

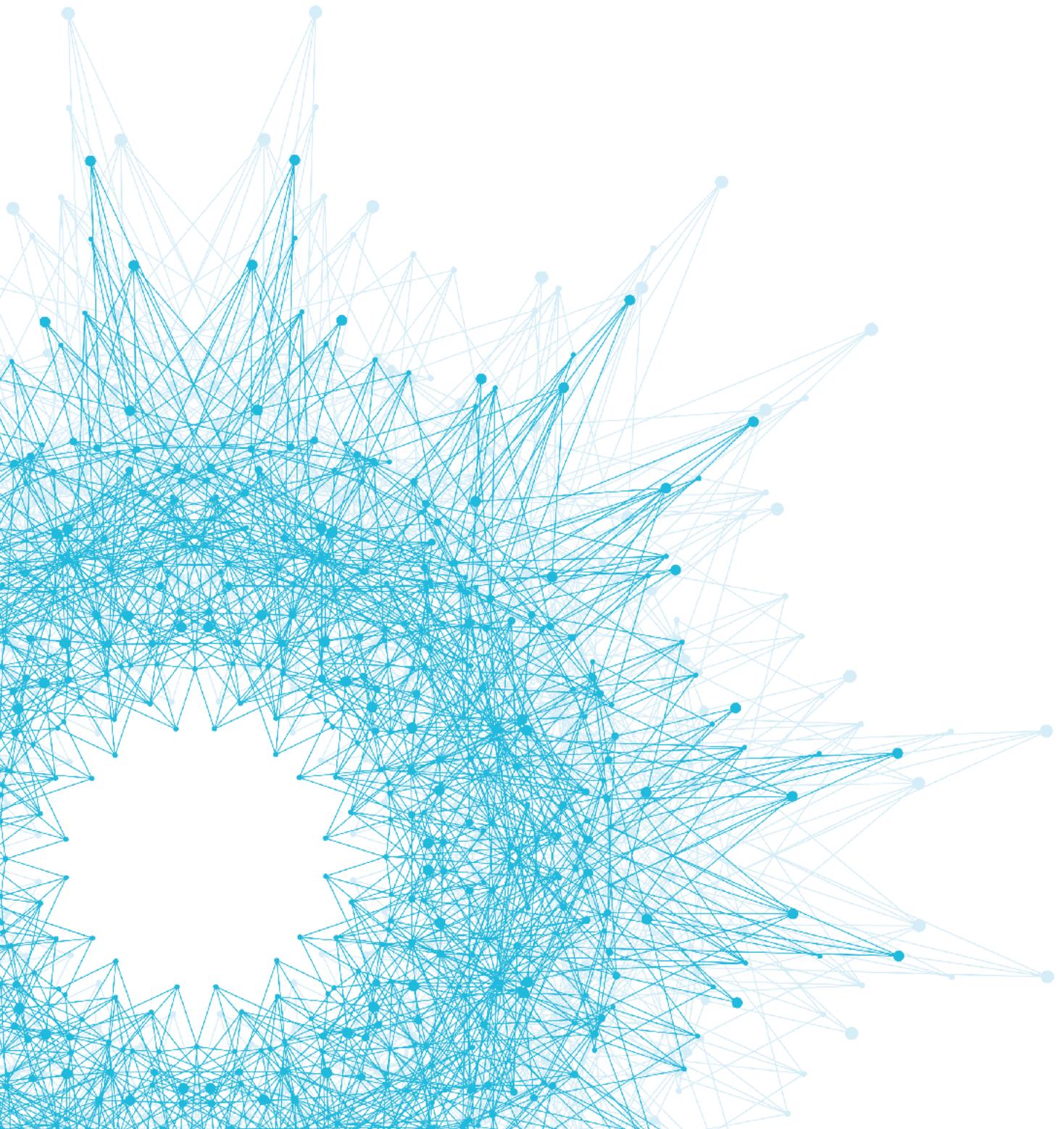
Economics at Warwick

MRes/PhD Handbook

2018/2019

WARWICK

ECONOMICS



Welcome

from the Director MRes/PhD

Welcome to our MRes/PhD Programme in Economics at Warwick. We hope that you find your study with us to be interesting and rewarding and that your time here will be enjoyable and worthwhile. This Handbook describes the structure of the MRes/PhD programme and outlines what you can expect from your time spent in the Department. It contains most of the information that you will need to get started, and it can be a useful reference in the future. You should read it carefully and refer to it if you have any questions.

The MRes/PhD programme formally consists of two separate degree programmes. The first two years of taught coursework lead to the award of the MRes degree (for candidates satisfying all of the requirements). If you pass the MRes at a sufficiently high level of performance, you will then proceed to the PhD programme. You have a maximum of four years to complete the PhD, but are expected to be ready to submit at the end of year three. We aim to provide you with a professional training in modern economics, including tools and techniques of analysis as well as knowledge, and an opportunity to apply this in extended research. Our objective is to produce doctoral students who are able to pursue research driven careers at the highest level in academia, government agencies or consultancies.

With regards to the PhD programme, as you know, the primary activity of a research student is to complete a thesis that contains original and interesting analysis. However, other activities are also important, since they expand expertise and increase human capital. These notes and the associated requirements are aimed at indicating the right balance of activities and what the Department expects of its research students.

If, after reading this Handbook, you have any queries, then please feel free to drop me an email.

We wish you all an enjoyable and successful time studying in the Department.

Dr Manuel Bagues

Director MRes/PhD Economics
University of Warwick



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The Department of Economics

Communication and Information Sources

Tabula

Tabula is the University's secure web based postal to support teaching and learning activities. The system is accessible from the departmental website and will allow you to receive important announcements, check assessment marks, sign up for support classes, give course and module feedback, contact your lecturers and supervisors, access forms and change contact details. Tabula is accessible on and off campus and further details and instructions are available when you login. You will be prompted by email to login to the system soon after enrolling.

Moodle

Moodle [www.moodle.warwick.ac.uk/] is the University's Virtual Learning Environment (VLE); a web platform designed specifically to support the delivery of teaching and learning materials and activities. Every module has a Moodle page, where you can view lecture notes, recordings and coursework.

Current Student Webpages

The Current Student Webpage [www.warwick.ac.uk/economics/current/] contains all essential information about your course and other important information and resources to enhance your student experience, including links to the timetable and to module information and teaching material. You should visit this page often, as we regularly post updates to information and resources, although we will alert you to updates at the time. You will need to use your student log in to access information personalised to you.

Email

Our preferred way of communication is via email, so please make sure you check your Warwick email account daily and don't let your inbox become full.

MyWarwick Mobile App

We will use the MyWarwick mobile app (MyWarwick alerts will appear on your phone), when we want to contact you urgently relating to your study at the University. Please do not disable the notifications for the app, as you may miss important communications.

Social Media

The Warwick Economics Facebook [www.facebook.com/warwickeconomics] page is a great way to connect with other new students in the department and you may wish to follow us on Twitter [www.twitter.com/warwickecon].

Student Pigeonholes and Student Mail

All MRes/PhD students have a pigeonhole (i.e. mailbox) in the PhD Common Room (s2.127). Please make sure that you check your pigeonhole regularly. Any registered letter or parcel, which arrives for you will be kept in the MRes/PhD Office (s0.91) and an email will be sent to you to collect it.

Keeping Your Personal Details Up To Date

When you enrolled for your course online, you will have submitted various personal and contact details; these include the contact details we will use in the event that we need to contact you urgently. If any of your contact details change, especially your mobile phone number it is vital that you inform the University Student Records [www.warwick.ac.uk/services/academicoffice/studentrecords/students/] team.

Student Privacy Notice

The University is committed to protecting the privacy and security of your personal data. Through enrolling you must confirm that you have read the Student Privacy Notice [www.warwick.ac.uk/services/idc/dataprotection/privacynotices/studentprivacynotice]. The purpose of the Notice is to explain how the University will collect and use (process) your personal data, what rights you have in relation to that data and to provide transparency regarding the data we collect about you.

Administration of the MRes/ PhD Course

The department is located in the Social Sciences Building on the corner of Library Road and Gibbet Hill Road. You will find the interactive map showing the location of all University buildings and car parks here [www.warwick.ac.uk/about/visiting/maps/interactive]. The key committees responsible for administration of the MRes/PhD programme are:

- The Graduate Student-Staff Liaison Committee [www.warwick.ac.uk/economics/current/mres/resources/gsslc] (GSSLC MRes/PhD): an important forum within the department where MRes and PhD students meet with departmental staff to discuss issues relating to the learning experience. (Please see also the Student Voice section).
- The Graduate Management Committee (GMC): monitors the quality of all postgraduate programmes in the department and reports to the departments Teaching and Learning Committee, which oversees the strategy of all aspects of teaching and learning in the department (in the context of University Education Strategy). The student Chairperson of the GSSLC attends both committees.

The key academic staff in the department with responsibility for the MRes/PhD programme are:

Departmental contacts



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Key administrative staff



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The full staff list for the Department is available at:

 www.warwick.ac.uk/fac/soc/economics/staff

How to contact us

Your first port of call should be the MRes/PhD Office (Room s0.91) on the ground floor of the Social Sciences Building, near the main departmental entrance.

Email

Sending an email can be a good way to answer straightforward questions or make an appointment and all members of academic staff have a Warwick email account. Please do not send the same email to multiple people as this can cause confusion and results in a waste of staff time and always use your Warwick email address, to avoid your email going into a junk folder.

If you are having problems contacting a member of the academic staff, please let the MRes/PhD Office know by emailing or calling Natalie Deven [n.s.deven@warwick.ac.uk].

Telephone

You can also contact staff members by telephone. Internal numbers are available through the People Search tool on Insite [www.warwick.ac.uk/insite]. You can also speak to teachers at the end of lectures and seminars.

Advice and Feedback Hours

All academic members of staff (including Support and Feedback Class Tutors) have two hours allocated for advice and feedback, whereby students can meet with them on an individual basis for guidance or clarification on aspects of a particular module. All staff advertise their Advice and Feedback hours next to their office door and students are usually asked to sign up for a particular time slot.

What you can expect from us

We want you to have an enjoyable and productive time at Warwick and as part of this we aim to ensure that you have all of the information you need about your modules and required assessments in good time and in sufficient detail to enable you to perform at your best. For each of your modules you should expect:

- A module outline (on the module web page) detailing the module aims, the intended learning objectives and an indicative syllabus of the material to be covered;
- A reading list (on the module web page) to help you prepare for lectures and assessments;
- Lecture notes may be made available for some modules but this will depend on the individual lecturer;
- All lectures to be well prepared and engaging and to encourage your participation in discussion beyond the lecture;
- All classes to be well prepared and the support and feedback class tutors to be confident with the material, which should further support and enhance your understanding of what has been covered in the lecture;
- Assessment details to be available at the start of term (published on the current student web page and also available on tabula);
- To receive your marked work with feedback, within 20 working days of the submission date, unless extenuating circumstances prevent this (in which case we will keep you informed).
- All lecturers and teaching fellows to provide two hours each term time week for Advice and Feedback, (during which you can consult them on matters relating to the module).

There will be times when we have to make changes to the timetable and we will alert you to these as soon as possible through the MyWarwick App and Tabula.

What we expect of you

You are expected to attend all lectures and required to attend all of your allocated classes/seminars. At each class meeting your class tutor will record your attendance or absence and input this data to Tabula. If you have been marked 'absent' you will see an 'Absent' flag appear on your Tabula page next to the class in question. Students who are regularly absent will be contacted by the MRes/PhD Office and asked to provide medical evidence or evidence of mitigating circumstances, where this is appropriate.

You are an autonomous learner and active participant in your education. You should take responsibility for managing your learning, and your engagement is demonstrated in many ways:

- in attending all prescribed lectures, seminars, classes, and meetings with your Personal Tutors/Supervisor(s)
- in preparing for and participating in classes or carrying out your own research
- in directing your own learning beyond that specified by your teachers
- in completing formative and summative assessment task
- in monitoring and reflecting on your own progress

- in taking the initiative in seeking support when necessary from the Department and the wider University (e.g. Director of MRes/ PhD, Centre for Student Careers and Skills, Students' Union, Senior Tutor, Disability Coordinator).

Your rights and responsibilities at the University of Warwick can be viewed here. [www.warwick.ac.uk/services/aro/studentrights]

University Regulation 36 [www.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/] formally sets out the expectations of students with regard to registration, attendance and progress

Engaging with your programme: contact points

As a student, you have some responsibilities to the Department, just as we have responsibilities to you. We want to be sure that you are coping with your work and not falling behind and so we ask that you meet THIRTEEN monitoring points throughout the academic year. These are laid out in detail on the following pages.

As you progress through the academic year you will be able to see on your Tabula page how many Contact Points you have successfully met and how many you have missed. Please inform the MRes/PhD Office should you believe a mistake has been made in your Contact Points record.

Please be aware that you will be contacted should we become concerned about you having missed Contact Points.

International Students should be particularly aware of the consequences of missing Contact Points: the University is obliged to report to UK Visas and Immigration (UKVI) of the Home Office if any students have been found not to be engaging with and attending their degree course. This has serious implications for your visa status.

1. After three Contact 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 Contact Points are missed we may refer you to the relevant professional within the University welfare system who could help you, such as the Senior Tutor, the Disability Co-ordinator or Mental Health Co-ordinator, as appropriate
3. After five Contact 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 Contact 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. (Regulations Governing Student Registration [www.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/]).

MRes Economics (L1PL Year 1)		
Contact Point	Description	Timing
Autumn term		
1.	Attendance at Departmental enrolment (start of pre-sessional maths course)	Monday 17 September
2.	Attendance at class for EC9A3	Week 1
3.	Attendance at class for EC9A1	Week 4
4.	Attendance at class for EC9A2	Week 6
5.	Attendance at class for EC9A3	Week 8
6.	Complete module evaluation for term one	Week 10
Spring Term		
7.	Attendance at class EC9A1	Week 15
8.	Attendance at class EC9A2	Week 19
9.	Attendance at class EC9A3	Week 21
10.	Complete module evaluation for term two	Week 24
Summer Term		
11.	Attendance at the Summer examinations	Weeks 32-33
12.	Sign attendance sheet in the MRes/PhD Office	Week 38
Summer Vacation		
13.	Contact with the MRes/PhD Office (Email)	Week 42
14.	Contact with the MRes/PhD Office (Email)	Week 46

L1PL - Year 2		
Contact Point	Description	Timing
Autumn term		
1.	Sign attendance sheet in MRes/PhD Office	Week 1
2.	Attendance at option module	Week 2
3.	Sign attendance sheet in MRes/PhD Office	Week 4
4.	Attendance at option module	Week 6
5.	Sign attendance sheet in MRes/PhD Office	Week 8
6.	Complete module evaluation for Term One	Week 10
Spring Term		
7.	Sign attendance sheet in MRes/PhD Office	Week 15
8.	Attendance at option module	Week 19
9.	Sign attendance sheet in MRes/PhD Office	Week 21
10.	Complete module evaluation for Term Two	Week 24
Summer Term		
11.	Meeting with dissertation supervisor	Week 32
12.	Meeting with dissertation supervisor	Week 36
Summer Vacation		
13.	Contact with the MRes/PhD Office (via email)	Week 42
14.	Contact with the MRes/PhD Office (via email)	Week 46

Contact points for PhD students

All PhD students are expected to meet with their supervisors at least once a month and to make a report of the meeting on Tabula. This forms a record of your progress but also serves as your contact point. Details of contact points you must meet are listed below.

PhD Economics (L1P2)		
Contact Point	Description	Timing
Autumn term		
1.	Sign attendance sheet in MRes/PhD Office	Week 1
2.	Meeting with supervisor	Week 4
3.	Submission of six monthly progress report (year 2 onwards) Contact with MRes/PhD Office (year one)	Week 8
4.	Meeting with supervisor	Week 10
Spring Term		
5.	Meeting with supervisor	Week 15
6.	Meeting with supervisor	Week 19
7.	Meeting with supervisor	Week 24
Summer Term		
8.	Meeting with supervisor	Week 30
9.	Submission of six monthly progress report (all years)	Week 35
10.	Meeting with supervisor	Week 39
Summer Vacation		
11.	Contact with the MRes/PhD Office	Week 42
12.	Contact with the MRes/PhD Office	Week 46

Notes:

1. Students studying away from the University (e.g. as a visiting research student) will be expected to fulfil contact points in the same way as other students, in terms of maintaining contact with their supervisor. This will be done via email and at each point the supervisor will be emailed to ascertain what contact they have had with their research student and to give a brief progress report.
2. PhD students in extension will continue to be expected to fulfil contact points through monthly monitoring meetings.
3. After submission of their theses, Tier 4 PhD students will have attendance at their viva voce examination and any result/submissions/second viva voce examinations, monitored as contact points.

Facilities

Completing a PhD (and doing research at the highest level more broadly) is an extremely rewarding, yet challenging and at times very frustrating, activity. Throughout the programme your main asset will be your peer group. Uncountable long-lasting partnerships and friendships have been formed during the PhD years discussing research and ideas. To facilitate this, MRes/PhD students have the exclusive use of a common space in room S2.127. This room is equipped with some comfortable chairs and coffee tables for relaxing. Daily newspapers and some periodicals are supplied. This room is opposite a small kitchen (S2.127B) with facilities provided during normal office hours including microwave, fridge and access to filtered and tap water.

Please do not take up space in the fridge overnight as it is intended for the storage of lunch boxes or similar only. For good health and safety standards to be maintained, it is not possible for this area to remain permanently open. Out-of-hours kitchen facilities are located on the first floor, opposite the lift.

Work space in the Department is made available for first year and second year MRes students in room S2.134 and S2.136. You can access this room by swiping your student card. MRes students can use the lockers available in this room. Since space is limited, however, so if you have a room on campus then it would be helpful if you do not take advantage of this.

Printer and photocopier facilities are also available in room S2.80. You may also use the printers and copiers in room S2.130 by swiping your student card.

Room S0.84 contains three Bloomberg terminals which can be booked [www.warwick.ac.uk/economics/current/shared/bloombergbookings] for half hourly sessions from Monday to Friday (9.00am- 4.30pm, 3pm on Fridays).

The University provides dedicated study space and facilities for postgraduate students, including the PG Hub and the Research Exchange (further details of which are included in the Resources section of this handbook).

We seek to provide regular exposure to the latest world-class research by inviting external speakers to regular weekly seminars covering all areas of economics, including political economy, macro, econometrics and public policy. Research seminars and lunchtime workshops are the key regular events around which the research life of the Department revolves. You can review our Seminar Schedule [www.warwick.ac.uk/economics/seminars/seminars] to find out about all upcoming seminars in the department.

In addition to formal modules, you are expected to attend at least one research seminar series and at least one internal workshop series in your field.

Teaching and term dates

Our system differs from most continental universities in that the year is split into three ten-week terms. Most of the teaching takes place in the first two terms, with examinations taking place in May. The exception is module EC9AA, which is taught in the third term (Year 1 MRes).

We use a numbering system to cover the main teaching weeks during the year. After the two week pre-sessional Mathematics course, week one of the autumn term starts on Monday 1st October and runs for 10 weeks. The spring term runs from week 15-24 and summer term is from weeks 30-39. An explanation of the academic weeks system is available online [www.warwick.ac.uk/services/centraltimetabling/help/academicweeks]. All term dates [www.warwick.ac.uk/study/termdates] are published on the University web page.

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 that teaching can begin promptly.

Tier 4 visa holders

Please make sure you are aware of your responsibilities as a visa holder for study in the UK [www.warwick.ac.uk/study/international/immigration/tier4/responsibilities/].

It is essential that you inform the staff in the MRes/PhD Office in Room S0.91 if you intend to change your study location. In this event, you must supply your new contact address details in case we need to contact you urgently. This is particularly important for students with Tier 4 student visa status, as the University is required to inform the UKVI if you are planning to be away from Warwick for more than 12 weeks. This applies both term time and vacation (i.e. the summer vacation period).

There are also restrictions on the amount of work you can do as a Tier 4 visa holder in that you may not work more than 20 hours per week until after your course end date and this applies to both term time and vacation.



The University

The Department of Economics is based within the Faculty of Social Sciences, which is one of four faculties in the University. The University has become one of the UK's best universities, consistently at the top of UK league tables, and rapidly climbing the international league tables of world class universities. The mission of the University is:

- To be a world leader in research and teaching
- Through research of international excellence, to increase significantly the range of human knowledge and understanding
- To produce graduates who are global citizens, equipped to make an important contribution to the economy and to society in our inter-connected world
- To serve our local region – academically, culturally and economically
- To continue to make a Warwick education available to all those able to benefit from it, regardless of economic or social circumstances.

Academic Office

At the University level the Academic Office manages the main administrative functions relevant to you: Awards and Ceremonies, Exams, Student Finance and Funding, Student Records, Teaching Quality and the Graduate School. If you wish to talk to someone in the Academic Office then you can visit Student Reception located within Senate House, which is open from 9am–5pm Monday to Thursday, and 9am–4pm on Fridays.

Graduate School

The Graduate School aims to ensure an appropriate fit between institutional mission and the facilities and services provided for postgraduate students. The Board of Graduate Studies implements the regulatory framework that enables students to enrol, progress and be awarded their degrees, and develops new concepts and best practice in postgraduate education.

To meet the needs of the University's postgraduate students, the Graduate School:

- ▶ provides information and support to students applying for internal and external bursaries and scholarships.
- ▶ offers impartial advice on the University's regulatory framework
- ▶ works in conjunction with colleagues in the Centre for Student Careers and Skills to deliver bespoke careers guidance, opportunities for employer contact and training and development opportunities for postgraduate students.
- ▶ administers student feedback mechanisms, for example, research students' Annual Reports and the Postgraduate Research and Taught Student Experience Surveys.
- ▶ works to ensure that postgraduate students are provided with appropriate facilities in which to undertake their research and take advantage of the wider student experience offered by the University environment, for example the Wolfson Research Exchange and the Lakeside social facility.
- ▶ supports the conduct of formal appeals and complaints processes and other investigations.

Find out further information about the Graduate School at www.warwick.ac.uk/services/academicoffice/gsp and view the Graduate School Charter (www.warwick.ac.uk/services/academicoffice/gsp/aboutus).



MRes Course

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Getting started

Induction and enrolment

You should register with the Department on Monday 17 September 2018 between 8.45 -9.15 am in room S0.91 (ground floor Social Sciences building).

You will then be directed to register with the University between 9.15- 9.30 am in room S2.79 (2nd floor), Social Sciences building. It is important that you do so in order to obtain your 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 academic year. If you are a Tier

4 student you will not be permitted to join the course until you have fully enrolled.

Although the Advanced Mathematics for Economists course takes place in the two weeks before term starts (Monday 17 September - Friday 28 September 2018 inclusive), lectures for your other Autumn Term modules start on the Wednesday of Week 1 (Wednesday 3 October). Details of all important dates are given below.

Important Dates

Pre-Term	
Sunday 16 September	Arrival at Warwick
Monday 17 September -	Welcome Reception and Address Chancellor's Suite, Rootes Building 5.00pm-6.30pm
Mon 17 Sep - Fri 28 Sep (inclusive) 10.00am - 12.00pm & 2.00 - 4.00pm	EC9A0 Advanced Mathematics for Economists Room E0.23, Social Sciences Building
Friday 21 September	Dinner and Quiz Panorama Room, Rootes Building 7.00pm-9.00pm
Monday 25 September	Departmental Welcome Reception Chancellor's Suite, Rootes Building 5.00-7.00pm
Autumn Term (2 Oct - 9 Dec 2017)	
Monday 1 October	Library Induction Course Library Training Room, 2nd Floor, Main Library 11:00am-12:00pm
	Question Time Butterworth Hall, Warwick Arts Centre 6:15-7:30pm
Tuesday 2 October	IT Services Presentation Room S2.77, 2nd Floor, Social Sciences Building 11:00-11:20am
	Research Student Skills Programme (RSSP) Room S2.77, 2nd Floor, Social Sciences Building 11:20-11:50am
	PG Hub and Wolfson Research Exchange Presentation Room S2.77, 2nd Floor, Social Sciences Building 11:50-12:05pm
	SkillsForge Presentation Room S2.77, 2nd Floor, Social Sciences Building 12:10-12:30pm
	Buffet Lunch - MRes/Yr 1 PhD Students and Faculty Room S2.79, 2nd Floor, Social Sciences Building 12:30-1:30pm
	Introductory Meeting with Director of MRes Room S2.77, 2nd Floor, Social Sciences Building 2:00-3:00pm
Wednesday 3 October	Teaching begins, see MRes Teaching Timetable
Friday 5 October	Deadline for signing into Tabula
Tuesday 6 May - Friday 17 May 2018	Exam Period (MRes Year 1)

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 17 September to Friday 12 October 2018; to access it you need to sign in via start.warwick and then select the module registration link.

You will then be able to see a personalised page where you can view any modules that may be core for your course. For MRes students, option choices will be available in the second year and you will be asked to make your choices at the appropriate time.

Course regulations

The MRes/PhD is a '2+4' year programme, with two years of taught courses (at the end of which, successful students will be awarded the MRes Economics). Students who achieve the required progression criteria, proceed to four years of research leading to award of PhD.

The table below shows the modular structure of the programme and forms the course regulations for the programme. Please see also the MRes Assessment and Examination Scheme included in Section 3 of this handbook. This includes the credit weighting (by year of study) for the calculation of the degree. In brief, the total credit weighting (of 240 CATs) is equally distributed between years 1 and 2 of the MRes.

There is also a course specification for every undergraduate and postgraduate programme. Each course specification sets out the aims of the course, the skills and knowledge a graduate from that course will possess and how it is taught and assessed. The course specification for MRes can be found on the course specification [www.warwick.ac.uk/services/aro/dar/quality/coursespecs/view/] section of the University website.

In the first year, you will follow four core modules: Advanced Microeconomic Theory, Advanced Macroeconomic Analysis and Advanced Econometric Theory, followed by The Practice of Economics Research. The latter is a core module taught in term three of the first year (after the conclusion of the examination period), but assessed at the beginning of the second year. For module EC9AA, you will be required to undertake up to 80 hours of research work over the summer vacation on which you will base your assessment. You have the option of doing this in the Department or outside the Department, but in all cases you will require a supervisor based at Warwick who will mark your work. You will not receive additional payment from the Department for this research work, other than your MRes Studentship (where applicable), which is paid monthly over the 24 months of the programme.

Year One: Core Modules Only*		
Autumn (Term 1)	Spring (Term 2)	Summer (Term 3)
EC9A1 Advanced Microeconomic Theory (35CATs) 45 hours of lectures and seminars	EC9A1 Advanced Microeconomic Theory 45 hours of lectures and seminars	Examination
EC9A2 Advanced Macroeconomic Analysis (35 CATs) 45 hours of lectures and seminars	EC9A2 Advanced Macroeconomic Analysis 45 hours of lectures and seminars	Examination
EC9A3 Advanced Econometric Theory (35 CATs) 45 hours of lectures and seminars	EC9A3 Advanced Econometric Theory 45 hours of lectures and seminars	Examination
		EC9AA The Practice of Economics Research (15 CATs) 30 hours of lectures

Year Two: Option Modules and Dissertation*		
Autumn (Term 1)	Spring (Term 2)	Summer (Term 3)
Option Modules (2 or 3 per term)	Option Modules (2 or 3 per term)	EC9B4 Dissertation (60 CATs) Submission early September

NOTE: Students take five option modules amounting to 60CATs in year two. Each module is 10 weeks long and has 30 hours of teaching.

*Please note that the structure of the programme may be subject to change.

Classes, seminars and tutorials are all different names for the same things - teaching in small groups.

In the second year, you will choose up to five field options (weighted at 12 CATs each) to be attended over autumn or spring term and complete the dissertation. The balance of modules between autumn and spring term should be taken into account when students make their choices. The final list of options is not yet available as this will depend on a number of factors including the module choices of students (at least three students must register for an option module to run) but an indicative list of MRes field options is given in the table above.

You should regard your degree course regulations as largely static throughout your time in the Department. However, you should also be aware that the Department does sometimes have occasion to amend these regulations. We do this for positive reasons: we want to keep the content of your degree course up to date and reflective of exciting developments and trends in the field; we may have new academic staff joining us with new perspectives and ideas for new modules. Sometimes, we may need to adjust the CATS weighting of a module or revisit which students should be able to take it and in which term it is taught. On other occasions we may feel it necessary to suspend or discontinue a module, perhaps because of staffing changes or in order to keep the curriculum fresh and dynamic. Whatever the reason for such change, the Department is committed to consulting with our students prior to major changes to our degree programmes. The consultation may happen via the Graduate Student Staff Liaison Committee (GSSLC) or wider means. If you are affected by any changes to course regulations, you will be informed in a timely manner.

Concerning the availability of modules, we cannot guarantee that all modules listed in this Handbook will be available every year or that the same lecturers will continue to deliver the modules. There are reasons why at times the Department may have to remove or make changes to a module, for example: a lecturer going on study leave or leaving Warwick or a new module becoming available, so another module is removed to avoid overlap.

Progression requirements

First year: In order to proceed to the second year, you must satisfactorily pass, the three core modules: EC9A1 (Advanced Microeconomic Theory); EC9A2 (Advanced Macroeconomic Analysis); and EC9A3 (Advanced Econometric Theory). The pass mark is 50%, for each of the modules. Normally, you must achieve an average of at least 65% (across the first year) to expect to automatically progress to the PhD programme in the third year.

Second year: In the second year you must pass the core module EC9AA and all field option modules in order to proceed to the dissertation. The pass mark is 50%. As in the first year, normally, you must achieve an average of at least 65% (across the second year taught modules) and achieve a mark of at least 65% for the dissertation, in order to automatically progress to the PhD programme.

These are the normal progression rules. However, the final exam board is permitted to exercise discretion with regard to progression requirements where appropriate: for example, where there are mitigating circumstances.

The research part of the degree (the PhD programme) is not necessarily, but can be, up to four years long. You may defend your thesis at any point in the fifth or sixth years. Extension beyond the sixth year is only granted in truly exceptional circumstances.

Years 3-6: We expect you to be ready to submit after three years of research and to use the fourth year to polish the job market paper and go on the job market. At the end of the first year, you will present your first paper to a formal academic panel. You will be required to present your second paper at the end of the second year.

PhD students must give workshop presentations on their work (a minimum of one per year) and are expected to participate fully in the seminar life of the Department and to attend at least one research seminar series and one internal workshop in their field. If relevant, students will carry out teaching assistant-ship duties from their third year onward, including training sessions.

The final year: You are required to submit your thesis via the Graduate School Office, prompting your supervisor to arrange examiners. You will be required to attend an oral examination and make any subsequent changes deemed necessary. For further information on submission and examination of theses, visit the Graduate School webpage [www.warwick.ac.uk/services/academicoffice/gsp/current] or come and talk to us in the Postgraduate Office (Maryanne Heafey/Natalie Devan).

Reading lists, lecture handouts and exam papers

Copies of reading lists and other module handouts are normally distributed during lectures and classes. Many lecturers place notes and other module documentation on the module web pages [www.warwick.ac.uk/ec/current/mres/modules/].

Exam papers for the last couple of years are available on the University website [www.warwick.ac.uk/services/exampapers/].

NB: We do not supply solutions to past papers.

University requirements for PG Taught Awards

Principles

1. The University has a single set of rules for the award of taught postgraduate qualifications which are not otherwise constrained by accreditation requirements.
2. The classification system for the award of merit and distinction is based on averaging.
3. These arrangements are consistent with the QAA Framework for Higher Education Qualifications and take account of module and course learning outcomes.
4. The system is designed to be transparent, clear and comprehensible for students and staff.
5. In arriving at decisions for an award, a fail mark for a module may not be condoned and a module may not be passed by compensation.
6. The award of Master will normally be made on successful completion of 150 credits at Level 7, providing that a mark of at least 40 is obtained in the failed module(s) and all core modules are passed. Where departments require students to attain a higher volume of credit at Level 7 for the award of Master this must be clearly specified in information supplied to students.
7. The award of Postgraduate Diploma will normally be made on successful completion of 90 credits at level 7, providing that a mark of at least 40 is obtained in the failed module(s) AND all core modules are passed. Where departments require students to attain 120 credits at level 7 for the award of Postgraduate Diploma this must be clearly specified in information supplied to students
8. It is the responsibility of examination boards to act in accordance with these rules. Where professional, statutory or regulatory bodies specify requirements for accreditation which are inconsistent with these rules, departments must propose alternative arrangements that must be approved by the Academic Quality and Standards Committee. No additional conventions may be specified by departments.
9. Where departments wish to maintain flexibility of award as outlined in (6) and (7) above, they may indicate modules, which students must take, but where the achievement of a pass mark of 50 is not critical for progression (within the context of paragraph (7) above). Any such arrangements must be clearly specified in information supplied to students and these 'required' modules listed.

For the award of MRes Economics: students must pass 240 credits. MSc Advanced Economics will be awarded (as an exit qualification) to those students who achieve a mark of at least 50% in the taught modules but fail the dissertation. PG Diploma in Advanced Economics will be awarded (as an exit qualification) to those students who have taken 120 credits and passed at least 90 credits at 50% or more (and have no mark below 40%).

Marking

1. All marks should be given on a 0-100 scale.
2. The minimum pass mark for all postgraduate modules is 50.
3. Departments must specify in module proposals and in information supplied to students whether students must pass all elements of the assessment on a module in order

to be awarded a pass mark. In the event that departments do not do so, students will be awarded a pass in the module if they attain an average mark, weighted according to the percentage of the individual elements of the assessment, which is not lower than 50.

Re-examination

1. Students on taught postgraduate degrees should normally be allowed one opportunity to remedy failure in initial assessment in modules that equate with no more than one half of the total credits awarded in the taught element of the course. Only one re-examination will be permitted for each module except in mitigating circumstances as set out below.
2. Students should normally be allowed one opportunity to remedy failure in their dissertation/project module. Students obtaining a mark of 30 or less in the dissertation/project carrying a credit weighting of more than 60 credits will only be permitted to submit a re-worked submission for examination against different learning outcomes, the achievement of which would enable them to be considered for the award of a Postgraduate Diploma, except in mitigating circumstances as set out below.
3. Where the failure on an initial assessment in a taught module, dissertation or similar piece of independent project work is the result of penalties for late submission, the student should normally not be allowed to revise or resubmit the same assessment in order to remedy that failure but should be required to undertake a new assessment, dissertation or project. Where it is impracticable for the Department to allow the student to undertake a new assessment, dissertation or project that has failed due to penalties for late submission, the initial failure should be allowed to stand and the matter referred to the Board of Examiners for their consideration of all the circumstances relevant to the case.
4. Where a failure results from a finding of cheating under University regulations, it should be for the Head of the Department (or his or her authorised deputy), the University Investigating Committee or the Board of Examiners to determine whether the student should be allowed to remedy that failure.
5. Where a student has failed to reach the minimum pass mark for a module which contains more than one element of assessment the student shall normally be required to be re-examined only in the element(s) of the assessment which has (have) not met the minimum pass mark, noting that the appropriate method of reassessment should be determined by the Board of Examiners.
6. The maximum pass mark which may be awarded for a module on re-examination is 50, irrespective of the mark(s) which have been given for other elements of the assessment for that module, except in mitigating circumstances as set out below. Departments are however required to keep a record of the uncapped mark, although it would not appear on the student's transcript.
7. Where there is evidence of serious medical or personal problems disclosed to, and discussed by, the relevant departmental Special Cases Committee, that committee may make recommendations to the relevant Examination Board as to the extent to which these special circumstances should be taken into account in offering to the student an opportunity to be examined as a first attempt or offered a

further opportunity for re-examination. Any discretionary consideration should be clearly minuted by Examination Boards. The Examination Board should not amend a module mark or the mark for any element of assessment as a result of special circumstances being taken into account except that where there are a number of elements to the assessment the Examination Board may recalculate a module mark based on the elements of the assessment which have attained a pass mark and which were not affected by the special circumstances.

Progression

1. Where students are not initially enrolled for a full Master's award, they may normally only progress to the next stage of a course when they have acquired the required minimum number of credits specified in the tabulated summary at appendix A, including passing all modules designated as core to ensure that the stated course learning outcomes have been met. If a department requires that students must also obtain a specified average mark across some or all modules before progressing from a postgraduate certificate to a postgraduate diploma, or from a postgraduate diploma to the Master's, this must be clearly specified in information provided to students.
2. Course proposals and documentation provided to students must, therefore, explicitly identify the core modules on any course for which credit must be achieved in order to progress.
3. Where any additional modules are required to be passed (in addition to the total minimum credit volume to be passed as specified in appendix A) to meet the learning outcomes for an award or for progression to the next stage of a course, this must be indicated clearly in the course approval and specification and be made clear in documentation supplied to students.

Awards and classification

1. Students are eligible for the awards shown in appendix A if they obtain the minimum number of credits at the appropriate level(s) and all core modules are passed. Where departments require students to attain a higher volume of credit at Level 7 for the award of Master this must be clearly specified in information supplied to students.
2. Where departments require students to attain 120 credits at Level 7 for the award of Postgraduate Diploma this must be clearly specified in information supplied to students.
3. Subject to the provisions of (5) below the award of Master, Postgraduate Diploma, Postgraduate Certificate or Postgraduate Award should be with merit if a student attains an Award Average (weighted according to the credit rating of the modules comprised within the award) of between 60.0 and 69.9 inclusive and with distinction if a student attains an Award Average of 70.0 or above. Where departments specify that a student must attain a mark on a particular module or modules of 60.0 or above for an award with merit or 70.0 or above for an award with distinction this must be specified in information provided to students.
4. Irrespective of the award average attained by a student and subject to the provisions of (5) below, no student may receive an award with merit or distinction if the student has not received the minimum pass mark for any module.
5. Where there is evidence of serious medical or personal problems disclosed to and discussed by the relevant departmental Special Cases Committee that committee may make recommendations to the relevant Examination Board as to the extent to which these special circumstances should be taken into account. Any discretionary consideration should be clearly minuted by Examination Boards.

Appendix A: Tabulated Summary of Credit Requirements for Awards

Qualification	Total minimum credit to be taken	Total minimum credit to be passed: including all core materials	Highest level of credit	Minimum credit to be passed at highest level
Master (PGT)	180	150*	7	150
PG Dip	120	120**	7	120
PG Cert	60	60	7	60

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

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



Assessment and Examinations

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Assessment and Examinations

You can find details of all departmental policies relating to assessment and feedback on the Assessment and Feedback webpages [www.warwick.ac.uk/economics/current/mres/resources/assessment-feedback], including the Departments Assessment Strategy.

Assessment criteria

Coursework and examinations are marked to an absolute standard, not a relative one. There are no 'quotas' for failures or for the numbers gaining a particular class of degree. All examinations are marked and moderated independently by

two examiners and all coursework that forms part of student assessment is also marked and moderated by two examiners. The pass mark for all postgraduate modules is 50%. Further information on our approach to assessment and feedback is available on our Assessment and Feedback pages [www.warwick.ac.uk/ec/current/ug/resources/services-and-support/assessment-feedback].

We list below the criteria which we use in the Economics Department for marking students' work. All work is marked on a percentage scale and it is our policy to use the whole range.

80 PLUS

An outstanding piece of work, showing complete mastery of the subject, with an exceptionally developed and mature ability to analyse, synthesise and apply concepts, models and techniques. All requirements of the set work are covered, and work is free from errors. The work demonstrates originality of thought, with strong critical reflection and the ability to tackle questions and issues not previously encountered. Ideas are explained with great lucidity and in an extremely organised manner.

70-79

An excellent piece of work, showing mastery of the subject, with a highly developed and mature ability to analyse, synthesise and apply concepts, models and techniques. All requirements of the set work are covered, and work is free from all but very minor errors. There is good critical reflection and the ability to tackle questions and issues not previously encountered. Ideas are explained very clearly and in a highly organised manner.

60-69

A good piece of work, showing a sound grasp of the subject. A good attempt at analysis, synthesis and application of concepts, models and techniques. Most requirements of the set work are covered, but there may be a few gaps leading to some errors. There is some critical reflection and a reasonable attempt is made to tackle questions and issues not previously encountered. Ideas are explained clearly and in a well organised manner, with some minor exceptions.

50-59

A satisfactory piece of work, showing a grasp of major areas of the subject, but probably with areas of ignorance. Analysis, synthesis and application of concepts, models and techniques is mechanical, with a heavy reliance on course materials. The requirements of the set work are covered but with significant gaps. Little or no critical reflection and limited ability to tackle questions or issues not previously encountered. Ideas are explained adequately but with some confusion and lack of organisation.

40-49

A failing piece of work. There is a weak attempt at analysis, synthesis and application of concepts, models and techniques. Only some of the requirements of the set work are covered. Inability to reflect critically and difficulty in beginning to address questions and issues not previously encountered. Ideas are poorly explained and organised.

Below 40

A failing piece of work. There are extremely serious gaps in knowledge of the subject, and many areas of confusion. Few or none of the requirements of the set work are covered. The student has failed to engage seriously with the subject and finds it impossible to begin to address questions and issues not previously encountered. The levels of expression and organisation in the work are very inadequate.

Coursework and Examinations

Module examinations and assessment

MRes module examinations and assessment*		
Code	Title	Type of Assessment, Timing and Weighting
EC9A1	Advanced Microeconomic Theory Module Leader: Herakles Polemarchakis	1x3 hour exam held May 2019 (60%) 2x2 hour class tests (40%)
EC9A2	Advanced Macroeconomic Analysis Module Leader: Roberto Pancrazi	2x3 hour exams held Jan 2019 (50%) and April 2019 (50%)
EC9A3	Advanced Econometric Theory Module Leader: Wiji Arulampalam	1x3 hour exam held May 2019 (50%) 2x2 hour mid term class tests (2x12.5%) 1 written assessment (12.5%)
EC9AA	The Practice of Economics Research Module Leader: James Fenske	1 research report (accounting for 100% of module mark) to be submitted October 2019.

In MRes year 1, all modules are compulsory. In the second year, you choose five field modules (from the list below) and complete a dissertation. You are permitted to take up to two (15 credit) modules from outside the department (along-with three of the modules listed below) but you must gain the agreement of the Director of MRes/PhD to do so. All of the (Economics)

second year modules are based on 100% assessment, which in most cases will be concluded by the end of term two, allowing you to concentrate on the dissertation from the start of term three. The list below is indicative rather than definitive and we cannot guarantee that all of the options listed will be offered in every year.

MRes Year 2*		
Code	Title	Type of Assessment, Timing and Weighting
TBC	Topics in Advanced Economic Theory 1 Module Leader: Dr Robert Akerlof	100% assessment
TBC	Topics in Advanced Economic Theory 2 Module Leader: Prof Herakles Polemarchakis	100% assessment
TBC	Topics in Economic History Module Leader: Prof James Fenske	100% assessment
TBC	Topics in Industrial Organisation and data Science Module Leader: Dr Camilla Roncoroni	100% assessment
TBC	Topics in Macroeconomics Module Leader: Prof Omer Moav	100% assessment
TBC	Topics in Political Economic Theory Module Leader: Prof Francesco Squintani	100% assessment
TBC	Topics in Development Economics Module Leader: Dr Clement Imbert	100% assessment
TBC	Topics in Empirical Political Economy Module Leader: Dr Fernanda Brollo	100% assessment
TBC	Topics in International Economics Module Leader: Prof Carlo Perroni	100% assessment
TBC	Topics in Labour Economics Module Leader: Dr Roland Rathelot	100% assessment
TBC	Topics in Advanced Econometrics Module Leader: Dr Mingli Chen	100% assessment

*Please note the structure of the programme may be subject to change.

MRes assessment and examination scheme and progression rules

The following are guidelines only and the Board of Examiners reserves the right to exercise its discretion in individual cases. The examination components for the MRes in Economics are as follows:

Examination Components for the MRes in Economics			
Examined Component in Year 1	CATs weighting	Weighting in Overall Average for Year 1	Weighting in Calculation of Degree Average
EC9A1 Advanced Microeconomic Theory (core)	35	33.3%	14.6%
EC9A2 Advanced Macroeconomic Analysis (core)	35	33.3%	14.6%
EC9A3 Advanced Econometric Theory (core)	35	33.3%	14.6%
Examined Component in Year 2	CATs weighting	Weighting in Taught Average for Year 2	Weighting in Calculation of Degree Average
EC9AA The Practice of Economics Research	15	20%	6.2%
5 Option Modules (@12 CATs)	60	80%	25%
Dissertation	60		25%

Note: Students are permitted in the 2nd year to take up to two 15 credit modules from outside the Department. These students will overcat by a maximum of 6 CATs. Where this occurs, the Department is required to seek permission from the Dean of the Graduate School. The pass mark for all modules is 50%.

Pass Marks: The pass mark for all modules is 50%. Students can resit failed papers for the above components once only and all resit marks are capped at 50%.

Progression Rules: First year to second year: you must pass each of the core modules. Second year to dissertation: you must pass EC9AA and each of the option field modules to progress to the dissertation.

To be awarded the MRes in Economics: A candidate who passes each of the taught modules and passes the dissertation will be awarded the MRes.

MSc in Advanced Economics (in place of the MRes): A candidate who passes each of the taught modules, but fails the dissertation (having resubmitted the dissertation once), will be awarded the MSc Advanced Economics.

PG Diploma in Advanced Economics (in place of the MRes): A candidate who has taken 120 credits (and passed at least 90 credits) will be awarded the PG Diploma Advanced Economics.

PG Certificate in Advanced Economics:

A candidate who passes two of the core modules only (minimum of 60 credits) will be awarded the PG Certificate Advanced Economics. This qualification will be awarded at the end of the first year to those who do not meet the requirements to progress to the second year.

Progression to the PhD

Decisions regarding progression to PhD will be made by the final MRes Exam Board. In order to automatically proceed onto the PhD programme, the candidate must:

- (i) pass each of the first year core modules and achieve an average mark of 65% or greater (the first year average); and
- (ii) pass EC9AA and all second year option modules with an average of 65% or greater (the second year average); and (iii) pass the dissertation with a mark of 65% or above.

Marking conventions

The MRes degree carries a Distinction, a Merit and a Pass classification. Any candidate having an average mark of 70.0% or higher taken across all components of the course will normally be considered for a Distinction. Any candidate having an average mark of between 60.0% and 69.9% taken across all components of the course will normally be considered for a Merit.

For the purposes of the individual elements of the course, the following marking conventions are in place:

70.0	distinction
60.0-69.9	merit
50.0-59.9	pass
40.0-49.9	fail
39.9	fail

Convention for re-sitting students

You should note that normally re-sit marks will be based on the

combined exam and assessment weights. All re-sit marks will be capped at 50%.

Methods of coursework submission

Most assessed work is submitted electronically, but there may be some pieces of work that need to be submitted in hard copy. Your module leader will inform you if a particular piece of assessment should be submitted in hard copy. It is your responsibility to make sure you check with the module leader about the submission arrangements for each module.

In the case of e-submission:

Students will submit assessed coursework via electronic submission, accessed through the Tabula coursework section [www.tabula.warwick.ac.uk/coursework/].

Staff in the MRes/PhD Office then print off the submitted work which is stored only by University ID number (and all work is date- and time-coded) and distribute to the designated marker. **You must include your ID number on every page of your e-submission.**

E-submission is open to access up until 3.30pm on the deadline day. Students may complete e-submission earlier than the specified assessment deadline.

It is your responsibility to check carefully that you have uploaded the correct file via e-submission. Failure to upload the correct file will result in a penalty of three marks per day until the correct file is produced.

In the case of paper submission:

Submit your work to the MRes/PhD Office, Room S0.91 on the specified date. The deadline for submission of work is 3.30pm.

A submission form [www.warwick.ac.uk/ec/current/mres/resources/forms] should be attached to both copies of your work. All work will be date-stamped on receipt.

The MRes/PhD office will accept assessed work from the start of the working day, at 8.30am, through to the submission deadline of 3.30pm.

Anonymity

Your work should be submitted anonymously, whether by e-submission or hard-copy submission. Anonymisation is based on the University ID number on your library card and you must ensure that this number appears on every page of both copies of your work. 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.

Deadlines

Each piece of work must be submitted by a particular date set by the MRes/PhD Office and module leader (and displayed on the module web page). You will be given notice of these deadlines at the beginning of term and notified of any changes. It is your responsibility to arrange your own programme and manage your time accordingly. We advise you always to leave a safety margin in case of last-minute difficulties in obtaining books, printing files and so on. The University stipulates that markers have a maximum of twenty University working days for completion of marking, so you should receive your marks within 20 (working) days of your submission.

Please note that the submission deadlines and test dates can be found on the MRes Hub page (www.warwick.ac.uk/economics/current/mres/resources).

Extensions to assessed work deadlines

Requests for an extension to assessed work (which can only be granted as a result of mitigating circumstances) should be emailed to the Postgraduate Teaching and Learning Manager (Research) (Maryanne Heafey), who will authorise these in consultation with Director of MRes.

Extensions are not available for technological difficulties - you should anticipate that your hard drive may crash, your work may be destroyed by a virus and that your laptop may get stolen. Make sure you back up to a writable CD, or a memory stick, or to your network disk space. Do not store your backup with your computer - and definitely not in your laptop bag. Note also that extensions will not be granted on the basis of a student being in full- or part-time employment or on the basis of undertaking a summer internship.

Late submission or failure to submit

Work submitted late will be marked subject to a penalty, unless an assessment deadline extension has previously been approved. All work submitted late (after 3.30pm on the due date) will incur a three-mark penalty per day (not including weekends, University closure days and public holidays) with a minimum mark of zero for an assessment. Late work must be submitted by the original method of submission for that particular module (e-submission or hard-copy submission to the MRes/PhD Office). It must not be submitted to anyone else.

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

Mitigating circumstances

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/] (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/mres/resources/mitcirc]. If you are taken ill during an examination you should inform the Senior Invigilator immediately and submit a mitigating circumstances claim as soon as possible, following the guidance below.

Claims for mitigating circumstances will be considered by the Mitigating Circumstances Panel (consisting of Director of Academic and Pastoral Support, Director of Graduate Studies, Director MRes/PhD, Director of Studies, Head of Department, and the Teaching and Learning Manager), which will make recommendations to the Exam Board. The panel will determine whether mitigation is granted and the severity of the impact (weak, moderate or severe), ensuring decisions are equitable and consistent across cohorts.

Deadlines: where you are applying for an extension to a coursework deadline because of mitigating circumstances, you must apply as soon as possible and definitely before the submission deadline. All other mitigating circumstances claims must be submitted as soon as possible and no later than 5 working days before the Mitigating Circumstance Panel, which normally takes place one week in advance of the exam board. You should be aware that if you bring extenuating or mitigating circumstances to the Department after exam marks are known, they will not be considered unless there are exceptional circumstances, which prevented you from making the Department aware of them prior to the exam board (even if it were not possible to supply all of the supporting evidence at that time). 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.

Possible Action by the Board: If medical evidence is provided then the Board of Examiners may be able to exercise discretion. The Board may recommend the candidate sits (as for the first time) in September or the following May; or base a grade for a module on (possibly adjusted) assessment marks; or condone missing work, etc. Neither the Board of Examiners nor the Mitigating Circumstances Panel are permitted to change a module mark.

Medical Evidence: When requesting medical evidence to support your application for mitigation, the medical consultation must be carried out by a recognised clinician, normally a General Practitioner or a doctor based in a hospital and not, for example, by a practitioner or dispenser of traditional medicine. 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 contact: 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 (for MRes/PhD, the Teaching and Learning Manager) using the departmental form [www.warwick.ac.uk/economics/current/mres/resources/mitcirc]. If you feel inhibited from talking to a member of staff in the first instance, you may also consider talking to a member of the GSSLC, the Student Union, the University Tutor or a member of staff in Student Support.

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.

We are aware that in some circumstances 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.

Please Note: Long term chronic conditions (normally greater than a term in duration and that are likely to continue) and disabilities are dealt with under the reasonable adjustments (RA's) policy which can be found at: www.warwick.ac.uk/services/disability/howwecanhelp [www.warwick.ac.uk/services/disability/howwecanhelp]. However a significant deterioration of a permanent or chronic condition already reported and covered by reasonable adjustments, is classed as a mitigating circumstance. 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 (www.gov.uk/definition-of-disability-under-equality-act-2010) is defined as 'a physical or mental impairment that has a substantial and long-term negative effect on the ability to carry out normal day-to-day activities'.
- Students who have long term chronic conditions or disabilities and who believe they are entitled to reasonable adjustments should in the first instance contact Disability Services or Mental Health and Wellbeing and request an appointment to discuss their support requirements: www.warwick.ac.uk/services/supportservices [www.warwick.ac.uk/services/supportservices]
- A reasonable adjustment may be unique to the individual and could include special examination arrangements, delayed deadlines but also alternative methods of assessments.
- Any reasonable adjustments made are evidence based; students are required to supply appropriate and recent medical evidence, or, in the case of a specific learning difference such as dyslexia or dyspraxia, a full diagnostic assessment. The type of appropriate evidence required can be discussed with Disability Services or Mental Health and Wellbeing.

- Once a student has met with Wellbeing Support Services, the adviser will contact the student's department and the Examinations Office (with their permission) to recommend any specific adjustments.
- Reasonable adjustment recommendations for examinations must be made before the annual deadlines as set out by the Examinations Office on the Disability Services website at: www.warwick.ac.uk/services/disability/howwecanhelp/examinations. 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 at: www.warwick.ac.uk/services/equalops/disability/policy

Assessment and feedback

You can expect to receive your marked work with feedback and/or annotations within 20 University working days of the submission date, unless extenuating circumstances prevent this. If the date for returning work is missed, you will be notified. All assessment and examination results are only provisional and will not become finalised until after the Exam Board.

We have a rigorous and robust marking and moderation process, as set out in the Department's Assessment and Feedback Strategy [www.warwick.ac.uk/ec/current/mres/resources/assessment-feedback] for all assessments. By setting out the rigorous steps taken in marking assessments, we aim to create a transparent and trustworthy system, such that you can be confident in the assessment process and in the marks you receive. You are not permitted to challenge your marks on any assessed work, as academic judgement cannot be challenged, but you are encouraged to use all of the forms of feedback available to clarify and deepen your understanding.

Querying assessed work marks

University regulations state that you may not query a mark awarded on a piece of assessed work or examination on the basis of academic judgement. The Department will reject any requests by students to have their work reviewed on the basis that they disagree with the marker's evaluation of their performance. The Department will, however, allow a student who believes that the marks for a piece of work in a module run by the Department of Economics have been totalled incorrectly, to request an arithmetic check on the paper. The Department has 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, please complete an Assessed Work Mark Check form [www.warwick.ac.uk/ec/current/mres/resources/forms], (available on the MRes/ PhD Hub page) and submit it, together with the marked copy of the assessed work in question, to the MRes/PhD Office within seven working days of the date the assessment was made available for you to collect. The Department 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, the Department 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.

Class tests

A number of modules have mid-term tests that contribute to your final marks in the module concerned. Class tests are organised by the Department rather than by the central examinations team, but normal exam conditions apply:

- You should not bring any books, papers, calculators, mobile phone or any other information storage and retrieval device to the test unless this is expressly permitted in the test rubric.
- All coats and bags must be left at the side or back of the classroom.
- You must not talk with other candidates or pass calculators or other items to one another during the test.

Please note that the Department reserves the right to take group photographs of students attending a test, in order to discourage cheating through assumed false identities.

Please see the section below entitled 'Good Practice in Exams', as a class test will be treated in the same way as an examination.

Examination schedule and feedback

MRes examinations take place during early May (weeks 32 and 33). The exam rubric for each module can be found on the module webpage. September exams are available for students who fail to pass a module at the first attempt in June. These take place in the first week of September. Access to marked scripts (for revision purposes) is only available for students who fail a module. Due to the large number of exam scripts the department deals with, we are unable to offer exam script access to students who achieve a pass mark. Students will be provided with generic feedback on the main exams, including summary statistics by question (where not precluded by small numbers). This will be made available after the September resit period. Generic feedback will not be available for resit papers.

Special exam arrangements

If you have a disability, learning difficulty, temporary disability, illness or other medical condition that could affect your ability to take examinations, please discuss this with Maryanne Heafey (Teaching and Learning Manager) and Disability Services in the first instance. If appropriate, we may then organise special exam arrangements for you. These may include, for example, extra time for dyslexic students, the use of a PC or a scribe (where the ability to write is seriously impaired), individual invigilation to allow for rest breaks or permission to take a particular item(s) into examinations, as may be agreed in advance. In all cases you will need to submit medical or other appropriate and acceptable evidence to support your request.

If for reasons of religious observance you would prefer not to take examinations on a particular day(s), you must notify us of your preferences by contacting the MRes/PhD Office. Please note that submission of a request does not mean that your examinations will definitely not be set on the dates/times you would wish to avoid.

Good practice in exams

All of the assessment on the MRes course takes place within the Department in the form of the class tests and final exams. However, all of the following procedures apply.

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

- familiarising yourself with what happens in the exam room by reading the Examination Regulations 10.2 [www.warwick.ac.uk/services/gov/calendar/section2/regulations/examregs]
- familiarising yourself of the rubric beforehand and doing what the rubric asks
- filling in the question numbers on the front page
- not wasting time writing out the question - but do write down the question number
- striking out any material that is not to be read (e.g. unwanted attempts)
- writing as legibly as possible
- showing your working in mathematical/quantitative answers - enough to be awarded method marks if you get the wrong answer. 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.

Other advice on how to tackle exams:

- Warwick SU Examinations [www.warwicksu.com/advice/academic/examinations/]
- Managing Exam Anxiety [www.warwick.ac.uk/services/tutors/counselling/informationpages/managingexamanxiety/]

Use of calculators in exams

The University Regulations forbid the use of programmable calculators and any calculators which can store formulae or text in examination rooms. The Regulations also forbid you to take manufacturer's instructions in the use of calculators into the examination room.

Use of mobile devices in exams

The use of PDAs or mobile phones, or any other hand-held devices that facilitate wireless communication, are not admissible in examination conditions.

Use of bi-lingual dictionaries in exams

Students whose first language is not English are allowed to use a single-volume, non-specialist, general-purpose bilingual translation dictionary covering English and their 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 bi-lingual dictionary. All bi-lingual dictionaries will need to be authorised by the Department and you should take it to MRes/PhD Office, prior to the exams period to get it stamped. No notes may be made in dictionaries.



Bags in exam rooms

Please remember that the University's Regulation 10.2 states that:

"Candidates are forbidden to take into the examination room any books, papers, calculators, or any information storage and retrieval device, or any attache case or bag in which such items can be carried, unless there is an express provision otherwise in the case of a particular paper. Candidates are forbidden to pass calculators or any other item to one another during examinations."

You are reminded that you should not take any bags, cases, or rucksacks etc into the examinations rooms.

The only exceptions to this are:

1. small pencil cases may be used for pens, pencils and rulers etc
2. if necessary plastic carrier bags may be used to carry permitted texts or other material into open-book examinations (unless you have been given special individual permission to have any other kind of bag with you in connection with an approved special examination arrangement).

You are strongly recommended NOT to bring bags with you to examinations. If you do, you will not be permitted to bring them into the exam room (other than as noted under (a) and (b) above). Also you must not leave bags outside exam rooms where they may cause any kind of obstruction.

If you do bring bags into the Department on an exam day, please store them in the lockers provided in the MRes hot desk room (s2.134/ s2.136) or leave them in the hot desk room (any valuables you leave at your own risk).

Handwriting legibility policy

You are responsible for ensuring that handwritten answers in exam scripts are legible and can be read by markers.

Markers will make reasonable efforts to read scripts, and those found to be illegible will be checked by a moderator to confirm whether or not the handwriting can be deciphered. If the marker and moderator are unable to read a script it should be forwarded to the Director of the MRes/PhD for scrutiny. If the answers are still deemed illegible, the indecipherable sections will not be marked. The Teaching and Learning Manager will annotate the mark grid to indicate to the Board of Examiners any scripts with illegible handwriting, to help inform the Board's decisions about resits and borderline cases.

The Department does not allow scripts deemed illegible to be retyped following a first examination, unless there is medical evidence of mitigating circumstances that would have affected a candidate's handwriting in exam conditions. Except for circumstances in which a disability could not have been anticipated, students should provide medical evidence for special exam arrangements by the deadlines set by the Academic Office [www.warwick.ac.uk/services/academicoffice/examinations/students/special_examination_arrangements].

The Department believes the onus for writing legibly should rest with students. Students with illegible handwriting who still achieve sufficient marks to pass a module will not be allowed a resit attempt. Students failing a module at the first attempt, where sections of an exam script have been found to be illegible, will normally be offered a resit opportunity. Students

will be offered the chance to type their answers in the resit exam. The maximum mark which may be awarded for a module on re-examination is 40 for undergraduate modules and 50 for postgraduate modules.

Plagiarism

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

View further details on the University's regulations to plagiarism [www.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating].

Some examples of plagiarism are:

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

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

Plagiarism will be penalised and penalties are severe. Some forms of plagiarism are more easily concealed and therefore harder to detect. The 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 Department now makes extensive use of the Turnitin plagiarism detection service. This web-based service allows us to submit student assignments for comparison with working papers, existing theses, published sources, web pages and other students' work. The software produces extremely detailed reports.

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

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

Students who lack confidence in writing sometimes prefer copying or quoting from the textbook to expressing ideas in their own words. Why should they use their own words when somebody else's words are better? Such students do not intend to cheat. They escape serious consequences by scattering quotation marks and references – sometimes, in large quantities. The marker cannot detect plagiarism, but is uneasy because it is not clear that the student has done more than some 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.

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

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

The University's Proofreading Policy [www.warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/v_proofreading/] provides a framework for acceptable use of proofreading. It sets out expectations, acceptable practices and exceptions. Please ensure you are familiar with this policy and if you do use a proof reader you must inform them of the University's proofreading policy and check your own piece of work prior to submission to ensure that it is in line with University policy and expectations. You will be asked to make a declaration on submission of assessed work to confirm that the submission is your own work and to declare whether you have used a proof reader.

Other forms of cheating

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

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

The above list is not exhaustive and any form of cheating can and will be punished by the University. As with plagiarism, the penalties for cheating in a test or exam can be severe.

As is stated in Regulation 11, suspected instances of cheating in an exam (or a class test conducted under examination conditions) will be referred to the Academic Registrar and on to the Investigating Committee of the Senate. If an invigilator suspects a student of cheating in an exam, the invigilator should (after informing and consulting with the other invigilators) let the student know that they will be submitting a report to the Academic Registrar. Once the invigilator has warned the student that a report will be made, the student will be allowed to complete the exam. The student may make a written statement to the Academic Registrar before the meeting of an Investigating Committee of Senate (ICS). The student will be provided (by the Academic Registrar) with a statement of the allegations made against them, together with any supporting evidence at least 5 days before the meeting of the ICS. Please refer to the University's Regulation 11 for more information.

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. For advice on the Department's Plagiarism Procedure, please refer to the Department's Quality Assurance Manager.

Examination boards

The Board of Examiners comprises a subset of full-time members of the academic staff in the Department of Economics, members of the academic staff from other departments for joint programmes and external examiners appointed by Senate. The Board, chaired by the Director of MRes, makes recommendations that are subject to confirmation by Senate.

The 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 generally to act as independent arbiters and scrutinisers and to ensure that the Board's decisions are fair.

Exam board decisions

The general range of decisions available to the Board is set out below. The Assessment and Examination Scheme provides guidelines only and the Board reserves the right to exercise its discretion in individual cases.

June Exam Board

The Board will consider the progress of students in the taught component. It will determine whether the student shall:

1. Proceed to the second year of the MRes (for first year students).
2. Be permitted to submit the dissertation (for second year MRes students). Students will only be permitted to submit the dissertation when they have passed both option modules.
3. Be required to be re-examined in specified modules.
4. Be awarded a lower qualification (for those students who fail to meet the progression criteria).
5. Be required to withdraw.

September Exam Board (Final)

This is the Board at which students who have completed the full requirements of the degree are considered. It will determine whether a student shall:

1. Be awarded the degree.
2. Be awarded the degree with distinction or merit.
3. Be permitted re-submission of the dissertation.
4. Be awarded a lower qualification (as specified in the MRes examination conventions).
5. Not be awarded a qualification.
6. Be allowed to progress to the PhD.

Exam marks

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

Transcripts and degree certificates

Official transcripts and degree certificates will be provided by the Graduate School Office, Senate House, after graduation. The University's Awards and Ceremonies [www.warwick.ac.uk/services/academicoffice/congregation/certificates/] web pages contain lots of information regarding graduation day and how to obtain your degree certificate and official transcript.

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. You must submit your appeal within 10 working days of notification. You are required to complete a form if you wish to appeal against the decision of the examiners for your course. Access the form, including contact details for advice on appeals procedures [www.warwick.ac.uk/services/academicoffice/gsp/guidingyouthrough/guidanceforpostgraduatetaughtstudents/appeals/].

There is no right of appeal against the requirement to resubmit work or resit examinations, nor against the decision to award a Master's degree at pass level rather than with distinction or merit.

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 as to 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 Graduate School Office at graduateschool@warwick.ac.uk.



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The nature of a thesis

It is not possible to define a passable thesis precisely. By its nature, research is hard to pigeonhole. University regulations talk about the thesis being in principle publishable, but that criterion relies on the judgment of the examiners. If you work on the basis of producing correct and original analysis of a well-defined problem, and rely on your supervisors' advice as to when the work has reached the right standard, you should succeed. The period of full-time study for a PhD is normally a maximum of four years, although earlier submission is possible. You will be strongly encouraged to complete the work within the four-year period and will be expected to be ready to submit by the end of the third year.

Although there are no set rules (other than the fact that you should aim to do your best), the following points should be kept in mind:

1. A thesis often consists of a number of essays on a related subject. Many students believe that three essays are required, but this is not necessarily the case. Furthermore, it is usually possible to trade quality for quantity. In other words, one large project that embodies the highest research standards can substitute for several more modest efforts. However, it is up to the discretion of your advisors initially and the examiners subsequently to decide whether the thesis is sufficient to pass.
2. Our preferred model is the following: a thesis with three significant pieces of work, one of which would be designated the 'job market paper.' The third chapter may be less developed than the other two, e.g. some limited exploration of a third idea. Co-authoring of aspects of the overall package is not ruled out, but you must clearly state your contribution to the work at the beginning of your thesis.
3. Once you submit your thesis for examination, you are NOT permitted to make any changes and you must be examined on the work you originally submitted. For job market purposes, however, you may continue to work to improve the job market paper after submission of the thesis but this will be for job market and not for the examination.

Most research students in the department will be awarded a PhD in Economics; however, it is possible for the degree to name more than one subject if the research covers not only economics but also another field. In this case the University's regulations 38.1 (2) require that the student has a supervisor and also an examiner in each of these subjects. A degree in multiple subjects can only be awarded if the examiners recommend this and therefore no firm decision can be made until after the student defends their thesis at the viva. Where a student is aiming for a joint degree, it may be possible for training or coursework undertaken in another department, to replace part of the MRes. Where the second year of the MRes is partly or wholly 'replaced' by other training, the student may be awarded a PhD in Economics plus another subject. However, if a student seeks to undertake training in another department to replace the first year of the MRes, the student can only be awarded PhD in 'Subject (of choice)' plus economics. In all cases you should let the department know as early as possible if you are considering a joint award, so that we can assess the equivalence (to the MRes) of the training proposed.

One advantage of the Internet is that it is now possible to obtain copies of theses that were submitted to other universities. You can, for example, go to the web page of one of the top

economics departments to see if that department has hired someone in your area in the recent past. If they have, you could try to get a copy of that person's thesis by consulting his or her personal web page. Alternatively, you could ask the Director of the PhD to suggest examples of outstanding recent work.

We are not particularly concerned with the precise details of the formatting, paragraphing and other matters of style relating to the thesis and set no more specific requirement on this than the general University requirements. [www.warwick.ac.uk/services/academicoffice/gsp/guidingyouthrough/guidelines/submissionsexaminations/infoforstudents/presentation/] The main thing is that the content is good and clear, that readers can navigate the thesis and that you fully reference sources and document your data carefully.

The hardest part of doing research is to stay focused. The most successful researchers are not (necessarily) the smartest ones, but the ones with the most drive to keep trying. It is important to find a way to motivate yourself. Everyone goes through a hard time. Research is intrinsically a lonely job and everybody has to deal with problems of self-motivation, self-esteem, discipline etc. Your first contact for these (or any other issues) is your supervisor. If you feel you could use some additional help, the University offers various resources: PG Hub [www.warwick.ac.uk/services/library/pghub/about/spaces/postgraduate_hub]; Café Scientifique et Académique; workshops in self-motivation, time management, working effectively with your supervisor, as well as counselling services (Research Student Skill Programme [www.warwick.ac.uk/services/skills/]).

Research supervision

What you can expect from your Supervisors

Students are independent researchers and are responsible for their own work. You should expect your supervisor to take a relatively passive role, where you are expected to take the initiative in arranging meetings and driving the direction of the research. You are expected to meet with your supervisor on a regular basis (at least every four weeks). During these meetings you should present your research ideas and receive advice on possible directions that you can take or fruitful extensions that you can make. A supervisor should also be able to suggest appropriate literature that you can read. It is important to prepare written documents at an early stage and to continue to polish and extend those documents. This helps you organise your ideas and gives your advisors a better feel for what you are doing. Supervisors are expected to comment on what you have written and to make suggestions for improvement. Supervisors should also indicate when your research is sufficiently advanced so that you can defend it. Finally, they are expected to write letters of recommendation when you are seeking employment.

The University expects you to meet with your supervisor on at least a monthly basis. You should keep a note of what is discussed at these meetings and what you are advised to do before the next meeting. These notes will form the basis of your supervisor meeting reports, which you need to upload to Tabula on a regular basis to fulfil your contact points as a PhD student.

Your supervisor will have many other things to do apart from supervising you and may forget details. Amongst other things, this means you should keep them regularly updated with a brief written plan of the thesis as a whole, so they can see where individual pieces of work fit in. Remember, you are driving your research, not them.

View the detailed responsibilities of your supervisor [www.warwick.ac.uk/services/academicoffice/gsp/formslibrary/guidelines_on_supervision_and_monitoring.pdf].

Allocation of Supervisors

Students who achieve the required standard in the MRes (please see progression requirements in section two of this handbook) will proceed to PhD research and it is at this point that the student will be allocated research supervision. You should make sure that you consider the research interests of faculty in the Department when you choose your research topic, to ensure that suitable supervision exists within the Department.

All students will have at least one supervisor by the time they enter the PhD programme. The decision regarding who will supervise you will be made by the panel that assess your dissertation presentation at the end of the MRes. Up until that point you will be encouraged to engage with a wide group of faculty, in formulating your research proposal/dissertation. You will do this to get input to your proposals and to build interest in your proposed research. You will be expected to fully participate in the departmental research environment. It is expected that you will have identified a potential supervisor by the end of the MRes. This supervisor will take primary responsibility for you. In some cases, for example where your research interests cut across two or more fields, it might be appropriate for you to have more than one supervisor (i.e., between one and three). This is allowed and would be decided either at the beginning of the PhD or later in your research career. In the latter case, the onus would be on you to negotiate the additional supervision arrangements with the faculty members concerned and then to update the MRes/ PhD office. In all cases it is preferable that you have a lead supervisor, who takes primary responsibility for you.

Changes can be made to supervision arrangements on the initiative of either the supervisor or the student, but in all cases, changes must be communicated to the MRes/PhD office. Special permission from the Director MRes/PhD will be required where a student in the third year of PhD, wants to change supervisory arrangements. If you do wish to make changes to your supervisory arrangements, please contact Maryanne Heafey (Teaching and Learning Manager PGR), in the first instance.

View the University's guidelines on the monitoring and supervision of research degree students [www.warwick.ac.uk/services/academicoffice/gsp/aboutus/formslibrary/guidelines_on_supervision_and_monitoring.pdf].

Every effort will be made to ensure that the supervisory arrangements put in place for your doctoral work continue to work as well as possible throughout your period of study. However, the Department is aware that difficulties do sometimes arise between doctoral students and their supervisors, often through no fault on either side. If you should have any concerns relating to your supervision, please feel free to raise the matter directly with your supervisor or, if you prefer, to discuss the matter in confidence with the Director of MRes/ PhD or the Teaching and Learning Manager (PGR). Any difficulties raised relating to supervision will not prejudice you in any way. However, it is important to note that it is your responsibility to bring the difficulties to the attention of the Director or, in the last resort, to the University Graduate School Office, in good time. The University cannot remedy difficulties or failings of which it was not made properly aware. If, for any reason, your supervisor should become absent or unavailable

to direct your work for a period of four weeks or longer, the Director of MRes/ PhD or Director PhD will meet with you at the earliest available opportunity to discuss the support you need. They may assign a replacement supervisor, on either a temporary or a permanent basis. Alternatively, if return of your supervisor is expected within a short period and you find that you have adequate support (e.g. from second supervisors, tutors or other members of the research group), the Director will agree a support plan with you. Be sure to advise us fully of your requirements; it may be difficult to recoup time lost if your research falls behind schedule.

It is important to remember that the thesis is your work so you need to drive progress on it, seeking out assistance from your supervisors. Constantly discuss your research ideas and the ideas of others with other fellow PhD students and with other fellows and faculty members.

The MRes dissertation and presentation

The MRes dissertation is submitted in early September of the second year of study. Later in September, you are required to make a presentation based on the dissertation. Detailed guidance on the presentation of the dissertation is available on the module web page. In addition to the body of the text, and a short abstract, the dissertation or research proposal should contain a complete set of references. The reference section must contain citations for all papers that you mention in the text and footnotes, no more and no less. References should be typed in a standard journal style. For example, you might choose the style that is used by the Economic Journal.

A 20-minute slot will be allocated for your presentation, after which you will receive questions and feedback and the staff present will consider the strengths and weaknesses of your work. There is no unique formula for making a presentation. Different people do it in different ways. The most important thing is to stress your ideas and how you intend to develop them and to indicate that you have a sensible plan. The following points might be helpful:

- ▶ If there are specific staff members whom you think could provide you with useful comments, arrange to meet with them prior to your proposal. You can give them a hard copy of your paper and ask them if they will read it and attend your presentation.
- ▶ Begin your presentation by explaining, very simply, why your problem matters. Do not start with technical issues. Instead, state what economic question you hope to answer and why it is worth addressing. If an audience starts off thinking that the presenter's topic is of minor interest, it is hard for a presentation to go well. Remember that the audience will contain economists who work in different research areas. This means that it is very important to motivate your work before you go into details.
- ▶ You should prepare PowerPoint-type slides that are uncluttered and easy to read. They should contain the central ideas, not all of the details.
- ▶ After motivating your problem, you should give your audience an indication of how you will address your question. This normally means presenting a few key equations, not an entire model. If you have regression equations, focus on one or two that really matter, rather than putting up so many that you confuse your audience. Present only those equations or tables that you plan to discuss in

detail, so that your listeners can understand the information that they are meant to convey.

- ▶ It is a mistake to prepare slides by duplicating pages from your proposal. Such slides are too detailed and usually impossible to read. You should use a magnification factor of at least 1.5. When you know what room has been chosen for your presentation, you can make a few sample slides and take them to the room. Then stand at the back and decide which magnification/font size is most legible.
- ▶ Do not be afraid to start and end by stating the essential idea (perhaps using the same slide twice). If you have something worth saying, your listeners need to hear it more than once if it is to stick in their minds.
- ▶ When you have worked out how you will make your presentation, stop and ask yourself how you would feel about it if you were sitting in the audience and knew virtually nothing about the topic. Then make the necessary changes. Most presenters greatly overestimate what an audience is able to absorb.
- ▶ Do not read from your proposal. It is important to be prepared but still be able to give a spontaneous presentation. Try to look the audience in the eye and do not spend too much time looking at your slides. If you point at your slides, it is better to point at the screen rather than at the projector. Some people find it useful to use a pointer for this purpose. However, the most important thing to remember is that you should not get between the projector and the screen. If you do, your audience will see only your shadow.
- ▶ Try to enjoy the presentation. Remember that you are learning about us at the same time as we are learning about you. Hopefully there will be people in the audience who can be of use to you in the future. It is also a good idea to meet with everyone who was present at your presentation to see if they have comments that they did not have time to make.

(Further guidance on presentation skills is available from the Research Students Skills Programme [www.warwick.ac.uk/services/skills/])

Direct entrants to the PhD programme will be expected to undergo an upgrade process by the beginning of the second term in the first year. The arrangements will follow those used for the MRes dissertation presentation (described above).

Your progress

Once you embark on the PhD, your progress will be monitored closely as it is very important for both the Department and the University that you complete within your four-year period of registration. Progress will be assessed in a number of ways. Departmental monitoring consists of an annual presentation (the PhD Forum), a six-monthly written progress report and documented monthly meetings with your supervisor. These monthly meetings also form part of the contact point system. You can meet with your supervisor more frequently if desired and the monthly meetings should be seen as a minimum.

The end of year PhD forum

Your annual progress presentation is a key event in your PhD career. At the beginning of the academic year in the second year you will present a very clear idea of your first substantial chapter. This will give you an opportunity to present your work to each other, to your supervisors and to other faculty

and students. Your supervisor will attend your presentation and will be expected to submit a statement on your progress. The format for your presentation will be as follows: 15 minutes presentation; five minutes discussion led by a formal discussant; 10 minutes general discussion; making 30 minutes total per student. You will be required to send your paper to your named discussant some weeks prior to the event to allow her/him to carefully read your work and prepare a discussion. You will receive formal written feedback from the review panel and supervisors will be informed of the outcome so that they can support you. The panel will highlight areas of best practice and concern and will offer advice and guidance to enable you to better undertake your research. The panel will also highlight areas where you may benefit from further professional development. A formal note of the outcome of the review, including any notes of guidance given, will be kept on your file. The forum is repeated at the end of the second year, when you present your second paper.

Your six-monthly progress report

You will be asked for a written progress report in November and May of each year. Reports, which are placed in your files, help us keep track of your progress and provide information to prospective employers or scholarship bodies. Your supervisor will read your progress report and be asked to add his/her comments. The Director of the PhD will then make a judgement as to whether you are making sufficient progress in order to submit on time and will write to you to confirm this.

Where a student is identified (by their six-monthly progress report) as making unsatisfactory progress, in the first instance an email will be sent to the student and the supervisor by the Director of PGR, noting concern about the student's progress. A follow-up meeting will then take place between the student and supervisor to ascertain whether there are any extenuating circumstances that are impeding progress. If there are no extenuating circumstances the supervisor should attempt to identify the academic reasons for poor progress and agree with the student measures to improve and a plan of written work to be done. A written record will be kept, which will be copied to the Director of PGR. If progress continues to be unsatisfactory by the time of the next scheduled review, the Director PGR and the supervisor will meet with the student and set a further deadline for review of progress. If the situation does not improve, ultimately the student will be advised to withdraw or to submit the thesis for award of a lower degree (e.g. MPhil).

The University's guidelines on the Supervision and Monitoring of Research Students [www.warwick.ac.uk/services/academicoffice/gsp/formslibrary/guidelines_on_supervision_and_monitoring.pdf]

Monthly meetings with your supervisor

You are required to meet with your supervisor on a monthly basis and to record these meetings on your Tabula profile page, under the heading 'Record of Meetings'. You should include details on the subject of discussion, the length of time of the meeting and actions to be completed before the next meeting with your supervisor. Your supervisor will be prompted via Tabula to read the report and to approve/add a comment.

In addition to the PhD Forum presentation, you are also required to make at least one presentation per year. This could be in the form of a workshop, or a poster, and you will be asked by the MRes/PhD office to confirm your intention with regard to this. It is an important check that you are making progress,

as well as a self-disciplining device – unfortunately, it is easy for a PhD student to drift. In addition, some problem whose solution has eluded you for months may be solved (or be on the path to being solved) through a thoughtful comment from an economist in another field.

Sometimes students may be based away from Warwick for all or part of their studies because of the nature of their research project or to enable them to make best use of research facilities associated with the scholarship of their Warwick-based supervisor. In these circumstances you are required to inform the MRes/PhD Office (either Natalie Deven or Maryanne Heafey) before you make arrangements to leave Warwick. Arrangements for supervision of your research while you are away will be discussed, monthly meetings with your supervisor will still be required (although these are likely to take place over Skype) and you will be expected to complete the regular six-monthly progress reports as normal.

Early submission of theses

Early submission of theses is permitted. If you wish to submit more than one month ahead of the end of your fee-paying registration you should first seek your supervisor's support, then complete the relevant form and pass it to the Director of PhD for approval. If you wish to submit the thesis more than five months early, then an additional statement from you explaining the reasons for this request should be attached to the form.

You are able to access the University's Guide to Examination for Higher Degrees [www.warwick.ac.uk/services/academicoffice/gsp/formslibrary/guide_to_examinations_for_higher_degrees_by_research.pdf], which contains all of the guidance you will need when you come to submit your thesis. Leading up to submission, your supervisor should discuss potential examiners with you and take the lead in seeking the agreement of the chosen examiners to act.

Please note that the version of the thesis, which you submit to the Graduate School on your required submission date, is the version that you will be examined on. You are not permitted to send an updated version of the thesis to the examiners after the submission date. This is viewed as cheating and is taken very seriously by the University. Suspected instances of cheating will be referred to the Academic Registrar and on to the Investigating Committee of Senate.

How to be an effective researcher

An introduction to the Research Student Skills Programme (RSSP)

This is an introductory programme designed especially for research students at the University of Warwick. The programme enhances effectiveness as a postgraduate researcher by: providing opportunities to build understanding of skills and raising awareness of support services available at the university allowing you to grow in confidence as a member of the postgraduate community.

You will learn more about RSSP during the induction programme organised by the Department. The programme will enhance your effectiveness as a postgraduate researcher by providing you with an opportunity to build your understanding, skills and confidence in the following areas:

- ▶ communication.
- ▶ planning and time management.

- ▶ problem solving.
- ▶ leadership.
- ▶ assertiveness.

It will help you to a greater self-awareness of the support services available to you as a researcher at Warwick. When you have completed the introduction programme you will be allocated to an Action Learning Set which will continue to help, guide and support you through your first year as a research student at the University of Warwick. For further details and to book a place, please follow the link on the RSSP homepage [www.warwick.ac.uk/services/scs/pgr]. **Please note:** you can only book once you are fully enrolled and have received your IT username.

The PGR Professional Development Framework was introduced by the University in September 2017, when it became compulsory for PhD students to spend at least 10 days per year on activities that support professional development. However, there is a lot of flexibility around the type of activity (e.g. attendance at conferences, workshops and masterclasses would count) and the University recognises that the majority of training for an economics PhD student is contained within the MRes programme. The University has an online portal, Warwick Skills Forge (skillsforge@warwick.ac.uk) to support your PGR development. Both MRes and PhD students in the department of Economics can access SkillsForge.

Departmental seminars

There are weekly departmental seminars in most fields in economics. These talks are an indication of current areas of research interest and methods of analysis. You are expected to attend at least one seminar series in your field of interest. Find out more on the Department's event page [www.warwick.ac.uk/ec/events/].

Do not make the mistake of thinking that because a seminar topic is outside your area, it is of no interest or importance to you. Often, you can learn how best to do things by seeing how others do them. Also, in seminars, speakers will commonly explain the 'tricks' in their paper- the things that are omitted from the published version. One or more PhD seminars will be organised by the PhD students, the structure (i.e. who attends other than students, who presents, and what they present) will be determined by the students themselves. The aim of this seminar is to provide a supportive atmosphere where all students can learn about and make suggestions concerning each other's research. An organisational meeting will take place early in the autumn term.

Annual PhD Conference

This is a two-day event organised by research students of the Warwick Economics Department, supported and attended by the Warwick Economics Department and Faculty, that takes place towards the end of Spring term each year. Anyone can attend, but only PhD students can present. Presentations from PhD students from the top Economics departments across the UK and the rest of the world are invited. There is no restriction on what topic within economics can be presented. MRes students are strongly encouraged to attend this event.

Ethical scrutiny and Risk Assessment

Please do consider whether you might require ethical approval at an early stage of your research and discuss with your

supervisor. It can be very stressful to discover at a late stage, perhaps just before you submit, that you need ethical approval. At Warwick, any research proposals that involve “direct contact with participants, through their physical participation in research activities (invasive and non-invasive participation), or that indirectly involve participants through their provision of data or tissue or that involve people on behalf of others (e.g. parents on behalf of children)” require ethical scrutiny. Certain types of primary research, where you are collecting or using individual level data may also require scrutiny, and it is always best to check. It is your responsibility to ensure that ethical approval is secured. Note that your research does not require ethical scrutiny if it does not involve direct or indirect contact with participants. For example, most research involving previously existing datasets where individual-level information is not provided, or where individuals are not identified, or are anonymised, or using historical records, does not require ethical scrutiny. This is likely to include most research conducted in the Department.

Where your research work may require ethical scrutiny and approval; checks are conducted within the Department in line with rules approved by the University’s Humanities & Social Sciences Research Ethics Committee. When you submit your thesis, you will be asked to declare on the submission form that you have considered whether ethical approval is required. If you are in any doubt or you consider that ethical approval may be necessary, please consult with your supervisor and complete the Department’s form for ethical approval of student research and submit to Maryanne Heafey (Room S0.91). Ethical approval (if relevant) must be obtained before you embark on any fieldwork. For more information on research ethics, please consult the web page above.

Further information on research ethics in general is available in the ESRC Framework for Research Ethics [www.esrc.ac.uk/files/funding/guidance-for-applicants/esrc-framework-for-research-ethics-2015/].

Please see also the University Research Code of Practice [www.warwick.ac.uk/services/ris/research_integrity/code_of_practice_and_policies/research_code_of_practice].

If you are planning to spend a period of time outside the UK during your PhD, perhaps to collect data or to spend time in another department you must complete a risk assessment before departing. Further information and a copy of the form which should be completed can be obtained from the MRes/ PhD Office.

Extensions/leave of absence

It is important to point out that studying for a PhD is not something that can take an indeterminate amount of time. You should not assume (whatever your supervisor may say) that you can easily get an extension to your period of study as this will only be considered in truly exceptional circumstances. If you do need to apply for an extension, then you will need to make a reasoned case, setting out a timetable to completion. Your supervisor and the Director of PhD, will add a supporting statement (assuming it is a credible case) before it goes to the Director of the Graduate School, who will make the final decision.

It is tempting to believe that because of the length of the PhD programme as a whole, you will not need to apply for leave of absence if, for example, you have a period of illness or a

new baby. Nevertheless, experience shows that this can affect progress and that, in retrospect, many students wished they had applied for such leave, given that they come up against such deadlines later on, and cannot then apply retrospectively. If such circumstances arise you should apply for a period of Temporary Withdrawal (TWD). You can do this via your student record online (see the tab ‘student requests’ and choose temporary withdrawal). TWD stops the clock on the registration period and ensures that you are not disadvantaged if you need to take a break. It does, however, have particular implications for Tier 4 students, who will be required to return home and if you have a studentship this cannot be paid during a period of TWD.

The University recognises that in some circumstances it would be preferable for a student to be able to take a short period of time away in order to deal with a personal issue or undertake minor medical treatment, without their visa being curtailed. Where the time needed is quantifiable and equates to less than a total of six weeks in an academic year, it is possible for the University to record this period of time as an Authorised Absence rather than TWD. However, a student will not be able to apply for extension to their registration as a result of Authorised Absence. If you need to apply for a period of TWD or Authorised Absence or an extension, you should speak to the Postgraduate Teaching and Learning Manager (Maryanne Heafey) in the first instance. During a period of Temporary Withdrawal (or resit without residence), you are not permitted to attend classes either formally or informally. However, in order to help students prepare for their return to study or sitting examinations, access to University IT facilities and the Library will normally continue during these periods. You are able to view the University guidance on the supervision of students based away from the University online [www.warwick.ac.uk/services/academicoffice/gsp/formslibrary/guidelines_on_supervision_and_monitoring.pdf].

Contributing to teaching and marking (and UKVI restrictions).

Acquiring teaching experience is extremely valuable for students who think that they might want to pursue an academic career. You are therefore encouraged to take on a reasonable amount of undergraduate class teaching from the first year of the PhD. Three or four classes a week (in one course) normally takes up the equivalent of one day, after allowing for preparation and marking. This seems sensible for most students, although those students on Teaching Assistantships have a somewhat heavier load.

Please note that the UKVI places restrictions on the number of hours a Tier 4 student can work: Tier 4 students should not work more than 20 hours per week (this includes, teaching, marking, invigilating, research assistant work- and also unpaid work). It is incumbent on the student to ensure they do not breach the 20 hour rule, as this is treated as a criminal offence by the UK authorities. Please note that hours cannot be averaged over more than one week and a week in this case runs from Monday to Sunday.

During the two years of the MRes there are opportunities to undertake limited marking (100 scripts) and invigilation duties (nine hours) in order to boost your departmental scholarship. As you will still be attending classes during the MRes, we advise that you restrict any marking and invigilation duties to these levels.

Note that teaching training and guidance is given and it is mandatory that you attend the training sessions offered. These will be made available and you will be notified of the relevant times and dates by the MRes/PhD office. Also, the lecturer in charge of the course should consult with you regularly and give every help he/she can. Before undertaking any teaching, please familiarise yourself with the Tutor's Handbook, a copy of which will be provided to you before you start teaching.

View the University's policy on employment of postgraduates as teachers [www.warwick.ac.uk/services/academicoffice/gsp/formslibrary/bgs_3_14-15_postgraduates_who_teach_-_university_policy.pdf].

The Learning and Development Centre at the University provide support and training [www.warwick.ac.uk/services/ldc/] for PhD students involved in teaching, which you will be expected to attend.

Support for Research Expenses

The Department of Economics will fund some research expenses of our MRes/PhD students including, journal submission fees and participation in conferences and workshops. Journal submission and conference attendance fees may be funded at 100%, travel and accommodation at a maximum of 80% of the actual eligible expenses. The amount of funding available will vary from year to year and eligible applications will be awarded by the (deputy) director of the programme, subject to sufficient budget being available. We will prioritise high-quality conferences where the student presents her/his research in a plenary or parallel session. If you are seeking funding to attend a conference or workshop, please contact Maryanne Heafey (Teaching and Learning Manager- PGR) for further details, as funding must be agreed in advance (retrospective claims will not be considered).



The Job Market

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In preparation for the job market we prepare our PhD students in terms of writing and presentation skills as well as interview practice, with the timeline of preparation starting at least 12 months in advance of the job market. In year three, students are required to attend the job market talks of external candidates, which take place in the department and to attend an academic writing course delivered in the department. The job market paper is expected to be ready at the beginning of year four in preparation for launch in the autumn of the same year.

But whether you decide to enter the academic job market or you opt for employment outside academia, we have a range of support in place to help you find the right opening. We work closely with the Economics Careers Advisor to arrange events which bring you into contact with potential employers in a range of fields or Economics alumni who have made the transition into work outside academia. For those seeking an academic career our support programme is detailed and aims to help you achieve the best placement possible for you.

Support to develop your presentation skills

The employment route to obtaining an academic position – is rather specialised, with most recruitment now taking place via the ASSA annual job market meeting, held in January each year in the United States. Recruitment also takes place at other important meetings such as those organised by the Royal Economic Society. PhD students seeking an academic career are encouraged to go on the job market in the autumn and winter of the fourth year. We expect you to be ready to submit your thesis at this stage and to have a polished job market paper, which is the first requirement for a successful job market candidate. In addition to a job market paper, successful candidates usually have additional work that is sufficiently polished to be posted online and discussed with potential employers. To support you in this process, we offer training in Academic Writing and the ongoing help of a professional copy editor.

The next most important thing is your presentation. It takes time to learn to be a good presenter – so start early. Students are encouraged to present their paper from year two onward in the twice yearly Job Market Presentations event. This event is led by the Job Market Placement Officer, who will offer you lots of valuable advice on improving your presentation. Presentations are usually filmed and students may be offered further feedback by a professional Performance Coach.

The following sources of help are available:

- ▶ English Language Skills: The Centre for Applied Linguistics (CAL) offers in-session English language programmes [www.warwick.ac.uk/fac/soc/al/study/learn-english/] in speaking and listening; pronunciation and writing.
- ▶ A three-day Academic Presentations workshop offered by the Careers and Skills Office in the autumn term. Strongly recommended for all research students.
- ▶ The Careers and Skills Office's Research Student Skills Programme [<http://go.warwick.ac.uk/pgskills>] offers a variety of other courses and workshops as well, e.g. "Academic Writing", "How to Be an Effective Researcher", "Working with your Supervisor".

Students are expected to discuss job market prospects with their supervisors in the spring of third year, with the decision regarding job market participation to be confirmed to the

Placement Officer by the supervisor in the autumn of the fourth year.

Orient yourself on the job market early. It is a good idea to read the following guides at least a year beforehand:

- ▶ Cawley (updated in 2016/17) [www.warwick.ac.uk/aeaweb.org/content/file?id=869]
- ▶ Tips for Oxford DPhil students [www.carlospitta.com/Professional/Advise%20Files/Tips%20for%20Oxford.pdf] - includes information on the European market as well.

European job market

In recent years the Royal Economic Society has organised a European PhD job market [www.res.org.uk/] in late January, where students present papers and attend interviews. That meeting has been very successful and will be continued and perhaps expanded. The Spanish Economic Association also organises a job market, the Simposio de Análisis [www.asesec.org/simposio], which this year is being held in December. Students who wish to participate must submit a paper, and not all papers can be accommodated. This is an excellent opportunity to obtain exposure for your work, and submission is highly recommended.

Positions are also periodically advertised through the Jobs.ac.uk [www.jobs.ac.uk/] web pages.

US job market

You will be expected to attend the annual meeting of the American Economic Association (AEA). The AEA holds its meeting jointly with the North American Econometric Association and many other social-science organisations, which are known as the Allied Social Sciences Association (ASSA). These meetings, which take place in the first week in January (check the AEA web page [www.aeaweb.org/] for exact dates), are not just for candidates who want a job in the US. In fact, most of the better universities, non-profit organisations, consulting agencies and government research departments from around the world recruit at the ASSA meetings. Furthermore, in addition to being a job market, the ASSA meetings offer you an opportunity to attend talks given by many well-known economists and to meet other students who are in a similar situation. Although many UK universities recruit at the ASSA meetings, the UK job market is less formally organised, and it is sometimes possible to obtain interviews well after the US market has cleared. The Department will require you to attend in your final year, subject to producing a satisfactory paper, presentation and CV and where necessary will provide you with financial support.

There is much less of a season for non-academic jobs, but advertisements typically appear in the spring. Job openings are advertised in the Economist, the Guardian, and the THES (Times Higher Education Supplement). There are many web pages that list job openings. These include:

-  www.aeaweb.org/joe
- www.jobs.ac.uk
- www.inomics.com/cgi/job
- www.eui.eu/About/JobOpportunities
- www.ges.gov.uk (UK government)
- www.economist.com
- www.econjobmarket.org

It is a good idea to check these sites on a regular basis. No matter how you plan to search, you should first check with your advisors to make sure that they agree that you are ready to test the water. By this time you should also have asked three faculty members who are familiar with your work if they would be willing to write letters of reference for you. Since those letters are confidential, you must supply your referees with the names of all of the places where you plan to apply. Several weeks after you have done this, you might check to see if your letters have been received and (tactfully) remind your referees if they have not. You should ask your referees to send a PDF or Word file with their letters to Natalie Deven (Postgraduate Coordinator-Research).

Timescales and Other Essentials

Your job market paper should be ready for September of your fourth year. Mid-September you will need to make travel and accommodation arrangements for the meeting (the department will meet these costs up to a limit of £1200). Having previously decided on your chosen referees, the final version of your job market paper should be sent to your referees by mid October. At the same time you will be asked to upload the abstract of job market paper and a copy of your polished CV to the departmental web page and attend an individual meeting with the placement committee.

Mock interviews will be arranged with members of faculty in early December to prepare you for the January meeting. This is a valuable experience, since it gives you an idea of what to expect in a real interview. You should have prepared a speech of not more than fifteen minutes that describes your research. However, be prepared to respond to questions before you finish your presentation and to change that presentation if your interviewers seem to be interested in questions that you did not anticipate.

You should ensure you present your paper in the Departmental workshop that you are enrolled in. Be sure to get in touch with the organiser of that workshop at the beginning of the first term to schedule a presentation, preferably in term one. It is useful for your presentation to occur before you have any interviews or job talks.

If you want to obtain interviews, it is important to have a telephone number where you can be reached. This can be either a mobile phone that you always carry or a telephone that is capable of recording messages.

Other departmental support

The Department also maintains a web page for job-market candidates. It is important that you participate in this process if going to an academic job market, since the web page is the principal vehicle that the Department uses to promote its candidates. If your name does not appear, people who are searching for recruits will have no way of knowing that you are on the market. Your web page should include your CV, abstracts of all of your dissertation papers, and at least one completed paper – your job-market paper. For further information please contact Professor Dan Bernhardt, Job Market Placement Officer (2018-19) (m.d.bernhardt@warwick.ac.uk) or Natalie Deven (n.s.deven@warwick.ac.uk).



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Your feedback to us

The Department places great value on your feedback 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 general.

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

- ▶ Module Evaluation.
- ▶ Your Personal Tutor or Senior Tutor.
- ▶ the Graduate Student-Staff Liaison Committee (GSSLC) for MRes/PhD Students.
- ▶ the Postgraduate Taught Experience Survey (PTES) in the Summer Term and the Postgraduate Experience Survey (PRES) for PhD students (every two years).
- ▶ Departmental online feedback form (www.warwick.ac.uk/economics/current/shared/feedback-form).
- ▶ Participation in focus groups, which take place annually.

The Head of Department, Professor Jeremy Smith, is also happy to hear thoughts from students 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.

We strive to offer every student the best possible experience and it is your feedback that will enable us to continually improve. The University actively encourages feedback on all aspects of the student experience [www.warwick.ac.uk/services/feedbackcomplaints/students/feedback].

Module evaluation

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 you and for future generations of students. We ask you to take part in it thoughtfully and seriously. The Autumn and Spring Term online module evaluation also form two of your Contact Points.

This is what happens to your feedback:

1. Students complete anonymous module evaluation form online (the IT team can identify who has completed module evaluation for the purposes of contact points but not who has written what).
2. Your feedback is received by Module Leader, Director of PGT and Head of Department.
3. The Module Leader writes annual report on module, reviewing student feedback.
4. The Course Director writes annual course review report, taking into account module reports.
5. Annual module/course reports are reviewed by the Graduate Management Committee. Action is taken where needed.
6. The GSSLC receives feedback on the outcome of the module and course reports.

Focus Groups

In the summer term of each year, we hold focus groups with MRes/PhD students to gather further feedback on aspects of the course and the department and to identify any issues which may not have been raised or dealt with during the year. These sessions are led by the Director MRes/PhD or by the departments Marketing & Student Experience Team. Participation in the latter focus groups is usually rewarded with vouchers for food outlets on campus.

Student Surveys: PTES and PRES

In years 1 and 2 of the MRes we will ask you to take part in the PTES survey (Postgraduate Taught Experience Survey). This is a national survey, which all UK universities take part in and the results feed into various national league tables. The survey provides another opportunity for you to provide feedback and we would encourage all students to take part. Last year the department made a charitable donation (for each response received) to a charity voted for by the student cohort. There was also a prize draw for all MSc and MRes students, triggered once the response rate reached 50%. For more information about this survey please visit the department's PTES webpage [www.warwick.ac.uk/economics/current/msc/resources/ptes].

The PRES (Postgraduate Research Experience Survey) takes place every other year. Your participation in this survey is greatly valued and will contribute to the continuous enhancement of postgraduate research degree provision at Warwick. For more information about this survey please visit the university's PRES webpage. [www.warwick.ac.uk/services/academicoffice/gsp/surveys/pres] The next PRES will take place in 2019.

How to raise concerns

There may be occasions during your time in the Department when things go wrong. The information below explains how to make a complaint.

Informal channels (Stage 1)

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

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

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

Formal channels (Stage 2)

Student Academic Complaints Procedure

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

If, having contacted the Head of Department or their deputy, you remain dissatisfied with the outcome of consideration of your complaint, the University has a Student Academic Complaints Procedure [www.warwick.ac.uk/services/feedbackcomplaints/students/] to deal with complaints about the teaching and learning process, provided that the complaint is received within three months of the occurrence about which the complaint is made.

Office of the Independent Adjudicator (OIA)

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

Find out if your complaint qualifies under the OIA regulations [www.oiahe.org.uk/making-a-complaint-to-the-oia/how-to-make-a-complaint.aspx].

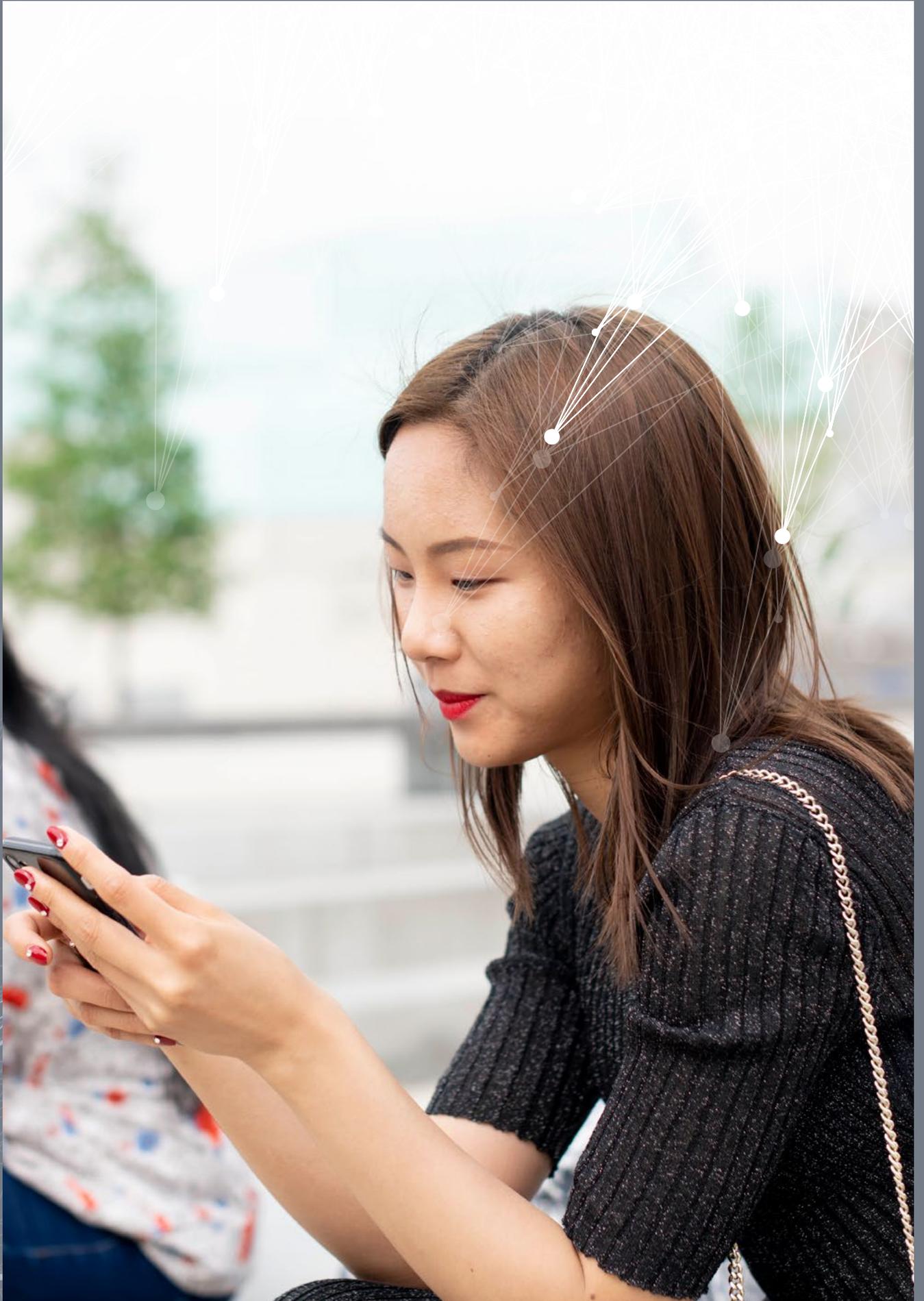
All students should feel free to contact any member of staff with issues.



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Personal Tutor

For MRes students (during the taught component of the programme), the Director of MRes acts as Personal Tutor. Your Personal Tutor is somebody you can talk to about any matters, academic or personal, on which you need guidance or advice. There are designated weeks throughout the academic year when you are required to meet with your Personal Tutor (please see the section in this handbook on 'Engagement and Assessment'). However, if you have questions or concerns at other points throughout the year that you would like to see someone about, the Director of PhD/ Director of the MRes/ Teaching and Learning Manager (Research) are there to discuss them. Every member of staff has feedback hours, so in any week during term time you can use those hours to meet with the appropriate person. Please note that academic staff might not be available in person during vacation.

Once you progress to the PhD, pastoral arrangements will change. Generally, responsibility for pastoral care rests with the supervisors. However, pastoral care for PhD students with one supervisor will be provided by the Director of PhD. It is not intended that PhD students meet with their personal tutor at prescribed times throughout the year (as for UG and PGT). However, the personal tutor will be available as required. It is expected that this arrangement will be particularly useful for students working with one main supervisor, whereas students working with two or more supervisors will continue to seek/ receive pastoral care from one or other supervisor. Where a student is working with one supervisor and that supervisor is the Director of PhD, additional arrangements for pastoral care of that student will be put in place, so that the student will always be able to seek the advice and support of a member of faculty, who is not their Supervisor.

Help is always available when things are not going as well as you would like. Your meetings with your personal tutor might cover issues such as:

- ▶ How to prioritise your module work
- ▶ Concerns about application forms for internships/jobs
- ▶ Gaining feedback on your personal development, such as skills that you should develop
- ▶ Changing modules
- ▶ Your non-academic achievements to help your tutor write your reference
- ▶ Advice on further study.

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 at a later date should that be required.

Postgraduate Senior Tutor

If you have a concern or problem that is perhaps more serious, it is a good idea to go straight to the PG Senior Tutor. You can, of course, discuss any problems with your Personal Tutor, but they may feel that because of the nature of your concern, the Senior Tutor is in a better position to offer advice. As such, your Personal Tutor may refer you to the Senior Tutor. He or she will

be able to offer help and advice or point you in the direction of other people

and services within the University. Your Senior Tutor will respect any confidences (subject to University guidelines on confidentiality). If you wish evidence of mitigating circumstances to be lodged on your file then the Senior Tutor is the best person to speak to.

Things you may need to discuss with the Senior Tutor include:

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

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 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 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.

Seminar Tutors

For core modules you will have small group classes with seminar tutors, who go over topics within your module in much more detail than in lectures. These are essentially feedback sessions 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 feedback hours every week during term time. It is important that you take the opportunity now to clarify areas of confusion and develop your understanding of the topics by further reading and discussion with your peers and tutors.

Postgraduate Office

The MRes/PhD Office is a key resource within the Department and for MRes/PhD students is located in room S0.91 (close to the main department entrance on the ground floor). If you have questions about your timetable, problems with clashes, or queries about Departmental procedures, you should go to the MRes/PhD Office in the first instance. If you have medical evidence that needs submitting, you should go there to do it; assignments that need submitting are also handed in there.

Director and Deputy Director MRes/PhD

You can see the Director of MRes/PhD, Professor Manuel Bagues during his feedback hours if there is anything you need to discuss.

You can also contact the Director of MRes, Professor Sharun Mukand, and the Director of PhD, Professor Bhaskar Dutta, during their feedback hours.

University Support

The University has 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. Find out more about the Support Services [www.warwick.ac.uk/supportservices] (warwick.ac.uk/supportservices) available to help you.

Director of Student Support and Dean of Students

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 they may better develop and fulfil their personal, academic and professional potential. There are a wide variety of services, including individual counselling, group sessions, workshops and email counselling.

t: +44 (0)24 7652 3761 or internal extension 23761

e: counselling@warwick.ac.uk

w: warwick.ac.uk/counselling [www.warwick.ac.uk/counselling]

The University Mental Health Coordinators

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

e: mentalhealth@warwick.ac.uk

Disability Services

Disability Services work to help students 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, provide advice and specialist services to

students. If you experience any access issues in the department due to a disability, please contact the MRes/PhD Office (Room S0.91, Natalie Deven, in the first instance).

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

e: disability@warwick.ac.uk

w: warwick.ac.uk/disability [www.warwick.ac.uk/disability]

Postgraduate Mentoring

The University has a postgraduate peer mentor-ship scheme to provide support for postgraduate students- encouraging integration and a vibrant postgraduate experience. The online forum allows students to either ask a question directly to a selected mentor or to the whole community of postgraduates. Postgraduate mentors are experienced postgraduate students or Early Careers Researchers who work in a team to provide support, guidance and practical tips on various topics relevant to student life. Further information is available here [www.warwick.ac.uk/services/library/pghub/mentorship/]. (www.warwick.ac.uk/services/library/pghub/mentorship/)

The Student Union and Welfare Advice

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

e: advice@sunion.warwick.ac.uk

w: warwick.ac.uk/advice [www.warwick.ac.uk/advice/]

The Residential Life Team

All students who have accommodation on campus are provided with a network of support staff called the Residential Life Team. The Residential Life Team work and live alongside students 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.

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

e: seniorwarden@warwick.ac.uk

The Chaplaincy

The Chaplaincy provides pastoral and spiritual care to all members of the University community, of all faiths and none. They provide a space for worship and quiet reflection and the leadership of religious worship. The Chaplaincy is home to the Anglican, Roman Catholic, Free Church, Islamic and Jewish chaplains, who are always glad to meet students socially and pastorally. All faiths (and those with none) are welcome. 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

e: chaplaincy@warwick.ac.uk

w: warwick.ac.uk/chaplaincy [www.warwick.ac.uk/chaplaincy]

The Health Centre

Students resident on campus 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: uwhc.org.uk

The Student Funding Team

The Student Funding Team offers advice and guidance on all aspects of financial support. The team administers the University Hardship Fund.

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

e: studentfunding@warwick.ac.uk

w: warwick.ac.uk/studentfunding

The International Student Office

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

University Security Team

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

Emergency: Internal system 22222

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

e: security@warwick.ac.uk

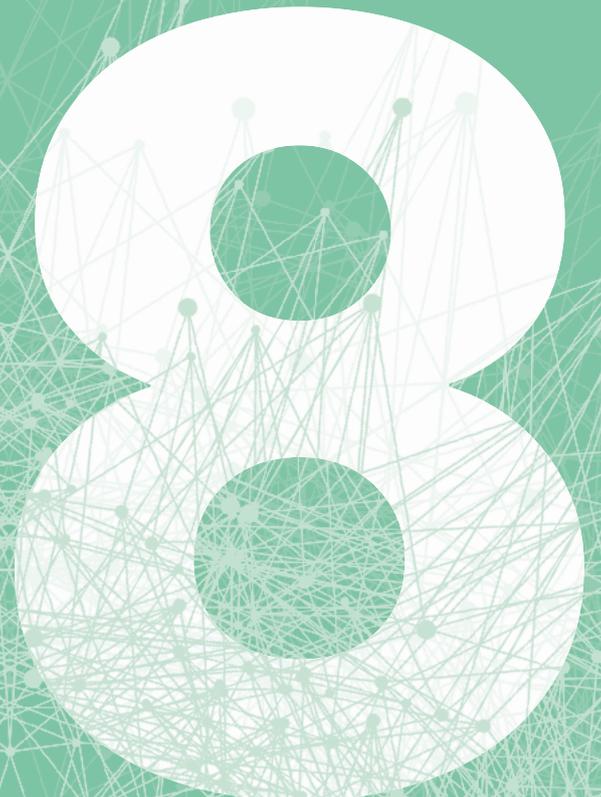
w: warwick.ac.uk/security

University Nursery

The University nursery based on campus provides wrap-around care for children of staff and students, who are aged between three months and five years. Further details can be found on the Nursery web page [www.warwick.ac.uk/services/childrenservices/nursery]. (warwick.ac.uk/nursery)

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Graduate Student Staff Liaison Committee

The GSSLC (Graduate Student-Staff Liaison Committee) is an important platform for you to have your say and provide feedback to us. Students get together with Departmental staff to discuss issues that concern their learning experience. Even in the best departments, there are always some issues that need to be discussed and addressed. Yet the GSSLC is more than a 'complaint box'. The Committee has also been very useful in the past to simply ask questions that were unclear to many students. This makes the GSSLC a good opportunity for students and the Department to communicate. An email account has been set up to make it easier for you to communicate with GSSLC representatives (economics.pgrssl@warwick.ac.uk). This is only accessible by GSSLC reps and not by members of faculty or administrative staff.

Issues that have been raised in the past include access to material in the Library, questions concerning IT facilities as well as aspects of your learning experience and examination and some issues addressing more long-term matters such as curriculum development. At the same time, the GSSLC 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 Postgraduate Office or to the module teacher concerned.

GSSLC items should only be the ones that concern a wider population of Economics postgraduates. Also, the GSSLC 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 GSSLC meetings.

During the academic year, GSSLC representatives will meet with staff from the Department four times. That is not very often. So, an important message to all of your future representatives is: make sure you prepare for the meetings and have a list of issues that you want to bring to the Department. Please put just a little preparation time into it and it will be much easier to address them.

How GSSLC representatives are elected:

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

Some useful things to know if you become a GSSLC representative:

- There will be up to six representatives from the MRes/PhD programme.
- Out of these a Chairperson will be chosen, whose main task is to chair the GSSLC meetings.
- The Vice-Chair/Secretary has to take minutes of the meetings and replaces the Chair in her/his absence. The minutes are circulated to all students so they know what's going on.
- The first thing to do for the representatives is to look at last year's GSSLC 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 MRes/PhD Office will ask you to prepare a list of items to be discussed. All the representatives, and the Chair/Vice-Chair in particular, are responsible for collecting these issues and sending them in on time.
- Ask your fellow students what they think about the courses.
- The Chair and Secretary are responsible for preparing the Annual Report and submitting this to the Student Union.
- Your job is to help the students and the Department to communicate. If you are willing to carefully listen to both, and if you like to communicate and to analyse problems, you will be able to make a great contribution indeed.

The Warwick Students' Union provide training and a handbook [www.warwicksu.com/sslc/resources/] for all course representatives.

Economics Society

Established in 1981, the Warwick Economics Society is one of the longest standing academic societies on campus. With a current membership of over 1700 members, the Society welcomes undergraduate and postgraduate students from all disciplines, all ages and all interests. Further details are at www.warwickeconomicsociety.com [www.warwickeconomicsociety.com/]. The Society organises a range of careers, academic speaker and social events all aimed at broadening your network.

Warwick Economic Summit

The Warwick Economics Summit is one of the largest student-run academic conferences in Europe. Now in its 17th year, this is an international forum where talented students from various universities listen to some of the world's most inspirational speakers. The Summit's focus goes beyond the field of economics, encompassing the broader spheres of the social sciences, including development, politics, psychology and international relations. Further information on previous summits and the next planned event are available on the web page [www.warwickeconomicssummit.com/about-the-summit] (www.warwickeconomicssummit.com/about-the-summit).

Economic Ambassadors

There are opportunities to become an ambassador for the department. Ambassadors assist at numerous events throughout the year including open days, taster events, alumni events and student induction. Activities may include conducting campus tours, talking to visitors and prospective students, as well as new students especially during the first weeks of term, signposting visitors and running sessions on student life. We are also looking for Ambassadors who can participate in focus groups and help us with case studies and student videos. Benefits to you include: further opportunities to engage with staff in the department, the chance to gain work experience, an addition to your CV that will enhance your employability, as well as a competitive rate of pay. Further information is available here [www.warwick.ac.uk/economics/current/ug/resources/get-involved/studentambassadors](www.warwick.ac.uk/economics/current/ug/resources/get-involved/studentambassadors).

Economics Student Bloggers

Our student blogs are all written by current students, studying and often living on campus. Student bloggers are paid for their time and we don't edit their posts or tell them what to say. They record their thoughts, opinions and insights based on their own personal experience during their time at Warwick. If you are interested in becoming a blogger for the Economics department please contact our Online Communications Officer (economics.news@warwick.ac.uk) .



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Student Careers & Skills

Student Careers & Skills [www.warwick.ac.uk/careers] can help you explore your options, develop your skills and get the career you want. A range of online resources, one to one advice and guidance, workshops, and events are available to ensure you make informed decisions and leave Warwick equipped with the necessary skills and experience which employers are looking for. Whether you are keen to pursue an academic career or would like to explore options beyond academia, we can help.

The Department's Careers Consultant for Economics runs 30 minute 'careers guidance' appointments in the Faculty of Social Sciences Careers Office throughout the year and these can be booked via the 'View Available Appointments' section on myAdvantage [www.warwick.ac.uk/myadvantage].

For Careers Drop-In times and online resources see <http://go.warwick.ac.uk/careers> [<http://go.warwick.ac.uk/careers>]

To find out more.

Visit our Help Desk in the Oculus Building (term time only)

E-mail careers@warwick.ac.uk or Call 024 7652 4748

The Research Student Skills Programme

warwick.ac.uk/services/skills/pgr (the RSSP) aims to support you as a Postgraduate Researcher both professionally and personally.

We provide training and support to equip you with the skills, knowledge and attributes to enable you to thrive as an independent research professional and prepare you for your next career steps.

We recognise that our researchers have differing needs and requirements and have a varied skill set. The RSSP has been designed with this in mind, allowing you to access the training that suits you and your needs, whatever your stage of research, career and development.

The RSSP offers an annual programme which allows you to plan your needs over the next 12 months. This includes sessions in vacation time and summer schools, on line/ e-learning and new for 2018, evening sessions.

We deliver a core timetable which includes the key essentials of Presentation Skills, Poster Design, Effective Researcher, Viva Preparation, Writing and Project Management and have a broader offering of 30 different workshops. New for 2018 -19 will be a new cohort of PhD tutors. We will be writing and delivering new sessions ready for term 2.

For full details see either our webpages: Warwick RSSP <https://warwick.ac.uk/services/skills/pgr/programme/>

Or see more information or book via Warwick Skills Forge/ RSSP [<https://skillsforge.warwick.ac.uk/warwick/> "\ "common/main/welcome] Skillsforge.warwick.ac.uk

Or contact us via: pgrresearchskills@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. The Library website is at warwick.ac.uk/library [www.warwick.ac.uk/library].

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

- Use the Get Started online Library orientation programme [www.warwick.ac.uk/services/library/using/help/new-users] to find out how to use the library effectively.
- Use the Library Catalogue, Encore, to find details of the books and journals (print and electronic) held by the Library. There is a search box in the centre of the Library home page.
- 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 [www.encore.lib.warwick.ac.uk/iii/encore/myaccount?lang=eng] to renew and reserve items via the internet.
- The Library Economics webpages [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 a useful online tutorial for Economics students and a guide to databases.
- DataStream is one of the main sources for finding macroeconomic time series or data on equity markets, bonds, futures, exchange rates and interest rates. DataStream is only available in the Library at a dedicated PC on Floor 1. 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 list of databases [<http://webcat.warwick.ac.uk/search~S1/v>].
- If you are seeking a useful book or journal article which Warwick does not have, we can try and get it for you from another library. The Article Reach scheme [www.warwick.ac.uk/services/library/using/usingotherlibraries/documentsupply/articlereach] allows you to obtain journal articles from some other libraries.
- Document Supply [www.warwick.ac.uk/services/library/using/usingotherlibraries/documentsupply] is a more comprehensive scheme for borrowing books or obtaining articles from academic and national libraries in the UK. Collect a form from the Library or download it from the Document Supply section of the website, under 'Using the Library', and obtain your supervisor's signature.
- If you are having trouble finding what you need, there is an Economics Academic Support Librarian to help you. The contact details are: Helen Riley, (email: helen.riley@warwick.ac.uk or telephone: +44 024765 72712).
- The Learning Grid [www.warwick.ac.uk/services/library/using/libspaces/learning_grid], which is part of the Library, is located in University House and is open 24 hours a day, seven days a week. It 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, the Town Hall in Leamington Spa, and a postgraduate support facility called the Postgraduate Hub in Senate House.

Contacting the library

General Enquiries

In Person:

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

t: +44 (0)24 7652 2026

e: library@warwick.ac.uk

The Wolfson Research Exchange

The Wolfson Research Exchange [www.warwick.ac.uk/services/library/using/libspaces/research-exchange/] is a community space that offers peer support and a forum for interdisciplinary collaboration to all Warwick research staff and students. The space hosts hundreds of research-led events each year, more than any other space at Warwick. Here you can find other researchers, get involved with the research community, attend events for researchers and plan your own research event.

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.

In Person:

General Library assistance is available between 8.30am - 9.30pm every day.

Helen Riley can be contacted email or telephone, 9.00 am - 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.

The Postgraduate Hub

The Postgraduate Hub is situated at the heart of central campus in Senate House. The Hub provides a dedicated multipurpose area for all postgraduate students at Warwick, in a relaxed and friendly environment. The Hub provides a space for postgraduate taught and postgraduate research students to access support and resources dedicated to their needs. Postgraduate students can work and share experiences in the PG Hub in the broadest context of postgraduate life, not just study. Facilities include a number of collaborative working areas (all bookable), meeting and social spaces with networked PCs, as well as a computer suite with its own printing facility.

As part of the 'every student is an international student' concept, the PG Hub organises monthly cultural activities to give both international and home students an opportunity to explore different cultures. This is a great opportunity to get involved in your community, share information about your culture, learn more about other cultures and make the most of your time as a postgraduate student at the University of Warwick.

t: +44 (0)24 7615 1956 or internal extension 51956

e: pghub@warwick.ac.uk

w: warwick.ac.uk/pghub

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. Find out more about the Support Services [www.warwick.ac.uk/supportservices] available to help you.

Centre for Applied Linguistics

International students following courses at the University may join extra English language classes organised by the Centre for Applied Linguistics (CAL).

For up-to-date information about in-session classes, and especially the locations of these classes (which can change at the last minute), please visit the following web site periodically:

w: warwick.ac.uk/fac/soc/al/learning_english/insessional

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 the Department will use for all email communications. It will be the responsibility of students to ensure that they 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 warwick.ac.uk/helpdesk.

ATHENS authentication

When you register for an IT Services account at warwick.ac.uk/register you can choose to request an ATHENS account.

Once you have your IT Services account, you can create your ATHENS account at any time by visiting the Library website.

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 [www.warwick.ac.uk/services/its/servicessupport/software/antivirus] to help keep your computer safe.

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 warwick.ac.uk/workareas.

IT facilities in the department

In the Economics Department room S2.134 and S2.136 are specifically reserved for MRes students and are equipped with fifteen work stations and a printer along with other space to read and study. There is also a large computer lab (S2.82) which is available to you for part of the week. Should network problems occur, we will try to resolve such issues as soon as possible, but cannot guarantee that every computer in this room will have access to printing facilities at all times.

Printing

An A3 colour photocopier is available to students in S2.81a. This can be accessed by swiping your student card over the wireless card reader. A black and white laser printer is available in S2.82. Printing is free of charge (within reason). Paper will be filled daily to these printers.

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

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

A3, colour, duplex and transparency printing are also available but can only be obtained from the printers located at the Help and Advisory Counter in the Student Computer Centre. Printing costs 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

You can check your printing 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.

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

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.

Microsoft Windows and Apple Mac Software

GiveWin (win), Maple (win/mac), Mathematica (win/mac), MATLAB (win/mac), NVIVO (win), SAS (win), Scientific Word / Workplace (win), SPSS (win/mac), S-PLUS (win), Statistics for the Terrified (win) and WinEcon (win) are all available for use. The majority of this software is available from the University network, although some titles will need to be installed onto your computer. For assistance with locating and installing software, please contact the IT Services Help Desk [www.warwick.ac.uk/services/its/servicesupport/servicedesk/].

UNIX Software

A wide range of software is available on the UNIX systems at Warwick including GAMS, LIMDEP, Maple, Mathematica, MATLAB, SAS, S-Plus. Further information can be found here warwick.ac.uk/software/unix [www.warwick.ac.uk/software/unix]

Access to economic datasets online

The UK Data Service [<http://ukdataservice.ac.uk/>] 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) [<http://casweb.mimas.ac.uk/>] 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. Details can be found at warwick.ac.uk/software/list [www.warwick.ac.uk/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 S0.81. If you have a problem with a computer in the MRes hot desk room or in a PhD shared office please use the departmental IT helpdesk page [www.warwick.ac.uk/economics/intranet/it/helpdesk/#list] or alternatively email: economics.it@warwick.ac.uk.

General information

Data protection

View the University's policy on data protection [www.warwick.ac.uk/services/idc/dataprotection].

Sexual and racial harassment

The University has published guidelines on sexual and racial harassment for students.

View the Dignity at Work and Study Policy [www.warwick.ac.uk/services/equalops/dignityatwarwick].

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 Senior Tutor and the Director of Taught Postgraduate Programmes. Outside the Department you may seek help from the University Senior Tutor, the Counselling Service, and the Students' Union Welfare Office.

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

You may also wish to look at the University's procedure on complaints and feedback [www.warwick.ac.uk/services/aro/studentfeedbackandcomplaints].

Equal opportunities

The University of Warwick, recognises the value of sustaining and advancing a safe and welcoming learning environment, strives to treat both employees and students with respect and dignity, treat them fairly with regards to all assessments, choices and procedures, and to give them encouragement to reach their full potential.

Therefore, the University strives to treat all its members, and visitors, fairly 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

View The University's Health, Safety and Wellbeing Policy Statement [www.warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy].

The Head of Department has executive responsibility for the health and safety of anyone entitled to be on premises under his control. The contact person for health and safety issues in the department is the departmental Human Resources Officer and any enquiries relating to health and safety within the Department should be referred to here. In the absence of the above contact, queries should be addressed to the Head of Department.

We consider 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, review and development of health and safety arrangements in order to achieve a continual improvement in performance.

Colin Elis (Colin.Ellis@warwick.ac.uk) is the Department's Fire Evacuation Warden. Colin is also the Department's trained first aider (Room S0.88, tel: 024 7652 8185). All staff, students and others working in the Department are expected to adopt a positive attitude to health and safety issues and must:

- Comply with appropriate legal requirements and University requirements as laid down in the publications that make up Safety in the University (SITU).
- Take reasonable care for their health and safety and that of others exposed to their activities.
- Inform the DSO of any situations that, within the limits of their competence, they consider could give rise to serious or imminent danger or are shortcomings in safety arrangements.

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

University policies

Other University Policies which you may find useful to consult are listed below:

- Warwick Student Community Statement [www.warwick.ac.uk/services/aro/dar/quality/categories/wscs]
- Study Hours Statement [www.warwick.ac.uk/services/aro/dar/quality/categories/studyhours]
- Policy on Recording Lectures by Students [www.warwick.ac.uk/services/aro/dar/quality/recordinglectures]
- Smoking Policy [www.warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy]
- Use of University Computing Facilities Policy [www.warwick.ac.uk/services/gov/calendar/section2/regulations/computing]
- Anti-bribery Policy [www.warwick.ac.uk/services/gov/university-policies/antibribery]

University calendar

View the University Calendar
[www.warwick.ac.uk/services/gov/calendar].

University regulations

University regulations which you may find useful to consult on occasion, can be found in the following links.

- Regulation 10 Examination Regulations [www.warwick.ac.uk/services/gov/calendar/section2/regulations/examregs]
- Regulation 11 Procedure to be Adopted in the Event of Suspected Cheating in a University Test [www.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating]
- 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/services/gov/calendar/section2/regulations/computing]
- Regulation 36 Regulations Governing Student Registration, Attendance and Progress [www.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress]
- Regulation 37 Regulations Governing Taught Postgraduate Courses [www.warwick.ac.uk/services/gov/calendar/section2/regulations/reg37pgt_pt1]
- Regulation 38 Governing Research Degrees: [www.warwick.ac.uk/services/gov/calendar/section2/regulations/reg38pgr]

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.

University of Warwick nursery

The University nursery based on campus provides wrap-around care for children of staff and students, who are aged between three months and five years. Further details can be found on the Nursery web page [www.warwick.ac.uk/services/childrenservices/nursery].

Useful forms

The following forms are all located at warwick.ac.uk/economics/current/mres/resources

Assessed Work Mark Check Form

- Assessed Work Submission Form (paper submission)
- Examination Attendance Form
- Request for an Extension on Assessed Work Deadlines
- Temporary Withdrawal Request Form
- Permanent Withdrawal Form

The information in this Handbook is as accurate and up to date as we can make it. Statements of departmental policy are made in good faith and are an honest attempt to describe current practices, but they do not replace entries in university regulations. In the event of uncertainty the University Calendar and Regulations take precedence.





Department of Economics

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United Kingdom

 www.facebook.com/warwickeconomics

 www.twitter.com/warwickecon

 www.youtube.com/warwickeconomics

 www.warwick.ac.uk/economics

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