log-in to browse through the different areas.

Please visit this page regularly: [www.warwick.ac.uk/economics/current/]

Economics Updates 18/19

These are emails that have replaced our student newsletters which we send 2-3 times a term. They focus on important issues related to your academic study and student experience. They contain important messages from your Course Director, Directors of Study and the Head of Department. We strongly encourage you to read them.

My Warwick mobile App

If we need to communicate with you urgently about important things to do with your study here (e.g. about module Support and Feedback class cancellations or specific deadlines) we use My Warwick alerts which will appear on your phones. Please do not disable this feature as you may miss important communications.

Social Media

We use social media to keep current students up to date with departmental news and events via Facebook and Twitter:

www.facebook.com/warwickeconomics

www.twitter.com/warwickecon

Keeping your details up to date

If your contact details change since your enrolment (e.g. your mobile number) it is essential that you inform the University (Student Records) www.warwick.ac.uk/services/academicoffice/studentrecords/.

Student Privacy Notice

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

Glossary

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

Academic and Pastoral Support Drop-in Sessions: Each week of term time, the Academic and Pastoral Support team hold daily office hours in S0.97. The times of these will be published on the Department website [www.warwick.ac.uk/economics/current/ug/resources/services-and-support/directors-of-academic-and-pastoral-support/wellbeing].

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

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

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

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

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

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

Programme: Has the same meaning as a course.

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

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

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

Study Support Sessions: These are optional sessions for the core macro, micro and econometrics modules in years 1 and 2, where students who are struggling with module content can obtain additional support on the module work from the previous week.

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

Diploma Course

Getting started	18
Induction and enrolment	18
Introduction to computing	18
Introduction to the University Library	18
English Language Help	18
Course overview	18
Pre-sessional classes	18
Diploma course modules	18
Online module registration	19
Timetable	19
Reading lists, lecture handouts and exam papers	19
Feedback	19
Undergraduate Student Staff Liaison Committee	21
How SSLC Representatives are elected	21
Some useful things to know if you become an SSLC representative	21
Monitoring points	22
Monitoring class absences	22





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 Welcome Week (24-28 September 2018) and includes a range of important academic and social activities including: departmental welcome and registration, introductory meetings and your pre-session classes for Econometrics, Macroeconomics and Microeconomics. Details of your induction timetable will be available via www.warwick.ac.uk/economics/current/dip/induction and will also be sent to you prior to your arrival.

Introduction to computing

There will be a presentation by IT Services staff during your induction [www.warwick.ac.uk/ec/current/dip/induction/induction-week-overview] to introduce you to the computer network at Warwick.

Find out more about the various facilities and further general information provided by the University 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 www.warwick.ac.uk/services/its/servicessupport/training.

Introduction to the University Library

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

Please refer to the Diploma Induction Timetable www.warwick.ac.uk/ec/current/dip/induction/induction-week-overview for dates and times of these sessions.

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

English Language Help

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 34 for more information).

Course overview

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

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

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

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

Pre-session classes

Students on the Diploma in Economics come from a variety of backgrounds in terms of their academic preparation. In order to assist in the adjustment to the level of the core modules Macroeconomics 2, Microeconomics 2, and Econometrics, we provide pre-session classes to prepare you for the material taught in these core modules. The pre-session classes will start on Tuesday 25 September 2018 and will cover basic exercises in Microeconomics, 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/economics/current/dip/modules.

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

Additional Module Support

The Department is committed to providing support for any student who is finding module content difficult. While you can gain help during module Support and Feedback classes and can access Advice and Feedback hours for further guidance, the Department also provides Study Support Sessions for the core modules. These are optional sessions, where students who are struggling with module content can obtain additional support on the module work from the previous week. Prior to tests on core modules, the Department also puts on Revision Sessions, where you can go along and get help from module tutors and gain a better understanding of the marking criteria and expectations of the assessment.

Online module registration

When you arrive at the University in September you will need to register your module/exam choices for the 2018/2019 academic year using the eVision Module Registration (eMR) system. The system will be open from Monday 24 September to Friday 12 October 2018.

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

Reading lists, lecture handouts and exam papers

Copies of reading lists and other module handouts are normally distributed during lectures and module Support and Feedback classes, and are usually made available on the module web page, from where you can link directly into the Library catalogue. Moodle pages for each module also contain reading list information. Exam papers for the last couple of years are available on the University website: www.warwick.ac.uk/services/exampapers [www.warwick.ac.uk/services/exampapers]

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. For each assessment, you will also receive a set of generic comments on how well your cohort performed, together with a distribution of marks so you can consider your performance against your current cohort.

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. Solutions will be provided to some of the exercises that are completed in class, but in other cases, solutions will be discussed only in class. Any solutions that are provided, whether written or verbal are an invaluable source of feedback.

Advice and Feedback hours

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

Forums

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

Feedback from module evaluations

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

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 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. <https://www.warwick.ac.uk/sslc/>

Issues that have been raised in the past include access to materials in the Library, questions concerning the Department's IT facilities as well as aspects of students' learning experience and examinations, 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 lecturer 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 Director of Academic and Pastoral Support (also the SSLC Convenor); 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 [www.warwick.ac.uk/ec/current/ug/resources/get-involved/sslc].

How SSLC Representatives are elected

There is one main SSLC for all undergraduate level degree courses within the Department. There are a maximum number of student SSLC members per year and per degree course based on the total number of students that are part of the course. Students in the Department of Economics elect their SSLC student representatives. The elections are based on a simple majority i.e. the student with the highest number of votes is declared to have won. In the event of more than one available seat, the candidate with the next highest votes is elected i.e. a linear progression is followed.

New student representatives from the Diploma course are elected during the first two weeks of the Autumn term. We encourage you to take part in the elections, either by voting or by standing as a candidate and to be aware of who your representatives are. The Students' union conducts elections online and then membership will be confirmed.

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 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 and Secretary 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

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

Tier 4 visa students should be particularly aware of the consequences of missing Monitoring Points: the Academic Office is obliged to report to the Home Office UK Visas and Immigration (formerly the UK Borders Agency) if any 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.

1. After three Monitoring Points are missed we will contact you to investigate whether you are having any problems that are preventing you from fully engaging with your course.
2. After four Monitoring Points are missed, we will contact you again and we may refer you to the relevant professional within the University welfare system who could help you, such as the Dean of Students, the Disability Coordinator or Mental Health Coordinator, as appropriate.
3. After five Monitoring Points are missed you will be contacted to make you aware that you are at serious risk of being recommended for termination of your registration at the University.
4. After six Monitoring Points are missed the Department is able to invoke Regulation 36 to begin termination of registration proceedings and your case is handed over to the Academic Office.

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 or have signed up to by logging into Tabula. In order to keep module Support and Feedback class sizes stable, you are not permitted to swap your group unless you have the prior express permission of the UG Office and you have a compelling reason, like a timetable clash. If you attend a different group from the one to which you have been allocated, you will simply be marked as absent from your group. Module Support and Feedback class 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.



Assessment and Examinations

Coursework	25	Examinations	34
Marking criteria	25	Examination dates and timetable	35
The 20-point scale	26	Special arrangements for exams	35
Methods of submission	27	Good practice in examinations	35
e-submission	27	Examination Feedback	36
Paper submission	27	Examination boards	36
Deadlines	28	Mitigating circumstances	36
Late submission	28	Appeals	38
Extensions and exemptions	28	Higher Education Achievement Report (HEAR)	38
Extensions	29		
Regularly refused reasons for extensions	29		
Exemptions	29		
Good practice in assessment	30		
Essay Writing Guidance	30		
Word limits	30		
Anonymity	30		
Presentation	30		
Marking, Moderation and Feedback	30		
Marking and moderation	30		
Return of marked assessed work	30		
Feedback on your assessed work	31		
Other types of feedback	31		
Querying assessment marks	31		
Referencing	31		
Plagiarism	32		
Penalties for Plagiarism	32		
Why is plagiarism penalised?	33		
How is plagiarism penalised?	33		
What if I am accused of plagiarism, but wish to appeal?	33		
Good practice and unfair practices	33		
Helping others to plagiarise or collaborate	33		
Other forms of cheating	34		
Where should I go for advice on these matters?	34		

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 [www.warwick.ac.uk/ec/current/ug/resources/services-and-support/assessment-feedback]. In particular, here you will find a link to the Department's Assessment Strategy.

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

Coursework

These rules and procedures relate to all undergraduate courses taught by the Department of Economics. You must pay particular attention to the paragraphs Referencing (3.1.7) and Plagiarism (3.1.8) and are strongly advised to read Regulation 11 [www.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating] 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 maps the five broad class categories into a 20-point marking scale, as set out in the table below.

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

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

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

Class	Scale	Mark	Descriptor
First	Excellent	100	Exceptional work of the highest quality, demonstrating excellent knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills. At Final Year level: work may achieve or be close to publishable standard.
	1st	94	
	High 1st	88	
	Mid 1st	82	
	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

Please note that most modules will require submission of assessment by e-submission, but there may be some assessments that will also be submitted as a paper copy. In cases where a paper copy is required in addition to an electronic copy, it will be the timing of the submission of the electronically submitted copy that will matter for the purposes of the deadline. It is your responsibility to make sure you check the module webpage and/or with the module leader about the submission arrangements for each module. If you are not able to bring your work to the UG Office you may send it in by recorded delivery (a mailing service which requires the recipient to sign to confirm delivery). However, make sure you post it with sufficient time that it arrives in the Department before the deadline. Take into consideration that the Department is not open at the weekends, University closure days or during public holidays.

E-submission

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

It is your responsibility to check that you are submitting the correct document to the correct module assignment and you are asked to check your assignment before finally submitting. If you do submit the wrong assignment, you are able to re-submit the correct one, but you will receive the normal late submission penalty if the correct assignment is submitted after the deadline.

Unless otherwise stated, you can submit your work electronically up until 23:55:00 on the deadline day and all work is date-and time-coded. Penalties will be applied to work submitted after this time. You are strongly encouraged to complete e-submission prior to 15:30 on the day of the deadline in order that you can inform us of any problems that arise during the working day. The system can become very busy just before a deadline and neither this, nor computer difficulties will be accepted as a reason for late submission.

If you are submitting assessed coursework to other departments, you should familiarise yourself with that department's particular submission deadlines and methods, as these may differ to those in the Department of Economics. For example, submission deadlines in some departments are at 3pm.

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

e-submission guidance

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

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

to be incorporated into your electronic document.

3. To submit your document online, once you have produced your final electronic file as e.g. a Word document, you will need to create a PDF document from that Word document. To create a PDF document you can download a copy of the free software PDF converter from ITS www.warwick.ac.uk/services/its/service-support/software/pdfconverter and follow the instructions.
4. Name the resultant PDF file as follows: module code-assignment number.pdf. For example, ec208-a1.pdf would be the name for your first assignment for EC208-Industrial Economics 1. ec307-a2.pdf would be the name for your second assignment for EC307- Macroeconomic Policy in the UK.
5. Check the final document before uploading to ensure it has been converted accurately.
6. Double check you are submitting the correct document and that you are submitting it to the correct module/assessment.
7. If you submit more than one document for your assignment these must be submitted simultaneously.
8. Upload the PDF via Tabula. If you have a technical problem with your submission then you should print off the error page and then email the PDF submission and error page to economics.ugoffice@warwick.ac.uk. However, given that you should have left enough time to resolve any difficulties, this will not be accepted as an excuse for a late submission.

Paper submission

When this is required, you must submit your work to the designated location, usually the UG Office, S0.98 on the specified date. The UG Office will accept assessed work from the start of the working day, at 08:15, through to the specified deadline.

A Feedback Cover Sheet [www.warwick.ac.uk/economics/current/ug/resources/forms/ug_paper_assessment_submission_form.pdf] for Paper-submitted Assessed Work must be attached to your work. This includes a declaration that you have read the Department's policy on plagiarism, also found within this Handbook. All work will be date-stamped on receipt.

Submission and evaluation are anonymous. Anonymisation is based on the University ID number on your library card. You must ensure that this number is printed on every page of your work. The UG 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, as set by the UG 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 schedule 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, computer issues and so on. Aim to submit the piece of work a day or more before the final deadline and if it is a piece of group work, double check with your group members that it has been submitted. No reduction in late penalties will be made if you find you cannot upload the material before the deadline or if you thought that another member of your group was supposed to upload the work. It is your responsibility to ensure all work is submitted within the deadline. Also bear in mind that demand on the system is likely to be high in the last hours before the final deadline. Assessment deadlines for the academic year 2018-19 can be accessed through Tabula.

Late submission

If you submit work after the deadline, your work will be marked subject to a penalty in the form of a deduction of percentage points from the awarded mark. You will receive a five percentage point (marks) deduction per day (excluding Saturdays and Sundays, Bank Holidays and University closure days) thereafter, with a minimum mark for that assessment of zero.

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

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

With a further five points for each day, excluding weekends

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

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.

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 be given a mark of zero in that assessment. However, during the year there may be times when you are unwell and this might occur in close proximity to assessment deadlines or on the day of a test or examination.

In order to receive an extension to an assignment or an exemption from a test or assignment, you will need to submit evidence to the Department. Even if you are taking a module that is offered by a different academic department, it is still your home department (Economics) which makes the decision on an extension or an exemption.

Extension requests should be made via tabula by going to the relevant assessment link and from there you will be able to upload the relevant medical evidence. In all other cases (class/test/examination absences), mitigating circumstances evidence should be submitted via the mitigating circumstances form [www.warwick.ac.uk/economics/current/] on the Department website. Further details regarding mitigating circumstances for examinations are given in section 3.2.6 [www.warwick.ac.uk/economics/current/dip/handbook/engagement-and-assessment#mitigating-circumstances]. Some Departments may have their own form for an extension or exemption, which might need signing by the UG Teaching and Learning Manager, once you have submitted evidence.

All extension and exemption 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. 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.

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

All evidence must be submitted in a timely manner, which means within one week of the deadline or date of the assessment. If the assessment is worth less than 10% and your illness is of a short duration, you can submit a self-certification. It must be submitted within 3 days. Only two self-certifications are permitted each academic year and they are closely monitored. For any assessment worth more than 10%, official documentation is required. It is your responsibility to ensure that you upload the evidence and submit the form within one week of the date of the absence. We will not chase you for the evidence and if you do not provide it or it is insufficient and doesn't confirm the dates you are claiming for, your absence will not be condoned.

Extensions

If an extension is granted, a new deadline will be set by the Undergraduate Teaching & Learning Manager. Submission of work after this new deadline will be subject to the normal late submission penalties.

Any requests for extensions should be made in a timely manner and ideally before the deadline. However, extensions can be applied retroactively, lifting any late penalty you might have already received for that assessment. Should there be an unexplained delay of more than one week before submitting medical evidence, we may not be able to agree to your extension request. Bear in mind that your request will not be the only one coming in, especially during periods of numerous submissions deadlines. Allow reasonable time for the situation to be resolved before contacting the UG office.

For assessments that are spread over a long period of time, such as dissertations or coursework, there is an expectation that almost every student will encounter some difficulties in their lives during this period. As a result, it is anticipated that you will handle these situations without impacting 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. 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.

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

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

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

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

Exemptions

The Department cannot grant an extension to a test or reschedule the date of any test. If you are unable to take a mid-term test or your illness is of such long duration that it prevents you from submitting a piece of work within an appropriate extension, you can apply for 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.

Once again, all evidence should be submitted via the Department's mitigating circumstances form [www.warwick.ac.uk/economics/current/] and should be submitted in a timely manner (one week for official documentation and 3 days for self-certifications).

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

These reasons for absences will not normally be condoned:

- Open Days
- family celebrations
- holidays
- mistakes with travel arrangements
- mistake with time or location of test.

Please note that this list is not exhaustive.

If you are taking a module where a presentation is part of the assessment methods and you are unable to give a presentation due to illness, your tutor will re-schedule your presentation.

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

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 in the form of marking criteria
- 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 limits

Please remember that work is judged on quality rather than quantity, and you must adhere to word limits and include your final word count clearly on your essay. If you feel you can say what you need to say in fewer words, then do so. We do not include a 10% margin above the word count. Excessive length will be penalised and the marker may ignore any material in excess of the word limit. Module leaders will indicate any exceptions to the standard word limit regulations, such as references. Do not include additional material in the form of lengthy footnotes or appendices unless this is specifically

authorised by the coursework assignment.

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

Coursework should normally be printed on one side of the paper only. Double line spacing is required as this makes reading easier and leaves space for comments by the tutor. It is advisable for you to draw diagrams with computer packages where possible in order to further enhance your skills in this area. Pages should be numbered and submissions should be anonymous. You should include your student ID number on each page, but not your name.

Marking, Moderation and Feedback

Marking and moderation

A percentage mark will be awarded and recorded on each piece of assessed coursework. All marks that contribute towards your Diploma are moderated across the range of marks and across the first markers. Usually this involves taking a preliminary sample, then sampling more thoroughly where the preliminary sample indicates discrepancies. The agreed marks remain provisional until confirmed by the external examiner at the Exam Board. Thus, you are told your marks on a provisional basis. Due to moderation, the mark on your assessment may not be the same as the mark on Tabula. The mark on Tabula is your final moderated mark.

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

If you have any concerns or feedback about the assessment process then please contact the Assessment and Feedback Coordinator, who is one of our Deputy Directors of Undergraduate Studies in the first instance.

Return of marked assessed work

Marked assessed work will normally be returned to you within 20 University working days after the submission deadline, and should be collected within four weeks thereafter. Depending on the module, your marked work will either be available to collect from the UG office or will be returned to you during module Support and Feedback classes. The UG Office will announce days/times for the collection of specific pieces of assessed work. The Department does not accept responsibility for work which is not collected by students within four term-time weeks of its being made available for collection.

Please also see the University Policy on the Timing of the

Provision of Feedback to Students on Assessed Work [www.warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat/assessment/timeliness].

Feedback on your assessed work

We take very seriously the provision of feedback to you on assessed work, most of which is electronic. We are sensitive to the importance of this and have mechanisms in place to enhance the quality of the feedback on assessed work. The Warwick tradition is to give some weight to assessed work submitted through the year, especially on year 1 and 2 modules, to enable you to gauge your progress over time from the comments and marks you receive at regular intervals.

Feedback will be provided in a variety of ways. You may receive written comments on your work, or as a separate linked document, or as a summary of comments on the feedback sheet. These might indicate what was done well in your assessment, those areas where you could improve and a general evaluation of your coursework in aspects of presentation, structure and referencing. These comments should enable you to understand the basis of the mark you have been given and how you may improve your work in the future. You will also find the mark you received on Tabula. In addition, we provide generic feedback on assessments, which will provide more general comments on the cohort's performance on this assessment. It will outline particular aspects that were done well, common problems and ways to improve, as well as an overall assessment of performance, including a cumulative distribution function, which will allow you to determine how you performed relative to your peers.

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

Other types of feedback

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

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

Querying assessment marks

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, whether it is based on the mark or the feedback. 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 [www.warwick.ac.uk/economics/current/ug/handbook/assessments-and-examinations#feedback-on-your-assessed-work]. However, you are not permitted to ask your lecturer or tutor to re-read your work or comment on the mark/feedback 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 [www.warwick.ac.uk/ec/current/ug/resources/forms/] section. 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.

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. [www.moodle.warwick.ac.uk/]

Plagiarism

In University Regulation 11 [www.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/], cheating is defined as "an attempt to benefit oneself or another, by deceit or fraud. This shall include reproducing one's own work or the work of another person or persons without proper acknowledgement."

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 to the University of Warwick 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.

Each year a few students step across the line that separates poor scholarship from cheating. 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.

All of the practices on the following list constitute plagiarism:

- reproducing ideas from another published work without citing the source
- reproducing words from another published work without quotation marks and a citation of the source
- 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
- colluding with other students to produce joint work for a non-group assessment
- including sections from a piece of work that you have submitted previously at Warwick or another institution, including school, without referencing that you are reproducing them
- downloading part or all of a document or ready-made essay from an internet website and pretending it is your own work
- failure to include a complete bibliography at the end of your work.

Penalties for Plagiarism

The procedure is described in University Regulation 11 [www.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/]. The Department also has its own policy and procedure document used in the investigation of any case of suspected plagiarism.

As a summary of our Departmental plagiarism procedure, 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, or his/her deputies. A review of the work will take place, and you will be invited to a meeting to discuss the work and the allegation. The Director or Deputy Directors of Undergraduate Studies will then make a recommendation to the Head of the Department about whether plagiarism has occurred and the penalty to be exacted. Where the Head of Department decides an offence has occurred and exacts a penalty, there are a number of different types of penalty available to the Department, with a maximum penalty of a mark of zero on the relevant piece of assessed work. In some circumstances, including repeated offences, the Head of Department may report the matter to the Academic Registrar for consideration by an Investigating Committee of the 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 and departmental procedure.

It should also be noted that the Investigating Committee can, and does, refer serious cases of cheating on to the Discipline Committee. The Discipline Committee can impose further penalties, including the termination of your registration at the University.

Why is plagiarism penalised?

Plagiarism is damaging. It damages the perpetrator, who does not learn how to be an economist, but learns how to be dishonest. It damages relations between tutors and students, because it generates suspicion. It damages all students when they leave, because the perpetrator will eventually devalue the reputation of a Warwick degree. It damages all academic staff, who have to spend time policing the rules in place of teaching and research.

Plagiarism is regularly detected and penalised and the penalties are severe. Effort taken to conceal plagiarism will usually be taken as evidence of the perpetrator's intention. Therefore, the greater the effort, the more severe the punishment when it is detected. The vast majority of students would not even contemplate any kind of plagiarism. If you are tempted, please understand that the penalties and other repercussions can be severe.

How is plagiarism penalised?

The procedure is described in University Regulation 11 [www.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/]. The Department also has its own policy and procedure document used in the investigation of any case of suspected plagiarism.

As a summary of our Departmental plagiarism procedure, 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, or his/her deputies. A review of the work will take place, and you will be invited to a meeting to discuss the work and the allegation. The Director or Deputy Directors of Undergraduate Studies will then make a recommendation to the Head of the Department about whether plagiarism has occurred and the penalty to be exacted.

Where the Head of Department decides an offence has occurred and exacts a penalty, there are a number of different types of penalty available to the Department, with a maximum penalty of a mark of zero on the relevant piece of assessed work. Alternatively, in cases involving students beyond their first year of study, in cases where the plagiarism offence is felt to be severe, or in cases where a student has previously been found guilty of some form of cheating, the Head of Department may report the matter to the Academic Registrar for consideration by an Investigating Committee of the 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 and departmental procedure.

It should also be noted that the Investigating Committee can, and does, refer serious cases of cheating on to the Discipline Committee. The Discipline Committee can impose further penalties, including the termination of your registration at the University.

What if I am accused of plagiarism, but wish to appeal?

If you are accused of plagiarism, the Director or Deputy Directors of Undergraduate Studies will give you the opportunity to make representations before a decision is taken.

Please note that if the Department finds that you have committed plagiarism, but you believe the Department's decision to be incorrect, you have the right to refer the matter

to the Investigating Committee. A meeting of the Investigating Committee will then consider the case and take a decision as to whether it believes cheating has taken place or not. If it determines cheating has taken place, the Committee will decide on an appropriate penalty, which may or may not be the penalty previously imposed by the Department.

Students have the right to appeal against the decision/s of the Investigating Committee, but only on very specific grounds: please see Regulation 11 (6) and Regulation 11(10) [www.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/].

Good practice and unfair practices

It is not plagiarism to cite without attribution ideas and theories that have passed into the public domain. 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 the suspicion of plagiarism or cheating in your assessed work. The best way is to ensure that you adhere to good practice, represented by the rules for references and citations. 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 is uneasy because it is not clear that the student has done more than a bit of 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. It may, however, be brought to a plagiarism meeting.

Copying or paraphrasing lecture notes, even with quotation marks and citations, is something we would especially discourage. When you copy from a published source at least you have the security of knowing that the work that you are copying has been scrutinised by referees (of journals) and reviewers (of books). Lecture notes are not subject to independent scrutiny and have no such guarantees of quality. Notes provided by lecturers should be only a starting point of your research, not your finishing point. Again, work based 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 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. The same will occur if you do not use the material yourself but pass it on to a third person, because without your involvement the cheating would not have been able to take place.

Collaboration, or working cooperatively with other students, is an excellent way of acquiring knowledge. Teamwork enables you to cover material more quickly and more efficiently. Having to explain things to others clarifies them and fixes them in your mind. But collaboration can give rise to 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 cooperative acquisition of knowledge and the copying of another's work and submitting it as your own. Your module tutor may supply you with further guidance. If you find yourself in a situation where cooperation with another student has become so close that you find yourselves working towards a joint result, discuss it with your tutor before submitting your work.

Other forms of cheating

There are many other kinds of cheating, including cheating in tests or exams. The following are just some types of cheating, all of which are punishable:

- purchasing an essay or asking someone else to write it for you - this is a form of plagiarism
- concealing information on or near your person during a test or exam and referring to this information during the test or exam
- by using electronic devices to retrieve information in a test or exam. Please note that if you are found to have an electronic device in an examination, you will receive a mark of 0%.
- 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
- continuing to write after you have been told to stop writing in a test or exam
- 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 can be severe.

Cheating in a class test is dealt with in the Department, but may be passed onto 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 test. 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, your module tutor, or your Personal Tutor. You can also access resources via the Personal Development Module's Plagiarism Tutorial and the Library. For advice on the Department's Plagiarism Procedure, please refer to the Department's Quality Assurance Manager.

Examinations

Most of your assessment will be in the form of University examinations. For each exam, you are required to bring your student ID card and place it on your desk, so that your identity can be checked during the examination. You should avoid bringing a bag with you to the 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. A mark of 0 in a module exam will be awarded if you are found with a phone on you, even if it has not been used.

Most second 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'. This also applies to many third year modules, though more of them are assessed by 100% exam. 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.

In some departments where modules are assessed by a combination of coursework and examination, examiners prohibit you from answering exam questions that overlap with coursework previously submitted. This is not the case in Economics. It is your responsibility to inform yourself of these, particularly regarding their rules and procedures for assessed work.

In all EC-coded examination papers, you may answer any question subject to the restrictions (rubric) written on the question paper itself, regardless of the assessed work you have submitted. Modules offered by other departments have their own examination methods. It is your responsibility to familiarise yourself with these, particularly regarding their rules and procedures for assessed work.

In principle, all materials outlined in the module overview document, content presented in lectures and Support and Feedback Classes, and content within further readings, are examinable. The module syllabus, as given on the module webpage, also indicates what is examinable. We do not specify what topics are to be included in or excluded from an examination paper, as is standard practice in the Department and University.

Examination dates and timetable

There are two examination periods, with the main exams being held in May/June and resit exams held in September. For more information on the exam periods, please see the Examinations Office website [www.warwick.ac.uk/services/academicoffice/examinations]. Please note that examinations are scheduled centrally by the Examinations Office and, as such, the Department has no control on which exams are held on which day.

It is your responsibility to check the date, time and location of your exams and ensure you are there in time. If you are late to an exam, it is at the discretion of the invigilator as to whether you are permitted to sit it, but you will only receive the time remaining on the exam. If you miss an exam, you are not permitted to sit the exam later in the day. You will receive a mark of zero.

Special arrangements for exams

If you have a properly-documented and approved need for special arrangements for your examinations (e.g. you are allowed extra time to compensate for a condition) then these arrangements can be made. If your condition will last more than 12 months, typically evidence will be provided by Disability Services. But you do still need to notify us when asked to do so - otherwise late requests may not be granted. If you have a serious condition which will affect you sitting an exam but it will last less than 12 months, you will need to send medical evidence from a doctor or hospital to the UG Office. If it is in a language other than English then an official translation is required. You must contact Disability Services by the end of the spring term to register for special arrangements. Please check the Academic Office website [www.warwick.ac.uk/services/academicoffice/] for specific dates.

Please contact the UG Office with the details of any special arrangement requests.

Good practice in examinations

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

- Write legibly - we will make every attempt to read your exam paper, but if we cannot read it, you will not be permitted to re-write or type it.
- Fill in the question numbers on the front page.
- Use the correct number of answer booklets and answer questions in the right booklets, as set out in the exam rubric.
- Check the exam rubric to see if you are permitted to have a calculator in the exam. It is your responsibility to ensure that your calculator fulfils the University's criteria [www.warwick.ac.uk/services/academicoffice/examinations/students/regulations_calculators]

Other pointers for good practice in examinations, include:

- familiarising yourself with what happens in the exam room by reading the Examination Regulations 10.2 [www.warwick.ac.uk/services/gov/calendar/section2/regulations/examregs/#10.2]
- familiarising yourself with the rubric beforehand and doing what the rubric asks (the rubric for each module can be found on the module webpage - it is better to use this

source for accurate exam rubric rather than using past papers, as that may be out of date)

- 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)
- 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
- answering only the number of questions indicated in the examination rubric. If you answer more questions than are prescribed by the rubric, and fail to provide a clear indication of which answers should be discarded by the marker (e.g. by crossing them out), then the marker will mark answers in the order in which they appear in the exam booklet and, after the prescribed number is reached, will discard the rest
- make sure that if you use more than one answer booklet, you label them appropriately. Ensure that the separate booklets are tightly bound together so that they will not come apart before they reach the markers.
- Other advice on how to tackle exams is available on the following websites:
 - ▶ Students' Union [<http://www.warwicksu.com/advice/academic/examinations/>]
 - ▶ University Counselling Service [www.warwick.ac.uk/services/tutors/counselling/informationpages/managingexamanxiety/]
 - ▶ The Centre for Student Careers & Skills [www.warwick.ac.uk/services/scs/skills/recipes/revision/revisontips/]

Bilingual Dictionaries

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 Feedback

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

Following the decisions of the Exam Board, you will be able to access all of your marks via the Economics website and you will be sent a link for this. Following the September examination period, you will be provided with feedback from the summer exams, in the form of a break down of the marks you obtained per question on each module and, where the number of students is large enough, the summary statistics per question and a cumulative distribution function will also be available so that you can compare your performance with others on the module. Generic feedback on summer examinations will also be provided through a summary by question covering what was expected, what was generally done well and what was done poorly. Bottom line solutions to quantitative papers will also be provided as a further form of feedback. All feedback will be provided after the September examination period so that no student is advantaged and the feedback will be available for a limited period of time. The feedback is there for you to reflect on your performance, but you are not permitted to discuss the feedback with any member of staff.

If you are required to resit a failed module in order to be awarded your Diploma, you will automatically be sent a copy of your exam script. No other exam scripts will be made available to students. Tutors and lecturers will not be able to provide further individual feedback or explanation and you will not be able to use the script to challenge marks. Please note that the moderation process may have had the effect that the final mark on your script does not coincide exactly with the marks given to each part.

While you may appeal against an exam board decision, there is no provision under the University guidelines for you to challenge the academic judgement of the examiners or to dispute the marks awarded in individual modules or pieces of work.

If you have any concerns or feedback about the examination process then please contact the Quality Assurance and Examinations Coordinator in the first instance.

Examination boards

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

External examiners are experienced senior academics from other universities whose role is to monitor our standards, to advise us on issues including borderline cases, and to act generally as independent arbiters and scrutineers to ensure

that the Board's decisions are fair. Please note that all marks are provisional and may be raised or lowered by the Exam Board.

Exam Board Decisions

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

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

1. To pass the Diploma

Aim:	To broadly achieve at least a third class honours standard.
Guidelines:	(i) Pass (> 40%) at least 90 CATS (ii) An average mark of 40.0% or better over 120 CATS

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

Aim:	Normally you would be required to achieve at least an upper second class honours standard.
Guidelines:	(i) Pass (> 40%) at least 90 CATS (ii) An average mark of 58.0% or better over 120 CATS (iii) A mark of 60.0% or better on at least 60 CATS

3. Resitting Students

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

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

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

Mitigating circumstances

If you fail to attend an examination or test or submit a piece of assessed work, you will be awarded a mark of 0, unless you make the Department aware of and can provide evidence of mitigating circumstances.

Detailed guidance on how to submit a case for mitigating circumstances and the evidence required to substantiate a case is available here [www.warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/u_mitigatingcircumstances/].

Mitigating circumstances are defined as:

- Situations that the student could not have predicted and had no control over (e.g. serious illness, death of someone close, being the victim of crime, family difficulties and financial hardship);
- Situations with negative impact on the student's ability to undertake assessments/examinations which are independently evidenced in a timely fashion; (e.g. doctor's

note during illness showing duration and level of negative impact);

- Situations that are acute or short term, the timing of which are relevant to the impact on study (normally within three weeks of the relevant assessment event deadline).

Mitigating Circumstances must be submitted to the Department using the Mitigating Circumstances Form [www.warwick.ac.uk/economics/current/msc/resources/mitcirc].

Deadlines

Where you are applying for an extension to a coursework deadline because of mitigating circumstances, you must apply on tabula as soon as possible and ideally before the submission deadline. For mitigating circumstances affecting your exam performance you must submit the above form and evidence as soon as possible and no later than three working days following the last day of your University examinations. All other mitigating circumstances claims must be submitted as soon as possible and no later than five working days before the Mitigating Circumstance Panel, which normally takes place one week in advance of the exam board. For the June Exam Board the deadline for submitting claims is 4 June 2019.

Without wanting to invade your privacy, the University does expect that you bring such circumstances to the Department's attention in a timely manner, despite the discomfort you might feel in so doing. The Department will do all it can to support you in difficult situations. You should be aware that mitigating circumstances not submitted by the relevant deadline cannot be considered by the Department and may only be considered by an Academic Appeals Committee as part of an academic appeal [www.warwick.ac.uk/services/academicoffice/gsp/guidingyouthrough/reg42appeals].

Medical evidence

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

Who to talk to

In order for your circumstances to be considered as mitigating by the Department, they must be conveyed formally to the Mitigating Circumstances Officer in the Department using the Mitigating Circumstances Form [www.warwick.ac.uk/economics/current/msc/resources/mitcirc]. For UG students the Mitigating Circumstances Officer is the UG Teaching and Learning Manager.

We are aware that in some cultures it is considered shameful or embarrassing to disclose the details of these kinds of circumstance to those outside one's family. This is not the case in the prevailing UK culture and you should be aware that the Department and the University are fully supportive of students in difficult circumstances and want to assist if at all possible. If you feel inhibited from talking to a Personal Tutor, Director of

Academic and Pastoral Support or UG Teaching and Learning Manager, you may also consider talking to a member of the SSLC, the Students' Union, the Dean of Students or a member of staff in Student Support for initial, informal advice. Be assured that we treat all information in a confidential manner and our electronic filing system is secure. If you believe that your mitigating circumstances submission contains sensitive personal information and/or highly confidential evidence, you may submit your mitigating circumstances marked "strictly confidential and for the attention of the Chair of the mitigating circumstances panel only".

Exam anxiety

Exams are a stressful time for all students and hence you should expect to feel some degree of anxiety during the exam period. When taking an exam, it is not uncommon for students to feel a rising level of anxiety and to think that it is a panic attack. A panic attack during an exam will not be taken as a severe mitigating circumstance, unless:

- the Department already has evidence to confirm that you have a history of similar anxiety and panic attacks and can provide medical evidence of this panic attack.
- significant medical evidence can be provided that documents the symptoms of the panic attack during the exam and confirms that you would have been unable to complete the exam under the circumstances.

Mitigating Circumstances Panel

The Mitigating Circumstances Panel is Chaired by the Director of Undergraduate Studies and membership includes the Director of Academic and Pastoral Support, the Deputy Director of Undergraduate Studies, the Director of Studies, the Head of Department, the Year Tutor and the UG Teaching and Learning Manager. The panel has the following remit:

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

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

The UG Teaching and Learning Manager will review the mitigating circumstances in confidence and decide whether an extension or late submission penalty waiver is appropriate. A decision will normally be communicated to you within three working days. Detailed guidance on extension requests can be found here [www.warwick.ac.uk/economics/intranet/teaching/handbooks/?h=7&p=1068&i=1068].

Possible action by the Exam Board

For severe mitigating circumstances the Exam Board might recommend the candidate sits examinations (as for the first time) in September or the following May/June or offer a further opportunity for re-examination. In the case of first year students, mitigating circumstances are considered and recommendations are made by the Faculty First Year Board of Examiners. In the case of the Second Year Exam Board, it may be recommended that no action is required in terms of progress decisions, but the

circumstances will be carried forward and be considered when determining the degree classification at a future meeting of the Board of Examiners. Please note that the Exam Board will not change any marks, whether module or average marks for any student, even if there are mitigating circumstances. The role of the Exam Board is to determine progression and Degree Class.

Reasonable Adjustments

Long term chronic conditions (normally greater than a term in duration and that are likely to continue) and disabilities are dealt with under the reasonable adjustments [www.warwick.ac.uk/services/disability/howwecanhelp] (RA's) policy. However a significant deterioration of a permanent or chronic condition already reported and covered by reasonable adjustments, is classed as a mitigating circumstance. Guidance in relation to reasonable adjustments is available on the University web pages and is summarised below.

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

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

- Further information on disabilities and reasonable adjustments can also be accessed in the University's Disability Policy [www.warwick.ac.uk/services/qualops/disability/policy].

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.

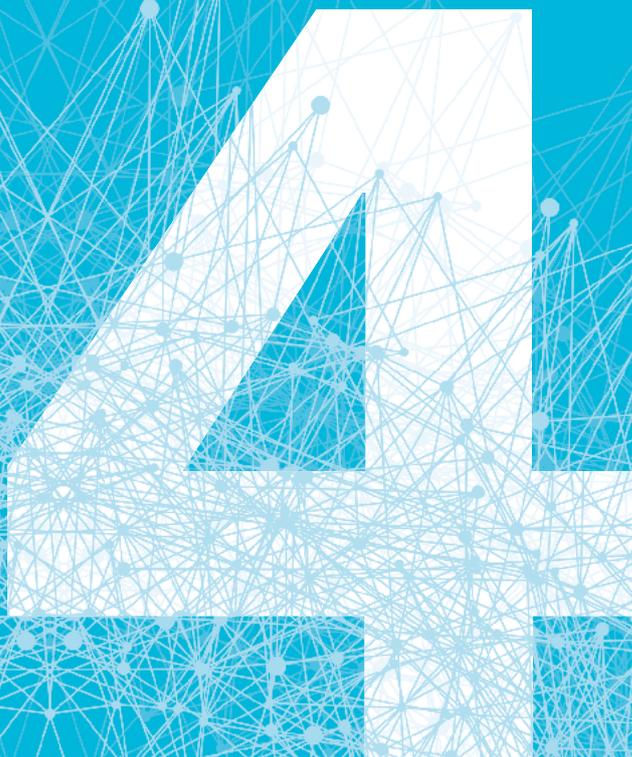
If you have any queries about appeals please contact the Undergraduate Office: economics.ugoffice@warwick.ac.uk.

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 and transcript 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

Your feedback to us	40
What is a complaint?	40
Informal channels (Stage 1)	41
Formal channels (Stage 2)	41
Formal channels (Stage 3)	41
Office of the Independent Adjudicator (OIA)	41



Your feedback to us

We place great value on feedback from students 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 in more general.

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

- Module Evaluation twice a year
- your Course Director or Year Tutor
- being involved in the Student Engagement Group
- attending a focus group
- Advice and Feedback hours of the Directors of Academic and Pastoral Support (DAPS)
- the Student-Staff Liaison Committee (SSLC)
- the Postgraduate Taught Experience Survey (PTES)
- Departmental online feedback form [www.warwick.ac.uk/ec/current/shared/feedback-form]

The Head of Department, Professor Jeremy Smith, is also happy to hear thoughts from you regarding all operations within the Department. You may reach him via email: jeremy.smith@warwick.ac.uk or via his 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 [www.warwick.ac.uk/services/feedbackcomplaints/students/complaints/] for more comprehensive information.

Informal channels (Stage 1)

The first stage of the complaints procedure is the stage where straightforward concerns should be resolved swiftly and effectively at a point at which a complaint is made. You are asked, unless the complaint is of a very complex or serious nature, to start the process at Stage 1. All Stage 1 complaints are investigated and responded to within 20 University working days.

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 the Diploma Director or your Personal Tutor for advice. If you believe the issue is of a general nature relating to the teaching and learning provision in the Department, you may alternatively contact your SSLC representative, who can raise the matter on your behalf. Should you feel unable to raise your issue with the member of staff directly concerned, you should email economics.quality@warwick.ac.uk.

Complaints submitted anonymously are difficult to investigate and resolve, and as such, we do not encourage them. Such complaints will only be taken forward if sufficient information is provided to enable investigation. However, informal feedback about a service we provide may be submitted anonymously.

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 the grounds of personal dislike or broader prejudice. In such circumstances you may take the matter up with your Year 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 Education Officer [<http://education@warwicksu.com>] or the Student Advice Centre [www.warwicksu.com/advice/] for support.

In the event of a personal dispute involving your Personal Tutor, we recommend that you contact the Directors 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)

In cases where you have raised an issue in Stage 1 of the complaints process with a member of the Department and have not received a response with which you are satisfied, or in cases which are significantly serious or complex to be dealt with informally, you should then put your complaint in writing (within 10 University working days of receiving the Stage 1 response) to the Quality Assurance Manager by emailing economics.quality@warwick.ac.uk. You will then receive an initial response to inform you that your complaint has been received, and your complaint will then be investigated. You can then expect to receive a response from the Head of Department or their Deputy within 30 University working days.

If, having received the response from the Head of Department or their Deputy, you remain dissatisfied with the outcome of consideration of your complaint, then, if you meet the published criteria, you can apply for a review of the Stage 2 process to include previously unavailable evidence or determine that appropriate processes were followed and that the Stage 2 decision was reasonable. For further details, please see the Student Complaints Resolution Procedure [www.warwick.ac.uk/services/feedbackcomplaints/students/complaints/].

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. This stage of the complaints resolution procedure is concluded within 30 days.

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

Office of the Independent Adjudicator (OIA)

If your complaint reaches the point where it has exhausted the three stages of the Student Complaints Resolution Procedure, you have the right to refer your complaint to the Office of the Independent Adjudicator for Higher Education (OIA) [<http://www.oiahe.org.uk/>]. The OIA must receive the complaint within three months of the conclusion of the complaints procedure at the University, and complainants are subject to eligibility criteria.

Careers and personal development

Careers & Personal Development	43
Student careers and skills	43
Key skills	43
Cognitive skills	43
Professional skills	43
Subject knowledge and understanding	44
Skills Programme	44
English language classes	44



Student careers and skills

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

e: 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.



Student support

Pastoral Care and Welfare	46	Access to economic datasets online	50
Personal Tutor	46	Software to download	50
Year Tutor	46	Getting help	50
Director of Academic and Pastoral Support	46	IT Training	50
Daily drop-in sessions and the Welfare Officer	46	General information	51
Additional Departmental support	47	Sexual and racial harassment	51
Academic Lecturers	47	Equal opportunities	51
Module Support and Feedback Class Tutors	47	Health and Safety	51
Student-Staff Liaison Committee (SSLC)	47	Children on campus	52
Other on-campus support services	47	Other policies and regulations	52
The Dean of Students and the Faculty Senior Tutor	47		
The University Counselling Service	47		
Disability Services	47		
The Residential Life Team	48		
The Chaplaincy	48		
The University Mental Health Co-ordinators	48		
The Health Centre	48		
The Students' Union Advice and Welfare Service	48		
The Student Funding Team	48		
The Office for Global Engagement	48		
The University Security Team	48		
The University Library	48		
Contacting the Library	49		
Information Technology (IT) Services	49		
Help Desk	49		
Network access from student residences	49		
Computer security	49		
Open access areas	49		
Printing	49		
Microsoft Windows and Apple Mac software	50		
Bloomberg room	50		

Pastoral Care and Welfare

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

In the Department of Economics, there is a network of Personal Tutors (PT), and Year Tutors (YT), headed by the Director of Academic and Pastoral Support, who works under the overall responsibility of the Director of Undergraduate Studies. Each of these roles carries specific responsibilities. We also have a Welfare Officer for all students based in the Department of Economics.

The Director of Academic and Pastoral Support is Dr. Christian Soegaard and your Year Tutor is Dr. Tom Martin. The Welfare Officer is Ann Simper who is also the UG Coordinator and is located in the UG office in S0.98.

Personal Tutor

The Diploma Course Director is your Personal Tutor (PT) and you can turn to them for confidential advice regarding personal or academic matters. Your Personal Tutor is an important contact with the Department and University.

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

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

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

Year Tutor

The main responsibility of the Year Tutor is to act in the role of a senior tutor for their respective year group. 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 via the mitigating circumstances form.
- 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 Director 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 Director of Academic and Pastoral Support in more severe cases.

Director of Academic and Pastoral Support

Under the guidance of the Director of Undergraduate Studies, the Director of Academic and Pastoral Support (DAPS) has overall responsibility for the operation and design of the Personal Tutor system in Economics. Personal Tutors and Year Tutors may defer cases needing higher-level support, particularly those in which advocacy or representation at a University committee are warranted, to the Director of Academic and Pastoral Support. The Director of Academic and Pastoral Support is also the convenor and member of the Student-Staff Liaison Committee (SSLC).

Another aspect of their role is to review students with poor attendance or study records. Where this – or other sources of Department information – identifies cases of students with poor attendance records or with other apparent study problems, the relevant Year Tutor will have the responsibility of contacting you to suggest a review meeting. You might choose to involve the Personal Tutor in this discussion.

Find out more about the Director of Academic and Pastoral Support at the DAPS webpages [www.warwick.ac.uk/ec/current/ug/resources/services-and-support/directors-of-academic-and-pastoral-support].

Daily drop-in sessions and the Welfare Officer

Your wellbeing is important to us and we are always here to help you. We have introduced daily Wellbeing Drop-in [www.warwick.ac.uk/services/mentalhealth/wellbeing/dropin/] sessions where you are welcome to call by and speak with one of the members of our Academic and Pastoral Support team. The drop-in sessions are daily between 10-11am and 2-3pm

in Room S0.97. Our Welfare Officer - Ann Simper - will also be holding drop-in sessions twice per week. If there is something troubling you, or hindering you from focusing on your studies please do make contact. One of the members of the team will be able to signpost you to the appropriate person or service.

You do not need to book an appointment, but can just drop in. However, outside of these hours you can find Ann in the Undergraduate Office (S0.98) and she will be happy to help you, as always.

Please note this is not a replacement for attending Personal Tutor meetings.

The University has a very detailed webpage describing how Warwick operates its welfare system that you also may wish to access: Wellbeing Support Services [www.warwick.ac.uk/services/supportservices]

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 Class Tutors

For core modules you will have small module Support and Feedback classes with tutors, who go over topics within your module in much more detail than in lectures. These are essentially a feedback session and should be used as such. You are in much smaller groups than in lectures, so this is a good opportunity to discuss questions and concepts and receive feedback on your approach to problems and understanding key concepts. These tutors also have advice and feedback hours every week during term time. 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 section 2 in this Handbook (Feedback).

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/studentssupport.

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

The Dean of Students and the Faculty Senior Tutor

The Dean of Students and the Faculty Senior Tutor and colleagues in Student Support work closely together to help students 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. The Dean of Students' Office also provides help and advice to members of academic staff who are Personal Tutors and is responsible for the University's Personal Tutoring system.

For more information about the work of the Dean of Students' Office [www.warwick.ac.uk/services/dean-of-students-office/] please visit their website.

The University Counselling Service

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

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

w: warwick.ac.uk/counselling

e: counselling@warwick.ac.uk

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.

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

w: warwick.ac.uk/disability

e: disability@warwick.ac.uk

If you require out-of-hours emergency support please contact the Security Gatehouse on internal extension 22083.

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.

In the first instance you should approach your Resident Tutor in your accommodation. If you cannot get hold of them, you can contact the central Residential Life Team:

t: +44 (0)24 7652 4704 or internal extension 24704

e: residentialteam@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.

t: +44 (0)24 7652 3519 or internal extension 23519

w: warwick.ac.uk/chaplaincy

e: chaplaincy@warwick.ac.uk

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.

To arrange an appointment with a Mental Health Co-ordinator, please visit their website and complete the appointment request form online:

w: warwick.ac.uk/mentalhealth

e: mentalhealth@warwick.ac.uk

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.

t: +44 (0)24 7652 4888 or internal extension 24888

w: www.uwhc.org.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.

t: +44 (0)24 7657 2824 or internal extension 72824

w: warwicksu.com/advice

e: advice@sunion.warwick.ac.uk

The Student Funding Team

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

t: +44 (0)24 7615 0096 or internal extension 50096

w: warwick.ac.uk/studentfunding

e: studentfunding@warwick.ac.uk

The Office for Global Engagement

The International Student Office 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.

w: warwick.ac.uk/immigration

w: warwick.ac.uk/studyabroad

w: warwick.ac.uk/worldatwarwick

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.

t: Emergency internal system 999

t: +44 (0)24 7652 2083 or internal extension 22083

w: warwick.ac.uk/security

e: security@warwick.ac.uk

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.
- ▶ Use the Library Catalogue to find what you need, using the "Library Search" textbox on the Library [www.warwick.ac.uk/services/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.
- ▶ The Library webpages for Economics [www.warwick.ac.uk/services/library/subjects/social-sciences/economics/] 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 useful online tutorials 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 often obtain 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. Library contact details appear below.
- ▶ 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

The Library help desk is available from 8.30 am to 9.30 pm, seven days a week.

t: +44 (0)24 7652 2026

e: Library@Warwick.ac.uk/email

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

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.

t: +44 (0)24 7657 2712

e: 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/myemail.

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/service/support/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 or check your credit at 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.

Printing costs are as follows:

A4 black and white (per sheet): 5p single sided, 8p double sided

A4 colour (per sheet): 15p single sided, 28p double sided

A3 black and white (per sheet): 9p single sided, 16p double sided

A3 colour (per sheet): 30p single sided, 58p double-sided

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

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. STATA is available university wide and is paid for by the Department of Economics. You will use this software extensively in EC226.

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. For assistance with locating and installing software, please contact the IT Services Help Desk: warwick.ac.uk/helpdesk

Bloomberg room

The Department has three Bloomberg Terminals in room S0.84. The Bloomberg Terminal is a computer software system which provides access to current and historical financial information on individual equities, stock market indices, fixed-income securities, currencies, commodities and futures for both international and domestic markets. It also provides company profiles and financial statements, analysts' forecasts, news on worldwide financial markets and audio and video interviews and presentations by key players in business and finance. You can book the use of one of the terminals in half hourly sessions from Monday-Thursday 9-4.30pm and Friday 9-3.30pm. Please note that there are restrictions in the amount of data you are permitted to download. This is imposed by Bloomberg and further information is provided by the terminals. You will only be able to use the terminal if you have pre-booked online. You can book online at: www.warwick.ac.uk/services/its/servicessupport/workareas.

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). Details can be found at www.warwick.ac.uk/services/its/servicessupport/software/list.

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 S0.83.

IT Training

The ITS Training Service provides in-house training in Microsoft applications and academic software including:

- Stata
- SPSS
- Mathtype
- Mathematica
- Matlab
- Qualtrics

We also offer you the opportunity to study for Microsoft Office Specialist Qualifications. These qualifications are free of charge while you are studying here, so take advantage of the opportunity to develop your IT skills. Dates for specific courses can be found on the Training Service [www.warwick.ac.uk/services/its/servicessupport/training] website.

Please note that if you fail to attend a course or provide adequate notice of cancellation, on two occasions, you will have any existing bookings to other courses cancelled and the right to book on further courses withdrawn.

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 Female Students, Director of Academic and Pastoral Support and the Director and Deputy Directors of Undergraduate Studies. 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 has published a Health, Safety and Wellbeing [www.warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy] policy.

The Department considers that high standards of health and safety are of paramount importance in enabling us to achieve our objectives. We view compliance with legal requirements as the minimum acceptable health and safety standard. We are committed to planning, reviewing and development of health and safety arrangements, in line with changes in health and safety legislation, in order to achieve a continual improvement in performance.

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 University's Health and Safety Policy.

Key Contacts

- Head of Department, Professor Jeremy Smith, holds the ultimate responsibility for the health and safety within the Department.
- Departmental Health and Safety Officer, Sarah Duggan, for maintenance, monitoring, development and implementation of health and safety policy and practices in the Department (S.Duggan@warwick.ac.uk).
- Facilities Assistant, Colin Ellis, for fire, first aid, building/facilities issues (Colin.Ellis@warwick.ac.uk).
- HR Officer, Lisa Hayes, for health and wellbeing (L.Hayes.2@warwick.ac.uk).

More comprehensive information on each area of health, safety and wellbeing aspects are detailed below.



Fire, First Aid and Security

In the event of:

FIRE

When fire alarms are active, the department's assembly point is at the REAR OF THE ARTS CENTRE.

Our Fire Evacuation Warden is Colin Ellis, ext. 28185, room S0.88.

Report any fire incident immediately to the University's Security Control Centre, ext. 22222 or by mobile phone 02476522222

FIRST AID

The location of First Aid boxes are rooms S0.88 and S1.130.

Our First Aiders are Colin Ellis and Sharon Yarrow.

If Emergency services are required, contact the University's Security Control Centre, ext. 22222 or by mobile phone 02476522222

SECURITY

Report any suspicious behaviour to the Campus Security Control Centre, ext. 22083.

Children on campus

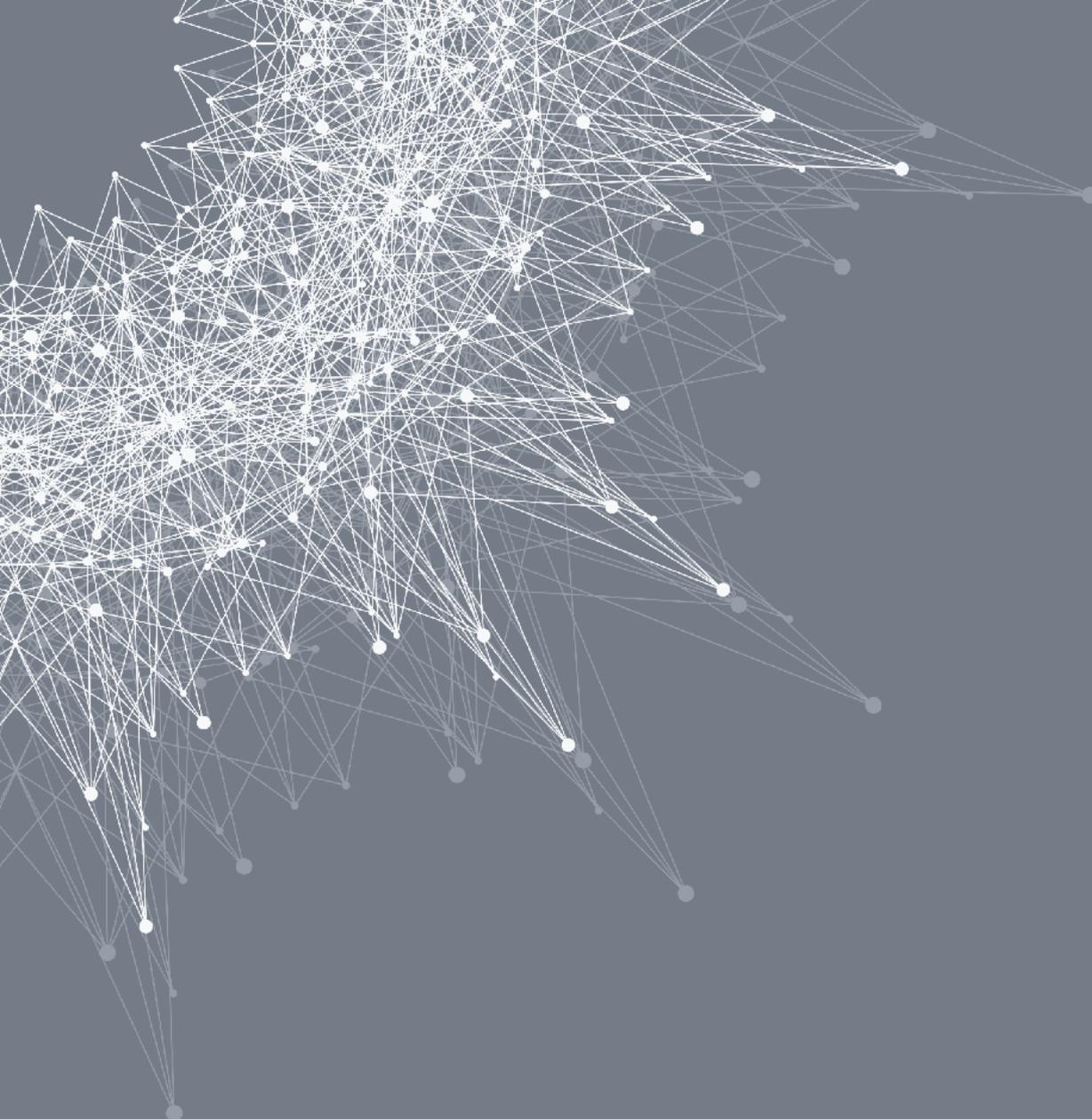
The Department is a 'designated work area' and is covered by the Shops, Offices and Railway Premises Act 1963. Among other things, this means that the building is designed and equipped to be safe when used by responsible adults, but it is not a safe environment for children. When children are brought 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

- Dignity at Work and Study Policy: www.warwick.ac.uk/dignity
- Warwick Student Community Statement: www.warwick.ac.uk/quality/categories/wscs
- 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

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