

Economics at Warwick
MSc Handbook

2017/2018

WARWICK

ECONOMICS

Welcome to the Department of Economics

Welcome from the Department of Economics. In choosing to undertake your MSc with us, you are now part of one of the very best Economics departments in the UK, and you will find your time here to be exciting and rewarding. Our aim is to ensure that not only will you graduate with an MSc from one of the best Economics departments, but that you will reach your full potential during your time here. As well as being taught by top class teachers and researchers, we work hard to make your experience memorable and to provide you with valuable opportunities to enhance your CV and give you a flying start to your career.

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

We attract students from all around the world due to our reputation for offering rigorous and exciting training, and the fact that so many employers are keen to work with our graduates.

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

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

We offer a postgraduate education which is distinctive in many ways. In particular, we offer excellent opportunities to develop research skills and, for our MSc students, the opportunity to undertake a dissertation supervised by one of our well-qualified faculty. We are also very proud of our global outlook, which informs the subject matter of much of our teaching. Our diverse student cohort means that you will build a network of contacts from around the world.

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

Department of Economics



Welcome

from the Director of Taught Postgraduate Programmes

Welcome to the Masters course in Economics at Warwick. I hope that you find your course, over the coming months, to be interesting, challenging and rewarding. We provide a stimulating research-led environment where you will work alongside leading researchers to develop the skills required to fulfil your aspirations to become a professional economist or an analyst on some other career path.

We will give you professional training in modern economics, including tools and techniques of analysis as well as knowledge, and an opportunity to apply this in a piece of supervised research.

We offer dedicated teaching on macroeconomics, microeconomics, econometrics and an extensive range of optional modules. We have also invested in a comfortable MSc common room and a computer lab, amongst other benefits.

Completing an MSc can be a great way to enhance your career prospects, and the high quality reputation of this qualification makes our graduates highly sought after by employers. We will provide opportunities to develop your academic, personal and professional skills throughout your time with us. In addition to the support and courses provided by Student Careers and Skills, we arrange numerous events such as a guest lecture series, designed to broaden the education experience and help you interpret what you have learnt in lectures and classes to interesting and important real world situations and subjects.

The MSc programmes covered by this Handbook are one year in duration with approximately eight months of taught coursework leading to an examination period, followed by four months of independent research work towards a dissertation.

At the end of your programme you should be able to read and understand research papers and articles in academic journals, to build simple theoretical models, to initiate your own empirical research and to evaluate its findings. The emphasis is on doing real economics, as well as demonstrating knowledge.

Some of the programmes are tailored so that those with a limited quantitative background start from a lower level, but everyone has the opportunity to develop advanced quantitative and analytical skills.

In our view, the key difference between the objectives at Masters level and at Bachelor level is that at Masters level you should be fully prepared for, and have the skills and confidence to engage in, professional work as a research economist, including being able to initiate your own exploration of economic questions. Our experience is that the average graduate with only a Bachelor's degree should have the ability to think in economic terms, but only has a limited ability to initiate economic enquiries.

This Handbook is intended as a reference guide for all MSc students who are based in Economics, covering all aspects of the programmes. We have included web addresses to show you where further information is available on our website.

If, after reading this Handbook, you have any queries, then please feel free to contact the PG Office in Room S0.89 or email economics.pgoffice@warwick.ac.uk.

I hope that you enjoy your time in the Department, and I wish you every success in your MSc course.

Dr Jennifer Smith

Director of Taught Postgraduate Programmes
Department of Economics
University of Warwick

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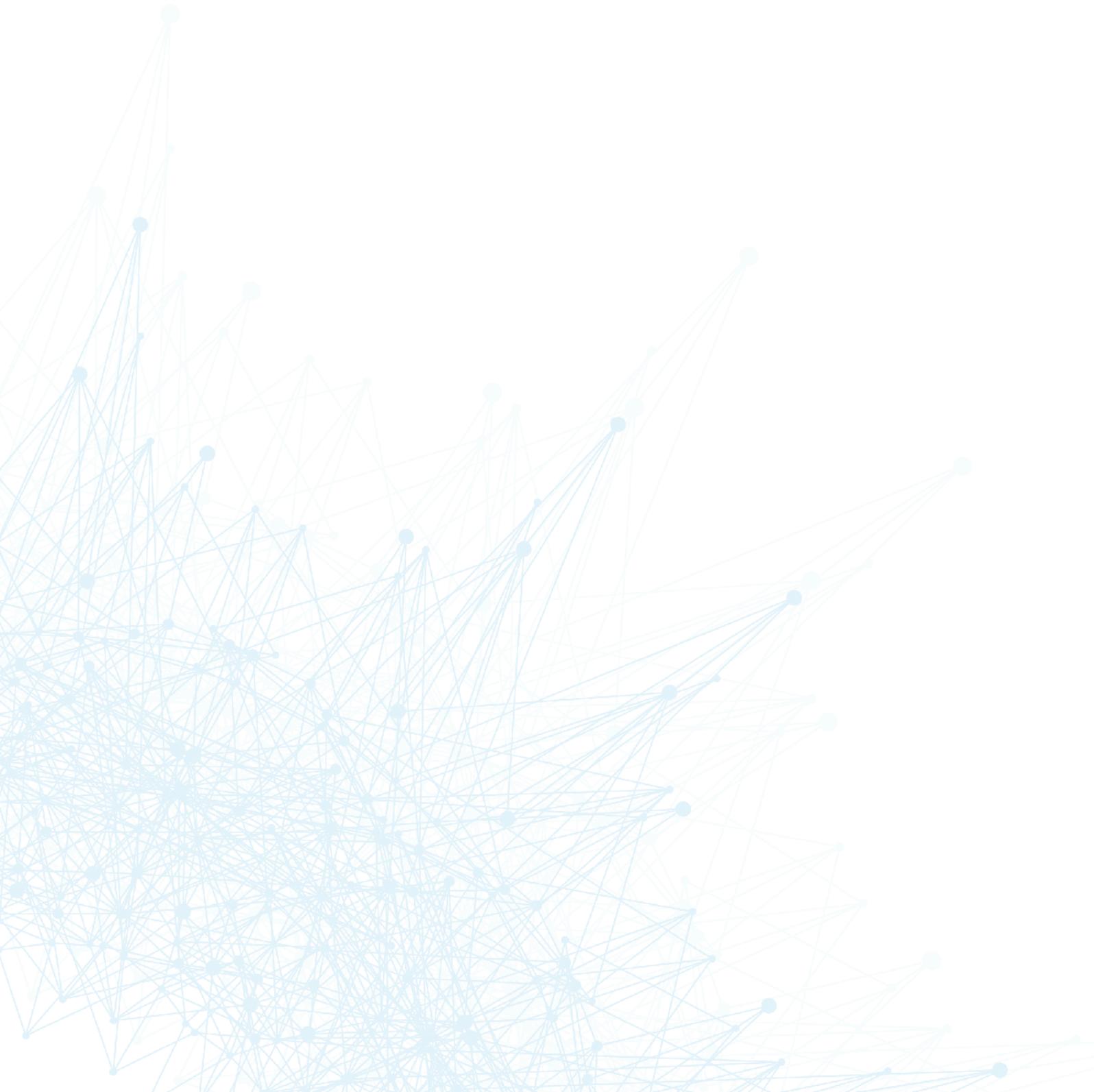
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Introduction to the Department of Economics

The Department of Economics was one of the original departments of the University of Warwick when it opened in 1965. We have become one of the largest departments in the discipline and are now widely regarded as one of the top economics departments in the UK. We are one of the largest economics departments, with an academic staff of around 90, including 27 professors. We have approximately 1,200 undergraduate students and 300 postgraduates.

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

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

Our breadth of expertise is underscored by the number of prominent research centres that we host. These centres focus on how people, businesses and nations can compete effectively in the global economy; on enhancing the understanding of economic theories that address our real-world dilemmas and on analysing the decision making which lies at the heart of all economic pursuits.

Mission statement

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

- ▶ Economics as a discipline – to provide you with a structured, cumulative and rigorous foundation in economic concepts, analysis, techniques and knowledge, including, as appropriate, access to the outcomes of current economic research.
- ▶ Economics with other disciplines – to encourage links between economics and cognate disciplines in order to equip you with the ability to take different perspectives and draw on a range of knowledge when tackling issues. In particular, our programmes link with mathematics, finance, business studies, history, political science, international relations, philosophy and psychology.
- ▶ Problem-solving and policy implications – to promote understanding of national and international economic problems, policies and decision-making set within an appreciation of their political, social and historical contexts.
- ▶ Responding to employability needs – to meet national and international demands for high-quality graduates:
 - ▶ in particular fields of employment, research and further study for which specialised training in economics is required.
 - ▶ in broader fields of employment that require generic and subject-specific skills including analysis, critical thinking and quantitative skills.
- ▶ Responding to your aspirations in terms of:
 - ▶ studying in a supportive and intellectually challenging environment.
 - ▶ developing your capacity to learn.
 - ▶ acquiring both subject-specific and generic skills.
 - ▶ training for employment or further study as specialised economists or in wider fields in which skilled analysis and critical thinking are required.



What we expect from you

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

University Regulation 36 lays down the expectations of students concerning Registration, Attendance and Progress. This can be found at: www.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress

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

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

- ▶ preparing for classes and lectures as advised by your teachers.
- ▶ attending and actively participating in all seminars, lectures and tutorials.
- ▶ meeting your personal tutor.
- ▶ submitting your assessments on time.
- ▶ attending your tests and exam.
- ▶ adhering to University and Departmental regulations and seeking guidance when unclear.
- ▶ using your initiative and asking for help when necessary at the earliest opportunity.

We have the strong belief that each student can contribute to the learning progress made by others – this is a further reason for encouraging attendance, participation and engagement.

What you can expect from us

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

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

▶ a module outline, detailing the module aims and objectives, the learning outcomes and an indication of the material that will be covered.

▶ details of core texts and further readings for every module to give you the best opportunity to prepare for class.

▶ lecture notes will normally be available. If notes can be collected prior to or after a lecture, you should be made aware of when and where this can be done. Lecture notes may not be provided in cases in which, for example, a lecture follows further reading material very closely.

▶ a well-prepared lecture, which has the aim of engaging you and encouraging participation in discussion beyond the lecture.

▶ seminars form part of the teaching of the module, the material should be related to the module syllabus and tutors should be well-prepared and confident with the material they are teaching.

- ▶ Assessment details should be outlined, including the format of the assignment, assessment rules, the submission dates and the expectations of the module lecturer.
- ▶ You can expect to receive your marked work with feedback and/or annotations within 20 working days of the submission date, unless extenuating circumstances prevent this. If the date for returning work is missed, you will be notified.
- ▶ You will be advised, with as much notice as possible, of any changes or cancellations of lectures and/or classes.

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

- ▶ All lecturers to have two feedback hours per week of term, in which they are available to see students to offer advice on all matters relating to the relevant module.
- ▶ All tutors to be available in their office for one hour per week of term to see students.

Our location

The administrative home of the Department of Economics is based in the Social Sciences Building. Our campus map can be viewed at www.warwick.ac.uk/maps. Most University room numbers are in three parts, each of which conveys information. For example, to find S0.98:

S = Social Sciences building

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

.98 = the room number

Teaching dates

We use a numbering system to cover the main teaching weeks during the year. After the two week MSc pre-session course, week 1 of the Autumn Term starts on Monday 2 October 2017 and runs for 10 weeks. The Spring Term runs from week 15 – 24 and Summer Term is from weeks 30 – 39.

Autumn Term:

Monday 2 October 2017 – Saturday 9 December 2017

Spring Term:

Monday 8 January 2018 – Saturday 17 March 2018

Summer Term:

Monday 23 April 2018 – Saturday 30 June 2018

Term 1	Term 2	Term 3
Week 1 = w/c 2 Oct	Week 15 = w/c 8 Jan	Week 30 = w/c 23 Apr
Week 2 = w/c 9 Oct	Week 16 = w/c 15 Jan	Week 31 = w/c 1 May
Week 3 = w/c 16 Oct	Week 17 = w/c 22 Jan	Week 32 = w/c 7 May
Week 4 = w/c 23 Oct	Week 18 = w/c 29 Jan	Week 33 = w/c 14 May
Week 5 = w/c 30 Oct	Week 19 = w/c 5 Feb	Week 34 = w/c 21 May
Week 6 = w/c 6 Nov	Week 20 = w/c 12 Feb	Week 35 = w/c 28 May
Week 7 = w/c 13 Nov	Week 21 = w/c 19 Feb	Week 36 = w/c 4 Jun
Week 8 = w/c 20 Nov	Week 22 = w/c 26 Feb	Week 37 = w/c 11 Jun
Week 9 = w/c 27 Nov	Week 23 = w/c 5 Mar	Week 38 = w/c 18 Jun
Week 10 = w/c 4 Dec	Week 24 = w/c 12 Mar	Week 39 = w/c 25 Jun

Administration of the MSc programmes



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The full staff list for the Department is available at:

 www.warwick.ac.uk/economics/staff



How to contact us

The first port of call for most initial enquiries is the Postgraduate Office (room S0.89).

All academic staff have feedback hours during term time when they are able to see students. These hours will be posted outside their rooms and on their staff web pages.

Sending an email can be a good way to answer straightforward questions or make an appointment.

You can contact staff members by telephone. Internal numbers are available through the People Search tool at: peoplesearch.warwick.ac.uk.

You can also speak to teachers at the end of lectures and seminars.

How we communicate

Our preferred way of keeping in touch with you is by email, so please make sure you check your Warwick email account daily and don't let your inbox become full.

On our MSc website (www.warwick.ac.uk/economics/current) you will find key information about your course, including module details and teaching material.

We also have a secure web-based portal called Tabula (tabula.warwick.ac.uk) to support our postgraduate programmes, accessible both on and off-campus. This system will allow you to view your timetable, receive important announcements, check assessment marks, sign up for classes, contact your lecturers and supervisors, and access forms. Further details and instructions are available upon login. You will be prompted by email to login to the system soon after enrolling.

MyWarwick (www.warwick.ac.uk/students) is a dedicated space on the University website for current students, which brings together key links and contact information in one place.

Any letter or parcel that arrives for you will be kept in the Postgraduate Office (room S0.89) and an email will be sent advising you to collect it. Stamped outgoing mail or internal mail may be left with the Postgraduate Office for posting.

Important information will always be communicated to you via email in the first instance. However, we also use social media to keep you up to date with departmental news and events via our Facebook (www.facebook.com/warwickeconomics) page and Twitter (www.twitter.com/warwickecon).

Change of address

It is essential that you inform the staff in the Postgraduate Office in Room S0.89 if you intend to be away from the University for more than one week during term time. In this event, you must supply your new contact details in case we need to contact you urgently. It is also essential that you inform the Postgraduate Office if you change your address or telephone number, so that we can keep our records up to date.

Some students choose to study away from Warwick during the summer vacation. If you hold a Tier 4 visa, and are planning to be away from the UK for a period of more than four weeks, you will need to inform the Postgraduate Office by completing the online form at: www.warwick.ac.uk/economics/current/msc/resources/forms/studylocation. You will still be expected to meet any Contact Points while you are away and should contact us before you wish to leave, because the Home Office expects the University to report changes of study location to them within 10 days. The deadline for completing the form is Friday 15 June 2018.

Facilities

MSc and Diploma students have the exclusive use of a Common Room in S2.80 (2nd floor Social Science building). This room is equipped with some comfortable chairs and coffee tables for relaxing. Daily newspapers and some periodicals will be supplied.

Room S2.81a is a work space with 16 PCs for MSc and Diploma students. This room is locked and accessed using your university ID card. There are a limited number of lockers available for MSc students in room S2.81a. You will be contacted by the Postgraduate Office early in the Autumn Term to ask if you would like a locker. Lockers are then allocated on a first-come, first-served basis, with the payment of a deposit.

Room S2.82 is a computer lab with 20 PCs, which can be used by MSc and Diploma students from midday on Thursday afternoon until midday on Tuesday morning (unless it is pre-booked for an experiment).

Room S0.84 contains three Bloomberg Terminals, which can be booked at: www.warwick.ac.uk/economics/current/msc/resources/dissertation by MSc students for half-hourly sessions from Monday - Thursday (9.00am-4.30pm) and Friday (9.00am-3.30pm).

The University also provides a number of private study spaces, including the Postgraduate Hub, which is a dedicated multi-purpose space for postgraduate students on campus, and the Learning Grids, which are flexible and informal spaces for group and individual study that can be used by all members of the University and the Central Library.

Meetings and seminars

The Graduate Student-Staff Liaison Committee (GSSLC) is an important forum within the Department where MSc students get together with Departmental staff to discuss issues that concern the learning experience. The Committee meets four times per year and further details about GSSLC are included in Section 5.

The Graduate Management Committee determines academic policy for all postgraduate matters within the Department of Economics and makes recommendations to the Faculty of Social Sciences. The Chair of the GSSLC is a member of this Committee.

In addition to formal modules, you may want to attend our research seminars and the lunchtime workshops, which generally take place in room S2.79.

- ▶ The Political Economy seminar series is held on Mondays at 4pm.
- ▶ The Applied Economics, Econometrics and Public Policy (CAGE) seminars are held on Tuesdays at 4pm.

- ▶ Speakers whose work is theory-based (covering all topics of economic, econometric and applied theory) are invited to speak at the CRETA seminar series on Wednesdays at 4pm.
- ▶ Macro/International seminars are held on Thursdays at 4pm.

You are welcome to come along to any of these. These seminars are a window on the wider research community and will help you get to grips with what economists do and how they carry out research. They can be very helpful in developing your ideas for a dissertation topic.

Economics Society

Established in 1981, the Warwick Economics Society (www.warwickeconomicsociety.com) is one of the longest standing academic societies on campus. With a current membership of nearly 1500 members, the Society welcomes undergraduate and postgraduate students from all disciplines, all ages and all interests.

The University

The Department of Economics is based within the Faculty of Social Sciences, which is one of four University Faculties. In 50 years we have become one of the UK's best universities, consistently near the top of UK league tables, and rapidly climbing the international league tables of world-class universities. The goals of the University are summarised below:

- ▶ Provide a life-changing education, an outstanding student experience and a global perspective.
- ▶ Excellence in all of our disciplines and a leader in interdisciplinary research.
- ▶ Optimise the scale, scope and reach of all our activities.
- ▶ Value our staff and students and encourage them to contribute and achieve their full potential.
- ▶ A catalyst and partner for regional, national and international development and sustainability.
- ▶ Create the resources to reinvest in the University's long-term success.

For further details about the University's plans and ambitions, visit the strategy website at: www.warwick.ac.uk/about/strategy.

Academic Office

At the University level the Academic Office manages the main administrative functions relevant to students: Awards and Ceremonies, Exams, Student Finance and Funding, Student Records 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 8am – 8pm Monday to Friday, and 10am – 6pm on Saturdays, Sundays and Bank Holidays.

Academic Registrar's Office

The principal function of the Academic Registrar's Office is to coordinate all aspects of student administration, support and academic resource allocation.

Teaching Quality is a department within the Academic Registrar's Office and the team comprises colleagues working on institutional and faculty quality assurance and enhancement activities and projects, as well as servicing institutional and faculty academic governance frameworks.

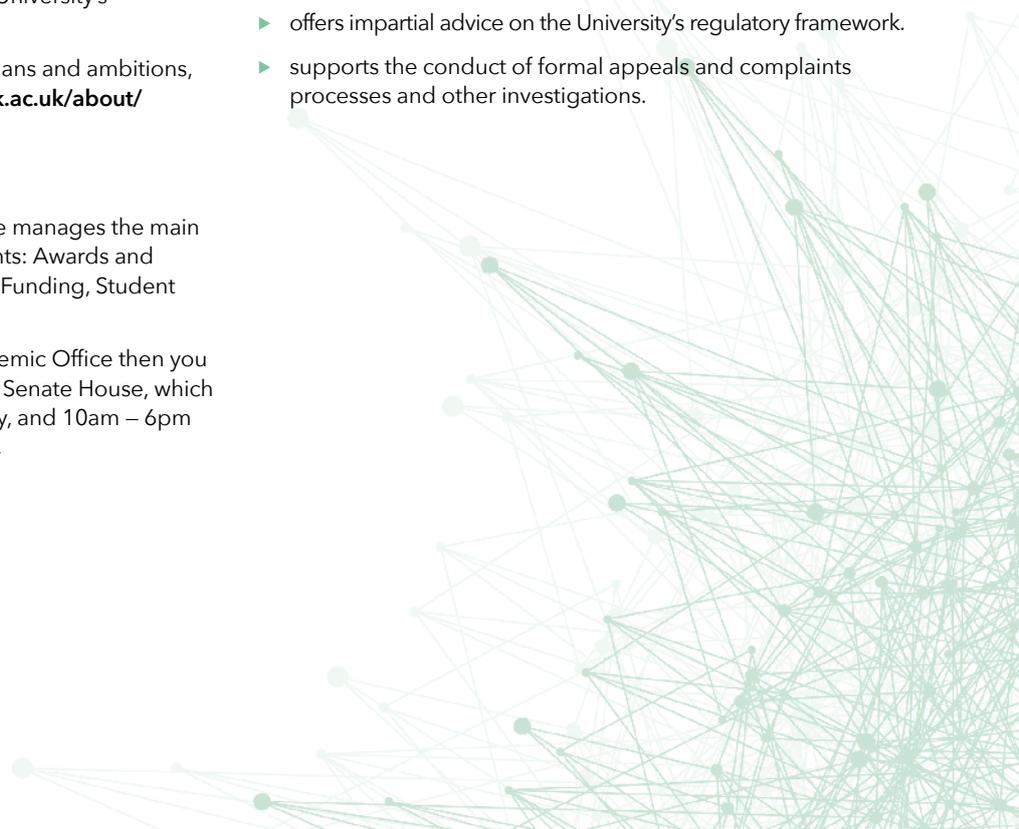
The Office for Global Engagement is also within the Academic Registrar's Office and this team provides support for international students.

Graduate School

The Graduate School (www.warwick.ac.uk/services/academicoffice/gsp) is responsible for enhancing the postgraduate student experience and upholding the high standards of graduate educational provision across the University. The Graduate School provides support to students to ensure timely progress, academic success and appropriate preparation for careers and is available as a source of information and support beyond the department.

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

- ▶ works to ensure that postgraduate students are provided with appropriate facilities and take advantage of the wider student experience offered by the University environment, for example the Wolfson Research Exchange and the PG Hub.
- ▶ supports and delivers a series of activities and events to provide postgraduates with opportunities for networking and socialising beyond their departments.
- ▶ administers student feedback mechanisms, for example, research students' Annual Reports and the Postgraduate Research and Taught Student Experience Surveys.
- ▶ provides information and support to students applying for internal and external bursaries and scholarships.
- ▶ offers impartial advice on the University's regulatory framework.
- ▶ supports the conduct of formal appeals and complaints processes and other investigations.



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Getting started

Induction and enrolment

You should register with the Department on Monday 18 September 2017 between 9.30 – 11.30am in room S2.77 Social Sciences Building. At this session you will receive your Welcome Pack full of useful information and other helpful accessories.

You will also need to formally enrol as a student with the University's Academic Office between 10.00am – 12.30pm on Monday 18 September 2017 in room S2.79 Social Sciences Building. It is important that you do so in order to obtain a University card, which will enable you to use the Library and computing services, including email, both of which you will need right from the start of the academic year.

Although the Introductory Mathematics and Statistics teaching takes place in the two weeks before term starts (Tuesday 19 September – Thursday 28 September 2017 inclusive), lectures

for your other Autumn Term modules start on the Monday of Week 2 (Monday 9 October 2017). There are also introductory meetings about the University Library that form part of the Research Methods module. Details of all important dates are given below.

Important Dates

Pre-Term	
Sun 17 Sep 2017	6.00pm – 8.30pm – Welcome (Chancellor's Suite, Rootes Building)
Mon 18 Sep 2017	9.30am – 11.30am – Departmental Registration (Room S2.77 Social Sciences Building)
	10.00am – 12.30pm – University Enrolment (Room S2.79 Social Studies Building)
	2.00 – 4.00pm – MSc Introductory Meeting (Room MS.01, Grd Floor, Maths & Stats, Zeeman Building)
	4.00pm – 5.00pm – Library Introductory Meeting (Room MS.01, Grd Floor, Maths & Stats, Zeeman Building)
Tue 19 Sep – Thu 28 Sep 17 (inclusive)	Introductory Maths & Statistics, (Room MS.01 Grd Floor, Maths & Stats, Zeeman Building)
Fri 22 Sep 2017	7.00pm – 9.00pm – Dinner and Quiz (Panorama Room, Rootes Building)
Mon 25 Sep 2017	Introductory Maths & Statistics Test
	5.00pm – 7.00pm – Departmental Welcome Reception (Chancellor's Suite, Rootes Building)
Autumn Term (2 Oct – 9 Dec 2017)	
Mon 2 Oct 2017	5.30pm – 7.00pm – Question Time, (Butterworth Hall, Warwick Arts Centre)
Wed 4 Oct 2017	Deadline for signing-up online for the compulsory Research Methods: Library sessions
Thu 5 Oct 2017	9.45am – 12.00pm – Introductory Maths & Statistics Test (Panorama Room)
Mon 9 – Fri 13 Oct 2017	Personal Tutor Week
Spring Term (8 Jan – 17 Mar 2018)	
Mon 8 – Fri 12 Jan 2018	Examinations for EC9011 and EC9012
Mon 5 – Fri 9 Feb 2018	Personal Tutor Week
Wed 14 Mar 2018	MSc dissertation deadline for those with granted extensions
Mon 19 Mar 2018	Project deadline for EC902 Quantitative Methods: Econometrics A & EC910 Quantitative Methods: Econometrics B
Summer Term (23 Apr – 30 June 2018)	
Mon 7 May – Sat 19 June 2018	MSc Exam Period
Summer Vacation	
Wed 29 Aug 2018	Project submission deadline for MSc Behavioural and Economic Science
Wed 12 Sep 2018	Dissertation submission deadline for MSc in Economics and MSc Economics and International Financial Economics
Second week of Nov 2018	MSc Pass List Published

Course overview

The MSc Economics is run entirely from within the Department. The MSc Economics and International Financial Economics is the sister course to the MSc Economics and follows a very similar structure, except that the choice of optional modules is more focused.

There are two courses which operate in conjunction with other departments. The MSc in Behavioural and Economic Science (Economics Track) is a joint degree programme run by the Departments of Economics and Psychology: the Department of Economics is responsible for the administration of this programme and all enquiries from students on this programme should be directed to the Economics Postgraduate Office. The MSc in Finance and Economics is managed by the Business School (although much of the course is taught by members of the Economics Department) and you should direct any questions about that course to the MSFE Office in the Warwick Business School.

The following basic structure applies to MSc Economics and MSc Economics and International Financial Economics:

- ▶ **EC901** Economic Analysis: **EC9011** Microeconomics (50%) and **EC9012** Macroeconomics (50%).
- ▶ **EC902** Quantitative Methods: Econometrics A or **EC910** Quantitative Methods: Econometrics B (both include Introductory Maths and Statistics).
- ▶ Research Methods.
- ▶ Three option modules (restrictions apply according to programme).
- ▶ A dissertation.

The following basic structure applies to MSc Economic in Behavioural and Economic Science (Economics Track):

- ▶ **EC901** Economic Analysis: Microeconomics.
- ▶ **EC907** Quantitative Methods: Econometrics A or **EC987** Quantitative Methods: Econometrics B (both include Introductory Maths and Statistics).
- ▶ **PS922** Issues in Psychological Science.
- ▶ **PS923** Methods and Analysis in Behavioural Science.
- ▶ **PS916** Research Project.

Five modules from:

- ▶ **EC984** Experimental Economics.
- ▶ **EC989** Behavioural Economics.
- ▶ **PS918** Psychological Models of Choice.
- ▶ **PS919** Behavioural Science: Implications and Applications.
- ▶ **PS927** Neuroeconomics.
- ▶ **IB9AN** Principles of Cognition.

Course specifications

There is a course specification (www.warwick.ac.uk/services/aro/dar/quality/coursespecs) for every MSc course. Each course specification sets out the aims of the course, the skills and knowledge a graduate from that course will possess, as well as how it is taught and assessed. Course specifications can be found on the University website.

Course regulations

Degree Course Regulations are the rules by which each degree operates in terms of the structure. The regulations exist to ensure that the degree courses remain relevant and the quality remains high. The various rules and restrictions ensure that the degree content is not unduly diluted whilst allowing you the flexibility to make choices and to tailor your degree to your particular interests. It is important that you familiarise yourself with the regulations for your degree course by carefully reading the relevant pages below, as failure to adhere to them can have serious consequences.

You should regard your degree course regulations as being 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; or 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 which term it is taught in. On other occasions, we may feel it's necessary to suspend or discontinue a module, perhaps because of staffing changes or in order to keep our curriculum fresh and dynamic.

Whatever the reason for such changes, the Department is committed to consulting with our students prior to major changes to our degree courses. This consultation may happen via the Graduate Student-Staff Liaison Committee (GSSLC) or through wider means. If you are affected by major changes to the curriculum, degree course regulations and other regulatory changes, you will be informed by the Department in a timely manner. Should you need advice on any aspect of your degree course regulations, please contact the Postgraduate Office.

Concerning the availability of modules, we cannot guarantee that all modules listed in this Handbook will be available each year or that the same lecturer will continue to deliver the modules. There are reasons why at times the Department may have to remove or make changes to a module:

- ▶ a module teacher going on study leave.
- ▶ academic staff leaving Warwick.
- ▶ another module is made available, so the current one is removed to avoid overlap.
- ▶ continuous review of the curriculum and teaching methods to ensure we are teaching relevant and interesting material.
- ▶ the need to ensure that assessment methods are the most suitable for a particular module.

Modules and CATS

Each degree course is comprised of a number of core (compulsory) modules, together with optional modules. Your degree course regulations set out which modules you must take.

Warwick uses the Credit Accumulation and Transfer Scheme (CATS) to express credit weightings for each module. Credit is expressed in quantified form so that achievement in different contexts can be broadly compared in terms of intellectual depth (level) and relative volume (number of credits). One CAT represents 10 hours of learning time.

The minimum credit to be taken for an MSc degree is 180 CATS. To be awarded your MSc degree you must pass 150 CATS, providing that a mark of at least 40 is obtained in the failed module(s). You will normally have one opportunity to remedy failure in modules that equate with no more than one half of the taught element of the course.

For further information on degree requirements, please read the University Requirements for Postgraduate Taught Awards at the end of this section, and the MSc Exam Schemes in Section 4.

Course structure

MSc Economics (L1P6)				
	Pre-Term	Autumn (Term 1)	Spring (Term 2)	Summer (Term 3)
Core Modules		EC901 Economic Analysis (44 CATS): EC9011 Microeconomics and EC9012 Macroeconomics		
	Introductory Maths and Statistics	EC902 Quantitative Methods: Econometrics A (50 CATS) OR EC910 Quantitative Methods: Econometrics B (50 CATS)		
			Research Methods	
				Dissertation (36 CATS)
Optional Modules			Three modules (18 CATS), no more than one IB-coded module, from: EC916 Topics in Global Finance EC924 Monetary Economics EC931 International Trade EC932 Economic History EC941 Game Theory EC943 Industrial Economics EC966 Labour Economics EC979 Health Economics EC981 Topics in Public Finance EC982 Topics in Development and Transition EC984 Experimental Economics EC988 Economics of Financial Markets EC989 Behavioural Economics EC990 Topics in Applied Macroeconomics EC991 Topics in Applied Microeconomics EC993 Public Policy in Developing Countries EC994 Applications of Data Science IB9Y2 Behavioural Finance* IB9X7 Derivatives Securities* IB967 International Financial Markets*	* Limited places (15 CATS). Please be aware that the Warwick Business School modules are challenging technical courses. You should have a strong mathematics and statistics or econometrics ability.

MSc Economics and International Financial Economics (L1P7)

	Pre-Term	Autumn (Term 1)	Spring (Term 2)	Summer (Term 3)
Core Modules		EC901 Economic Analysis (44 CATS): EC9011 Microeconomics and EC9012 Macroeconomics		
	Introductory Maths and Statistics	EC902 Quantitative Methods: Econometrics A (50 CATS) OR EC910 Quantitative Methods: Econometrics B (50 CATS)		
			Research Methods	
				Dissertation (36 CATS)
Optional Modules			<p>Three modules (18 CATS), including at least one from LIST A and not more than one IB-coded module:</p> <p>LIST A EC916 Topics in Global Finance EC924 Monetary Economics EC981 Topics in Public Finance EC988 Economics of Financial Markets</p> <p>LIST B EC931 International Trade EC941 Game Theory EC982 Topics in Development and Transition EC989 Behavioural Economics EC990 Topics in Applied Macroeconomics EC991 Topics in Applied Microeconomics EC993 Public Policy in Developing Countries EC994 Applications of Data Science IB9Y2 Behavioural Finance* IB9X7 Derivatives Securities* IB967 International Financial Markets*</p>	<p>* Limited places (15 CATS). Please be aware that the Warwick Business School modules are challenging technical courses. You should have a strong mathematics and statistics or econometrics ability.</p>

MSc In Behavioural & Economics Science (Economics Track) (C8P8)				
	Pre-Term	Autumn (Term 1)	Spring (Term 2)	Summer (Term 3)
Core Modules		EC901 Economic Analysis (22 CATS): Microeconomics		
	Introductory Maths and Statistics	EC907 Quantitative Methods: Econometrics A (30 CATS) OR EC987 Quantitative Methods: Econometrics B (30 CATS)		
		PS922 Issues in Psychological Science (15 CATS)		
		PS923 Methods and Analysis in Behavioural Science (15 CATS)		PS916 Research Project (30 CATS)
Optional Modules		Five modules from: EC984 Experimental Economics EC989 Behavioural Economics PS918 Psychological Models of Choice PS919 Behavioural Science: Implications & Applications PS927 Neuroeconomics IB9AN Principles of Cognition		

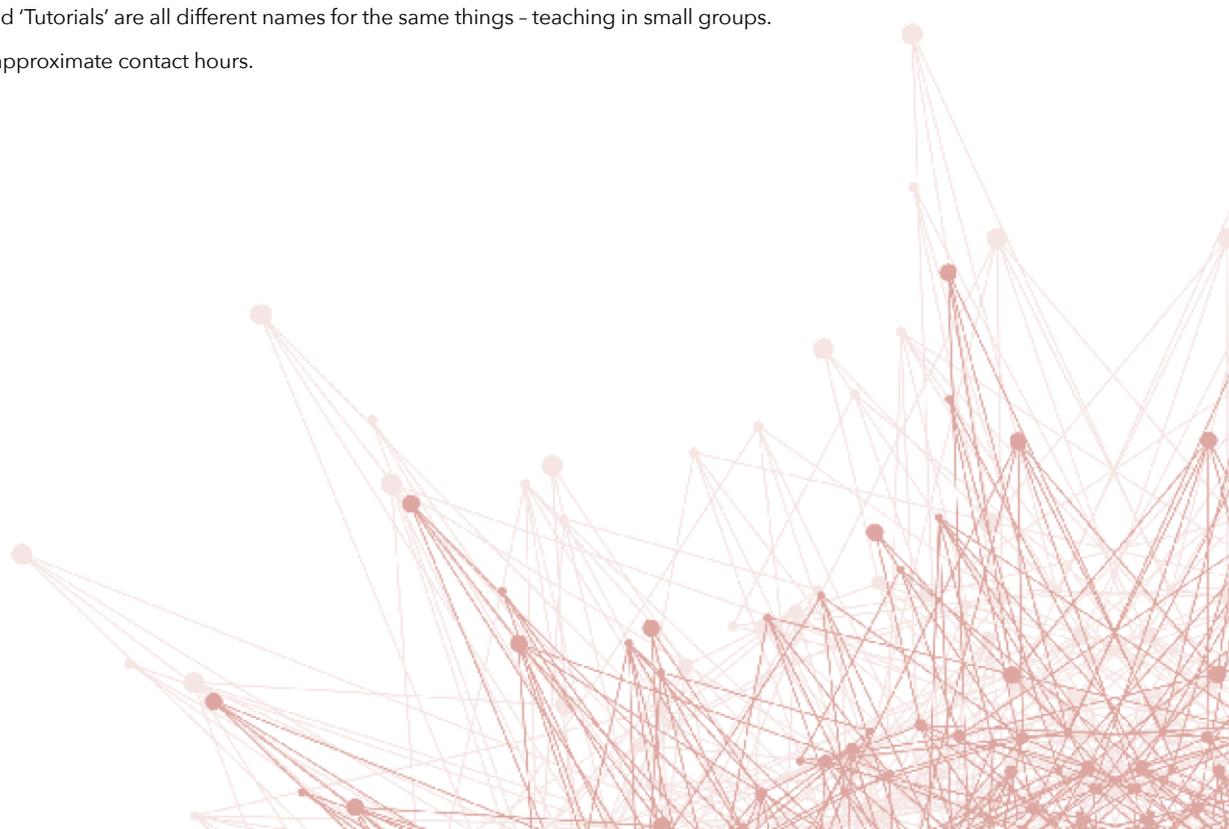


Teaching time

Module	Description	Time*
EC9011 Economic Analysis Microeconomics	Lectures: Four hours per week for nine weeks in the Autumn Term. Classes: One class per week over eight weeks in the Autumn Term.	44
EC9012 Economic Analysis Macroeconomics	Lectures: Four hours per week over nine weeks in the Autumn Term. Classes: One class per week over eight weeks in the Autumn Term.	44
EC902 Quantitative Methods: Econometrics A	Introductory Maths and Stats: a number of lectures and classes held within the two weeks prior to the start of the Autumn Term. Lectures: Two hours per week for 18 weeks in the Autumn and Spring Terms. Classes: One class per week over 16 weeks in Autumn and Spring Terms.	42 52
EC910 Quantitative Methods: Econometrics B	Introductory Maths and Stats: a number of lectures and classes held within the two weeks prior to the start of the Autumn Term. Lectures: Two hours per week for 18 weeks in the Autumn and Spring Terms. Classes: One class per week over 16 weeks in Autumn and Spring Terms.	42 52
EC907 Quantitative Methods: Econometrics A (for MSc in Behavioural and Economic Science - Economics Track students)	Introductory Maths and Stats: a number of lectures and classes held within the two weeks prior to the start of the Autumn Term. Lectures: Two hours per week for nine weeks in the Autumn Term. Classes: One class per week over eight weeks in the Autumn Term.	42 26
EC987 Quantitative Methods: Econometrics B (for MSc in Behavioural and Economic Science - Economics Track students)	Introductory Maths and Stats: a number of lectures and classes held within the two weeks prior to the start of the Autumn Term. Lectures: Two hours per week for nine weeks in the Autumn Term. Classes: One class per week over eight weeks in the Autumn Term.	42 26
Research Methods	A number of workshops and lectures in the Spring and Summer Terms.	13
PS922 Issues in Psychological Science	Lectures and seminars: Two hours per week over 10 weeks in the Autumn Term. Classes: Two hours per week over five weeks in the Autumn Term.	30
PS923 Methods and Analysis in Behavioural Science	Lectures and seminars: Two hours per week over 10 weeks in the Autumn Term. Classes: Two hours per week over five weeks in the Autumn Term.	30
Optional modules	Lectures: Two hours per week over nine weeks in the Spring Term. Classes: to be confirmed	18

'Classes,' 'Seminars' and 'Tutorials' are all different names for the same things - teaching in small groups.

* Times indicated are approximate contact hours.



Online module registration

When you arrive at Warwick in September you will need to register your module/exam choices for the 2017/2018 academic year using the eVision Module Registration (eMR) system. The system will be open from Monday 25 September to Friday 20 October 2017: to access it you need to sign in via start.warwick and 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, select any optional modules and confirm your choices. Please note that your choices are subject to checking and approval by the Department.

For relevant programmes, the eMR system will also re-open at the start of the Spring Term in order for you to review and confirm your choices of modules in the Spring Term. Further details will be available nearer the time.

Econometrics A or Econometrics B?

All MSc students (except those registered for MSc in Behavioural and Economic Science Economics Track, please see below) are asked to choose between EC902 Quantitative Methods: Econometrics A and EC910 Quantitative Methods: Econometrics B.

Econometrics A covers fundamental econometric research skills. If you have done a reasonable amount of econometrics previously (as in a typical undergraduate econometrics module) you should take Econometrics B. You should note that you may not necessarily find that Econometrics A is 'easier' than Econometrics B. More details about the two modules are given on the MSc Modules webpages at: www.warwick.ac.uk/economics/current/msc/modules.

To take Econometrics B you should be familiar with the following topics (or be prepared to fill in any minor gaps on your own):

- ▶ Ordinary Least Squares.
- ▶ Tests of linear restrictions (F-tests, t-tests, chi-squared tests).
- ▶ Dummy variables as explanatory variables.
- ▶ Heteroscedasticity and autocorrelation.
- ▶ Exogeneity and IV estimation.

For those students taking the MSc Behavioural and Economic Science (Economics Track), there is a choice between EC907 Quantitative Methods: Econometrics A and EC987 Quantitative Methods: Econometrics B. These modules offer the same distinction as set out above for the Econometrics modules taken by all other MSc students, except that EC907 and EC987 are one-term-only modules, running in the Autumn Term. You should choose EC987 if you have already gained a reasonable knowledge of Econometrics.

Examinations for the Econometrics modules will be held in May. The Department's deadline for finalising your choice of econometrics module on the University's eMR system is Friday 13 October 2017 (week two). You will then be able to select your seminar group during week three through Tabula.

Optional modules

Most of the programmes detailed in this Handbook require you to take three optional modules (the exception to this is the MSc in Behavioural and Economic Science (Economics Track) programme where students choose five optional core modules). All optional modules will be taken in the Spring Term.

You may also wish to sample or audit further options (that is, sit in on the lectures) if you can find the time. However, please do not ask to be examined for more than three optional modules as departmental policy does not allow for this, for the simple reason that our MSc programmes are already very intensive. Should you wish to audit an additional optional module please speak first with the module leader and then inform the Postgraduate Office if permission is granted.

We are intending to offer the options listed on the MSc Modules webpages at: www.warwick.ac.uk/economics/current/msc/modules. However, the information given is indicative rather than definitive and in some cases it has not been possible to include the whole syllabus. Final decisions on whether any option will actually be taught as a full module or as a 'reading module' (or not at all) will depend on the numbers who choose it. An option will run as a fully-resourced module if the number of students that register for it (that is formally, for credit including the examination) is sufficient to justify the resources; alternatively if the number that chooses it is small, then it may run as a reading module, by arrangement between the lecturer and students.

Students of the MSc Economics and the MSc Economics and International Financial Economics may be permitted to take one of two Business School modules, namely; Derivative Securities (IB9X7), International Financial Markets (IB967) and Behavioural Finance (IB9Y2). Please note that places on these modules are limited and a ballot may be applied in case of excess demand. If you choose a Business School module you may not then change this module once you have been allocated a place. You should also be aware that these are challenging technical modules and you must have a strong mathematics and statistics or econometrics ability to take them. Please avoid these modules if you have done little maths or statistics/econometrics before your MSc and do not choose them if you find Introductory Maths and Statistics and the Autumn Term core modules difficult.

We would not recommend taking an optional module in the Autumn Term when the core module teaching takes place. Please see the Director of Taught Postgraduate Programmes if you are contemplating this.

There will be a Presentation of Optional Modules Meeting on Friday 6 October 2017 in week one of the Autumn Term in order to aid your choice. Further information will be disseminated via email.

Timetable

Please note that the timetable is subject to change at short notice, so we do not print it in this handbook. Your individual timetable of lectures and seminars can be viewed online using Tabula (tabula.warwick.ac.uk). Please make sure that you check this regularly. A summary timetable for your course can also be viewed on the MSc Hub (www.warwick.ac.uk/economics/current/msc/resources/timetable). We will notify you by email if any lectures or seminars need to be cancelled at short notice and we will also update Tabula.

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.

Lectures and classes take place in a variety of places across campus so make sure you keep a campus map handy. The University of Warwick interactive campus map is a great way to find your location and help plan your route. The map can be found at: www.warwick.ac.uk/about/visiting/maps/interactive.

Seminar attendance

You can sign up for seminar groups by logging into Tabula. Please note that you are required to attend all of your classes. In order to keep class sizes stable, you are not permitted to swap your group unless you have the prior permission of the Postgraduate Office and you have a compelling reason, like a timetable clash. If you attend a different group to the one to which you have been allocated, you will simply be marked as absent from your group. Your class tutors do not have the authority to give you permission to swap between groups.

At each seminar meeting your tutor will record your attendance or absence and input this data into Tabula. If you have been marked 'absent' you will see an 'Absent' flag appear on your Tabula page next to the class in question. It is then your responsibility to explain your absence, providing evidence as to why you could not attend. For short-lived illnesses, you should provide a self-certification form as evidence, which can be downloaded from the Health Centre webpage. The Postgraduate Teaching and Learning Manager (Taught Degrees) will decide whether or not the reason is valid and either condone or uphold your absence accordingly. If you believe an error has been made, you should contact the Postgraduate Office immediately.

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 MSc modules webpages at: www.warwick.ac.uk/economics/current/msc/modules.

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

Recording lectures

Many Economics modules use Lecture Capture, which is supported via IT Services. Lecture Capture allows you to download and/or view an mp4 file which should include sound from the relevant lecture and may show accompanying projected images used in the lecture (slides and/or visualizer). The recordings will be published in Moodle as soon as possible after the lecture and will be retained until the end of the academic year.

Lecture Capture is a complementary study-aid for review and revision purposes. It can help accommodate different learning styles and assist students who do not have English as their first language. However, Lecture Capture is designed to augment the lecture rather than replace it. It is not a substitute for lecture attendance. While every effort is made to ensure the service works efficiently, it is not infallible and the Department and IT Services cannot guarantee that Lecture Capture will operate as intended for each lecture. It is possible that some content might not be captured or teaching staff may choose to not permit recordings to be made. Therefore you should not rely on Lecture Capture as a source of lecture material.

Recordings in the lecture capture system are intended for use by students registered on the relevant module and should be clearly marked as Warwick resources. Access is limited to the staff and students of the University and you are not allowed to share recordings further. The University's Lecture Capture Policy can be found at: www.warwick.ac.uk/services/aro/dar/quality/categories/goodpractice/lecturecapturepolicy. The Policy on Recording of Lectures by Students provides further information on recording lectures and can be found at: www.warwick.ac.uk/services/aro/dar/quality/recordinglectures.

Changing programmes of study

It is possible to change between the MSc in Economics and MSc Economics and International Financial Economics early in the Autumn Term (no later than the end of week 3). If you are considering this, please speak with Dr Jennifer Smith, Director of Taught Postgraduate Programmes.

Once approved by the Director, please check that the change has been made on Tabula. For overseas students, you should also inform the Office for Global Engagement, who will arrange for the information to be updated on the Home Office UK Visas and Immigration (UKVI) system.

It is not possible to transfer from an MSc degree to the MRes Economics within an academic year.

Temporary withdrawal

A temporary withdrawal is an approved period of time when you are not studying for your award and it is governed by University Regulation 36.1. You may request, in the first instance, a maximum of 12 months temporary withdrawal from your course of study. In order to make a temporary withdrawal request, you should first talk with your Personal Tutor or Director of Academic and Pastoral Support, and then complete an online Temporary Withdrawal Request form, which should be submitted along with the relevant medical or other evidence. The Director of Taught Postgraduate Programmes will recommend that the request be approved or declined and if it is recommended for approval, the request will be sent to the Academic Office for final approval or decline. More information on temporary withdrawal can be found at: www.warwick.ac.uk/services/academicoffice/studentrecords/twd

You should inform Student Finance of your temporary withdrawal once it has been confirmed.

During a period of temporary withdrawal or resit without residence, you are not permitted to attend lectures or seminars. However, in order to help you prepare for your return to study or sitting examinations, access to University IT facilities and the Library will normally continue during these periods.

Note: If you are a Tier 4 Visa holder you should seek advice from an Immigration Adviser as temporary withdrawal will affect your visa.

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

Permanent withdrawal

If you feel that you would like to permanently withdraw from your course, whether after a period of temporary withdrawal or not, please make an appointment to see your Personal Tutor or Director of Academic and Pastoral Support. If, after discussion, you are resolved to withdraw from your course, you must complete the online Permanent Withdrawal Request Form. The Director of Taught Postgraduate Programmes will approve the form and the Academic Office will be informed of your departure. Please note that you should seek advice from the Student Finance Office on any implications for your fee payments and also Warwick Accommodation. International Students should contact the Office for Global Engagement for details on visa implications. More information on permanent withdrawal can be found at: www.warwick.ac.uk/services/academicoffice/studentrecords/pwd

Monitoring points

As a student, you have some responsibilities to the Department, just as we have responsibilities to you. We want to be sure that you are coping with your work and not falling behind, so we ask that you meet a number of 'Monitoring Points' throughout the academic year.

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

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

International Students should be particularly aware of the consequences of missing Monitoring Points: the Academic Office is obliged to report to the Home Office UK Visas and Immigration (UKVI) if any Tier 4 students have been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas.

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

Further information on Regulation 36 can be found at: www.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress.



L1P6, L1P7 - Year 1		
Contact Point	Description	Timing
Autumn term		
1.	Attendance at Departmental enrolment	Pre-sessional
2.	Attendance at test for EC902/EC910	Week 1
3.	Meeting with Personal Tutor	Week 2 - 6
4.	Attendance at seminar for EC901	Week 4
5.	Attendance at seminar for EC901	Week 7
6.	Submission of economics module evaluation	Week 10
Spring Term		
7.	Attendance at an examination	Week 15
8.	Attendance at seminar for EC902/EC910	Week 18
9.	Attendance at seminar for EC902/EC910	Week 21
10.	Submission of economics module evaluation	Week 24
Summer Term		
11.	Registration of proposed dissertation title	Week 29
12.	Attendance at an examination	Weeks 32 - 33
Summer Vacation		
13.	Submission of dissertation or attend resit examination(s)	Week 50

L1P6, L1P7 - Year 2		
Contact Point	Description	Timing
Autumn term		
1.	Contact with PG Office	Week 1
2.	Contact with PG Office	Week 5
3.	Contact with PG Office	Week 10
Spring Term		
	Contact with PG Office	Week 15
	Contact with PG Office	Week 20
	Submission of dissertation (March deadline) or contact with PG Office	Week 24
Summer Term		
	Contact with PG Office	Week 30
	Contact with PG Office	Week 34
	Contact with PG Office	Week 39
Summer Vacation		
	Submission of dissertation (September deadline)	Week 50

C8P8 - Year 1		
Contact Point	Description	Timing
Autumn term		
1.	Attendance at Departmental enrolment	Pre-sessional
2.	Attendance at test for EC907/EC987	Week 1
3.	Meeting with Personal Tutor	Week 2 - 6
4.	Attendance at seminar for EC901	Week 4
5.	Attendance at seminar for EC901	Week 7
6.	Submission of Economics module evaluation	Week 10
Spring Term		
7.	Attendance at an examination	Week 15
8.	Attendance at seminar for EC984/EC989	Week 18
9.	Attendance at seminar for EC984/EC989	Week 21
10.	Submission of economics module evaluation	Week 24
Summer Term		
11.	Attendance at an examination	Week 30
12.	Meeting with project supervisor	Week 40
Summer Vacation		
13.	Submission of project or attend resit examination	Week 48 or Week 50

C8P8 - Year 2		
Contact Point	Description	Timing
Autumn term		
1.	Contact with PG Office	Week 1
2.	Contact with PG Office	Week 5
3.	Contact with PG Office	Week 10
Spring Term		
4.	Contact with PG Office	Week 15
5.	Contact with PG Office	Week 20
6.	Submission of Project (March deadline) or contact with PG Office	Week 24
Summer Term		
7.	Contact with PG Office	Week 30
8.	Contact with PG Office	Week 34
9.	Contact with PG Office	Week 39
Summer Vacation		
10.	Submission of Project (September deadline)	Week 50

University requirements for Postgraduate Taught Awards

1) Principles

- A. The University has a single set of rules for the award of taught postgraduate qualifications which are not otherwise constrained by accreditation requirements.
- B. The classification system for the award of merit and distinction is based on averaging.
- C. These arrangements are consistent with the QAA Framework for Higher Education Qualifications and take account of module and course learning outcomes.
- D. The system is designed to be transparent, clear and comprehensible for students and staff.
- E. 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.
- F. The award of Master will normally be made on successful completion of 150 credits at level seven, providing that a mark of at least 40 is obtained in the failed module(s). Where departments require students to attain 180 credits at level seven for the award of Master this must be clearly specified in information supplied to students.
- G. The award of Postgraduate Diploma will normally be made on successful completion of 90 credits at level seven, providing that a mark of at least 40 is obtained in the failed module(s). Where departments require students to attain 120 credits at level seven for the award of Postgraduate Diploma this must be clearly specified in information supplied to students.
- H. 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 which must be approved by Academic Quality and Standards Committee. No additional conventions may be specified by departments.

2) Marking

- A. All marks should be given on a 0-100 scale.
- B. The minimum pass mark for all postgraduate modules is 50.
- C. 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.

3) Re-examination

- A. 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 as set out in (G) below.
- B. 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 as set out in (G) below.
- C. 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.
- D. 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.
- E. 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.
- F. 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 as set out in (G) below.
- G. 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.

4) Progression

- A. Where students are not initially enrolled for a full Masters 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 Masters, this must be clearly specified in information provided to students.
- B. 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.
- C. 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.

5) Awards and classification

- A. Students are eligible for the awards shown in Appendix A if they obtain the minimum number of credits at the appropriate level(s). Where departments require students to attain 180 credits at M level for the award of Master this must be clearly specified in information supplied to students.
- B. Where departments require students to attain 120 credits at level seven for the award of Postgraduate Diploma this must be clearly specified in information supplied to students.
- C. Subject to the provisions of (D) below the award of Master 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 between 60.0 and 69.9 for an award with merit or 70.0 or above for an award with distinction this must be specified in information provided to students.
- D. Irrespective of the award average attained by a student and subject to the provisions of (E) below no student may receive an award with merit or distinction if the student has not received the minimum pass mark for any module.
- E. 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
PGT Dip	120	90**	7	90
PG Cert	60	60	7	60

* The award 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 a mark of at least 40 in the failed module(s).



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Assessment methods

There are different types of assessment that we use in the Department and the methods for each MSc module are summarised in the table below:

Name and Code of Module	Assessment (weight)	Exam (weight)
EC901 Economic Analysis		EC9011 Microeconomics and EC9012 Macroeconomics each have a two-hour examination (plus 15 minutes reading time) in January 2018 (100%)
EC902 Quantitative Methods: Econometrics A	Two tests on Introductory Maths and Statistics (15%) Individual project (25%)	Three-hour examination (plus 15 minutes reading time) in May 2018 (60%)
EC910 Quantitative Methods: Econometrics B	Two tests on Introductory Maths and Statistics (15%) Individual project (25%)	Three-hour examination in May 2018 (60%)
EC959 Dissertation	Proposal (1000 words) submitted at the end of June (20%) and Dissertation (8,000 words) submitted in September (80%)	
Various EC-coded optional modules	Some modules have assessed coursework	Examinations in May 2018

For MSc BES Economics Track students:

Name and Code of Module	Assessment (weight)	Exam (weight)
EC907 Quantitative Methods: Econometrics A (for MSc BES Economics Track students)	Two tests on Introductory Maths and Statistics (25%)	Two-hour examination in May 2018 (75%)
EC987 Quantitative Methods: Econometrics B (for MSc BES Economics Track students)	Two tests on Introductory Maths and Statistics (25%)	Two-hour examination in May 2018 (75%)
PS922 Issues in Psychological Science	Two assignments (100%)	
PS923 Methods and Analysis in Behavioural Science	Three assignments (100%)	
PS916 Project	Project (20,000 words) submitted in August (100%)	
Various optional core modules	All modules have assessed coursework	



Assessment criteria

The pass mark for all MSc modules is 50%. Listed below is the criteria we used in the Economics Department for marking 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

Deadlines

Each piece of work must be submitted by a particular date set by the Postgraduate Office and module leader. You will be given notice of these deadlines; the Department's guidance to markers specifies a minimum of four term-time weeks. It is your responsibility to arrange your own programme and manage your time accordingly. We advise you always to leave a safety margin in case of last-minute difficulties in obtaining books, printing files and so on.

Please note that the submission deadlines and test dates can be found in Tabula at: tabula.warwick.ac.uk.

Presentation

Your work must be clearly and neatly written or typed on one side of the paper only. Double spacing is preferred as this makes reading easier and leaves space for comments by the tutor. Pages should be numbered.

Word limit

You should remember that work is judged on quality rather than quantity and word limits must be adhered to. If you feel, however, that you can say what you want to say in fewer words then do so.

Bibliography

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

Referencing

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

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

In practice, you may find that some of the theories you mention have passed into the public domain and appear in any number of textbooks. Hence, it is not necessary to reference statements like: "Economic theory suggests that demand curves for normal goods are negatively sloped." However, any textbooks you use should be listed in the bibliography at the end of the essay, term paper or project. Where tables of data are presented the source of the data should be stated at the foot of the table. The more widely you read and research your coursework, the quicker and better you will know what is and is not in the public domain and the more safely you will be able to determine what can go without a supporting reference.

Methods of submission

Assessed work should be submitted electronically, unless your module leader informs you that a particular piece of assessment should be submitted in hard copy.

In the case of e-submission:

You should submit assessed coursework via electronic submission in Tabula at: tabula.warwick.ac.uk.

e-submission is open to access up until 3.30pm on the deadline day. You 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. Penalties only accrue on working days (not weekends or public holidays).

Here are some key points to follow to ensure you don't make a mistake:

- ▶ You should ensure your document includes your student i.d. number, but not your name, as all marking is done anonymously. You should also include the final word count.
- ▶ The assignment must be a 100% electronic submission and so any object such as graphs, figures or equations will have to be incorporated into your electronic document.
- ▶ To submit your document online, you will need to create a PDF document. You can download a copy of the free software PDF converter from ITS and follow the instructions at: www.warwick.ac.uk/services/its/servicessupport/software/pdfconverter. Alternatively, on the Warwick network go into Delivered Applications and install PDF converter. You will be able to print (with ScanSoft PDF create!) to produce a PDF file from within Word by choosing File - Print; you will see ScanSoft PDF create! as a printer alongside your other available printers.
- ▶ Name the resultant PDF file as follows: module code-assignment number.pdf. For example EC924-a1.pdf would be the name for your first assignment for EC924 Monetary Economics.
- ▶ Check the final document before uploading to ensure it has been converted accurately.
- ▶ Double check that you are submitting the correct document and that you are submitting it to the correct module/assessment.
- ▶ If you submit more than one document for your assignment these should be submitted simultaneously.

In the case of paper submission:

Submit your work to the Postgraduate Office, S0.89. Submission must take place on specified dates. The deadline for submission of work is 3.30pm.

You should also complete a submission form at: www.warwick.ac.uk/economics/current/msc/resources/forms. This must be attached to your work. All work will be date-stamped on receipt.

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

Late submission

Work submitted late will be marked subject to a penalty, unless a formal assessment deadline extension has been granted in advance.

All work submitted on the due date but after 3.30pm will incur a three mark penalty per day with a minimum mark of zero for an assessment. Penalties only accrue on working days (not weekends or public holidays). Late work must be submitted by the original method of submission for that particular module (e-submission or hard-copy submission to the Postgraduate Office). It must not be submitted to anyone else.

Extensions

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

Any requests for extensions should be made in a timely manner and ideally before the deadline. However, extensions can be applied retroactively, lifting any late penalty you might have already received for that assessment. You will need to submit evidence to support your request and this can either be uploaded onto Tabula or should be submitted within one week of your request to the Postgraduate Office. Should there be an unexplained delay of more than one week before submitting your evidence we may not be able to agree to your extension request.

Extensions are not available for technological difficulties - you should anticipate that your hard drive will crash, your work will be destroyed by a virus, or that your laptop will 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.

For assessments that are spread out over a long period of time, such as dissertations, there is an expectation that almost every student will encounter some difficulties in their lives during this period. As a result, it is anticipated that you will handle these situations without impacting on your final submission. Thus, low-level and short-term illnesses will not be considered as a basis for an extension for this type of work.

If you are taking a module that is offered by a different academic department it is still your home department (Economics) that makes the decision on an extension. In the case of an outside module, you will need to email the Teaching and Learning Manager directly and include your evidence. S/he will consider your request, and if it is approved, you will then need to collect and complete the form (if there is one) from the outside department, ask the Manager to sign it and take it to that department so they are aware of your extension.

Feedback on your assessed work

Learning is a dynamic process and feedback plays an important role in helping you to develop your knowledge and build confidence in your own abilities. Therefore our aim is to provide you with as much feedback as is reasonably achievable, given the volume of students taught on any module. The Department takes very seriously the provision of feedback on assessed work. We are sensitive to the importance of this and have mechanisms in place to enhance the quality of the feedback on assessed work.

We have a rigorous and robust marking and moderation process, as set out in our assessment and feedback strategy for all assessments. More information can be found at: www.warwick.ac.uk/fac/soc/economics/current/msc/resources/assessment-feedback. 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.

Marks for all assessed work will be returned to you within 20 working days of the submission deadline/test date through Tabula. You will receive a notification when your feedback is available to download on Tabula. All assessment and examination results are only provisional and will not become finalised until after the Exam Board.

When work is submitted through Tabula, our anonymous submission and evaluation sheet is attached automatically. On this sheet the marker will provide an evaluation of your coursework on a range of relevant criteria including comprehension, analysis, critique and presentation.

You may also receive written comments on the form and/or in the margins of your work. These should enable you to understand the basis of the mark you have been given and how you may improve your work in the future.

Where relevant, the lecturer will provide generic feedback about what was expected, together with reflections on what students typically did well or where they might have struggled. You may also be provided with a cumulative distribution function showing the mark distribution for the assessment.

Occasionally, you will receive paper feedback on your work. The Postgraduate Office will announce days/times for the collection of specific pieces of assessed work. The Department does not accept responsibility for work which is not collected by students within four term-time weeks of its being made available for collection. After four weeks work that is left uncollected in the Postgraduate Office will be discarded.

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

Other types of feedback

There are many channels through which we aim to give feedback other than at the point of returning assessed work. Here are some of the different ways in which we provide you with feedback throughout your MSc course:

Solutions: Tests/problem sets may have a set of written solutions, which you should use to work back over the test paper and learn from any mistakes.

Seminars: These feedback sessions are a prime opportunity to ask questions and generate discussion. Most classes are based on exercises or problem sets which should be prepared in advance. Time during classes is given to working through answers so that you can see what you did well and what less well. The solutions/guidance provided in class are an invaluable source of feedback. We try to keep the number of students in a class as small as possible so that each student's needs can be accommodated.

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

Email: Tutors and lecturers are accessible by email to receive and respond to individual questions. Lecturers are often available at the end of lectures to respond to questions.

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

Past student performance: The performance of previous cohorts is given on each module webpage at: www.warwick.ac.uk/economics/current/msc/modules.

If you wish to have feedback on more general issues beyond module-specific questions, feedback can be obtained from a variety of sources, including the Postgraduate Office, the Director of Taught Postgraduate Programmes, your Personal Tutor and the Director of Academic and Pastoral Support.

Querying of 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. We will reject any requests by students to have their work reviewed on the basis that they disagree with the marker's evaluation of their performance. You are entitled to approach the module leader or lecturer to discuss your performance in the assessment, but not to lobby for a re-mark. We 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 and submit it, together with the marked copy of the assessed work in question, to the Postgraduate Office within seven working days of the date the assessment feedback was published. The Assessed Work Mark Check form can be found at: www.warwick.ac.uk/economics/current/msc/resources/forms.

We will then carry out a check of the marks. If no discrepancy is found, you will be advised of this. You will be advised that there is no right to a further check or questioning of marks. Should a discrepancy be discovered, we will calculate the correct mark for the work and adjust this on our systems. You will then be contacted to collect your work, which will have the corrected mark annotated on it.

Feedback and concerns

We want to reassure you that the marking and moderation for all our assessments is fair, consistent, robust and reliable and hence give you confidence that when you receive a mark, the mark has been arrived at following a detailed and rigorous process.

If you have any concerns or feedback about the assessment process then please contact the Postgraduate Teaching and Learning Manager (Taught Degrees) in the first instance. Please see Section 5 for further information on feedback and raising concerns.

Suspected cheating

In University Regulation 11, 'cheating' is defined as 'an attempt to benefit oneself or another, by deceit or fraud. This shall include reproducing one's own work or the work of another person or persons without proper acknowledgement.' University Regulation 11 can be found at: 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 and a citation of the source.
- ▶ copying another student's work and pretending it is yours, with or without their permission, and whether they are a present or past student at this or any other university.
- ▶ including sections from a piece of work that you have submitted previously at Warwick or another institution, including school.
- ▶ downloading part or all of a document or ready-made essay from an internet website and pretending it is your own work.

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.

We now make 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 Taught Postgraduate Programmes, who will in turn make a recommendation to the Head of Department or designated deputy.

Where the Head decides an offence has occurred and exacts a penalty, the maximum penalty is a mark of zero on the relevant piece of assessed work. Alternatively, the Head may report the matter to the Academic Registrar for consideration by an Investigating Committee of Senate. If the Committee finds an offence has been committed it has the power to impose a mark of zero for the entire module unit or some more severe penalty. At each point you have rights of representation and defence which are described in the Regulation.

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. ITS runs an online tutorial on plagiarism. This helps you to understand what to reference and how to reference as well as understanding what is meant by plagiarism. For further information contact our Academic Support Librarian: Helen Riley: Helen.Riley@warwick.ac.uk.

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

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

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

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

Another fear is that students may damage their own prospects of a high mark by helping others. This fear is groundless. Our examination system is not competitive; there is nothing in the regulations to prevent every student from getting a first (or every student failing). Helping other students cannot work to your detriment; strategies intended to disadvantage other students (for example, hoarding library books or removing articles from bound volumes of journals) cannot work to your benefit.

Other forms of cheating

Plagiarism and collusion are just two forms of cheating. There are, of course, other kinds, 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.

The above list is not exhaustive and any form of cheating can and will be punished by the University. As with plagiarism, the penalties for cheating in a test or exam can be severe. As is stated in Regulation 11, suspected instances of cheating in an exam will be referred to the Academic Registrar and on to the Investigating Committee of the Senate. If an invigilator suspects a student of cheating in an exam, the invigilator should 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. Please refer to the University's Regulation 11 for more information at: www.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating.

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

Where should I go for advice on these matters?

If you have read all of the above and are still not sure what constitutes plagiarism, collusion or other forms of cheating, you should seek advice in good time from 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.

Dissertation guidelines for MSc Economics and MSc Economics and International Financial Economics

Objectives

The main aim of the dissertation is to encourage independent study and to provide a foundation for future original research. In terms of learning, the dissertation should provide you with a number of research skills, including the ability to:

1. Define a feasible project allowing for time and resource constraints.
2. Develop an adequate methodology.
3. Make optimal use of library resources.
4. Access databases, understand their uses and limitations and extract relevant data.
5. Work without the need for continuous supervision.

Timetable for Summer term

Midnight Friday 20 April 2018

Deadline for submission of proposed title of dissertation and prospective supervisors online form

Friday 18 May 2018

MSc dissertation supervisors announced.

Friday 1 June 2018

Deadline for submitting ethical scrutiny form (if applicable).

Monday 4 June – Friday 15 June 2018

During this period supervisors will arrange for all supervisees to give short presentations of their ideas in a group session.

Monday 25 June 2018

Deadline for submitting Dissertation Proposal by e-submission.

Wednesday 12 September 2018

Dissertation submission deadline for MSc in Economics and MSc in Economics and International Financial Economics.

Wednesday 13 March 2019

Dissertation submission deadline (for resit candidates).

Topic selection and allocation of Supervisors

Your first task is to determine your dissertation topic and three possible supervisors. Topics will be suggested by module lecturers, especially on the optional modules, and by members of faculty. The Research Methods module features lectures that explicitly direct you to sources of inspiration. Alternatively, you may already know the topic you wish to pursue. A word of advice: it is critical that you choose a topic that you are really interested in and not something that you think sounds good.

Information on potential supervisors will be made available in a spreadsheet, which gives you a list of all supervisors available for 2017-2018, along with their main areas of interest and their

suggested dissertation topics. Alternatively, you can browse the staff personal web pages for information, or approach members of staff directly with your research ideas.

Once you have decided on a topic and some possible supervisors, you should go to the online form on the dissertations webpage. On this form, you are asked to indicate:

- (i) your three most preferred supervisors in order of preference
- (ii) your thesis title, and
- (iii) a short (max 200 words) description of your planned research.

This form must be submitted by Friday 20 April 2018 (week 29).

If you already have an agreement with a supervisor that s/he will supervise you, put them down as first choice and also ask them to email the postgraduate office; economics.pgoffice@warwick.ac.uk confirming this.

By the end of week 33 of the Summer Term i.e. Friday 18 May 2018, all students will be allocated supervisors. This allocation is based on the information given in the online form, and we do our best to match you with one of your preferred supervisors.

Changes in title must be agreed with the supervisor. A request for a change in supervisor must be made directly to the Director of Taught Postgraduate Programmes. Changes will only be made if both original and new supervisor agree.

The role of the Supervisor

The role of the supervisor is:

- ▶ to advise you on the feasibility of your chosen topic and ways of refining it.
- ▶ to provide some references to the general methodology to be used.
- ▶ to provide general guidance to the literature review and analysis of the chosen topic.

Supervision will take place mainly or entirely during the summer term. This means that both you and your supervisor need to use the time efficiently. The role of the supervisor during the summer term is to help you develop your dissertation proposal and then to mark and provide feedback on your proposal. During the summer vacation the expectation is that you will be working independently and your supervisor's role will be to read and make some comments on a final draft of your work.

Additional support

We provide weekly surgeries run by PhD students in the summer term and vacation to help answer queries about your topic and deal with software and econometric problems. Full details of this facility will be circulated in week 34 of the Summer Term.

We also arrange for lectures and workshops on academic writing skills during weeks 34-39 of the Summer Term. A detailed schedule for the lectures and workshops will be announced before Friday 18 May 2018.

Ethical scrutiny

At Warwick, any research, including dissertations for Masters degrees, that involves direct contact with participants, through their physical participation in research activities (invasive and non-invasive participation, including surveys or personal data collection conducted by any means), that indirectly involves participants through their provision of data or tissue, or that involves people on behalf of others (e.g. parents on behalf of children), requires ethical scrutiny.

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 using historical records, does not require ethical scrutiny, and this is likely to include most research conducted in the Department. Research involving laboratory or field experiments, or the collection of new individual level survey data, always requires ethical scrutiny.

It is your responsibility to seek the necessary scrutiny and approval, and if in doubt, you must consult your supervisor.

If your research work requires ethical scrutiny and approval, checks are conducted within the Department in line with rules approved by the University's Humanities and Social Sciences Research Ethics Committee. Please consult with your supervisor and complete the Department's form for ethical approval of student research at: www.warwick.ac.uk/economics/current/msc/resources/dissertation.

The form should be submitted to the Postgraduate Office by Friday 1 June 2018 (week 35).

When you submit your dissertation proposal you will be asked to declare that you have considered whether ethical approval is required.

The dissertation proposal

There are two parts to the dissertation proposal: a presentation and a written proposal.

First, you will be required to present your proposed topic to your supervisor and fellow students in a group. This will help you focus your ideas, especially via feedback from other students and your supervisor. The presentations should take the following format:

- ▶ You will have 10-15 minutes each – 5-10 minutes for presentation followed by five minutes discussion and comment.
- ▶ The presentation should either use Powerpoint or PDF.
- ▶ You must identify the title of your proposed research, the research objective, the data and any computing/statistical tools required (for example, Stata).
- ▶ The research objective should be briefly expanded into a justification of why you want to study this question – why is it important followed by a short description of what you intend to do.
- ▶ One slide is adequate for covering related literature.

Then, based on your presentation and any feedback you receive, you have to write a detailed dissertation proposal to include a literature review and research plan. This should be a maximum length of 1,000 words excluding all appendices, footnotes, tables and the bibliography.

The dissertation proposal will be assessed and carries a mark worth 20% of the mark for the dissertation module as a whole. The deadline is Monday 25 June 2018 and you should submit your proposal electronically via Tabula. At the same time you must also submit a completed Dissertation Proposal Submission Form (www.warwick.ac.uk/economics/current/msc/resources/dissertation/submissionform-june).

Dissertation format

The dissertation itself should be a maximum length of 8,000 words, excluding appendices, footnotes, tables and the bibliography. The dissertation is worth 80% of the total mark for the dissertation module. There is no minimum word length and concise expositions are encouraged.

The first page of the dissertation itself should include the title, your name, date and any preface and acknowledgements. We have no particular preference for how you format your dissertation, but detailed guidance on content and presentation will be given in the Research Methods module.

References should be collected at the back in alphabetical order and should contain sufficient detail to allow them to be followed up if required: at a minimum you should cite author, date of publication, title of book or article, journal of publication or book publishing company.

The type of the dissertation should be double-spaced, font size 12, with wide margins. We recommend that you use Microsoft Word or Scientific Word, both of which can easily insert equations. Pages must be numbered.

Deadlines and extensions

There will be two deadlines each year for MSc dissertations. The September deadline applies to all MSc students who have passed their examinations at the first attempt and are not taking any resits. The March deadline will be for those students who are doing resits in September, and for those who may have asked for an extension due to mitigating circumstances. Students who are doing one resit and are able to hand in their dissertation for the September deadline will be permitted to do so, on the understanding that this is done at their own risk and the dissertation will not be considered if the resit is failed. In the case of two resits, we strongly advise you to defer your dissertation until March of the following year. However, if you really feel you have to do your dissertation over the summer, for example, because you are going straight to a job, or for other reasons, you must discuss the situation with your supervisor, and obtain his/her agreement. If you have failed or missed three or more exams, we require you to defer the writing of your dissertation until after the September exams, without any exceptions.

If you cannot make your September or March deadline due to medical, or other mitigating circumstances, you must fill in an extension request form, available on Tabula. This is subject to authorisation by the Director of Postgraduate Taught Programmes. If your application is approved, you will be permitted to submit your dissertation by the agreed extension date or the next biannual deadline (either March or September). You need to supply suitable medical or other evidence within one week of submitting the extension request. The medical note you provide should cover a substantial part of the dissertation period detailing why you were unable to work on the dissertation - extensions for low-level and short-term illnesses will not be granted. Note also that extensions will not be granted on the basis of a student being in full- or part-time employment.

Handing in your dissertation

Your MSc dissertation, programmes and data must be submitted electronically via Tabula e-submission (tabula.warwick.ac.uk/coursework) under module code EC959. At the same time you must also submit a completed Dissertation Submission Form (www.warwick.ac.uk/fac/soc/economics/current/msc/resources/dissertation/submission-september). No paper copies of your dissertation are required.

Please note that we reserve the right to ask to see further details of your data and any econometric and other programmes you have used to analyse it. So, we advise you to keep electronic copies of data and programs (including do-files if applicable) until after the Exam Board has met.

Assessment

To achieve at least a pass, a dissertation must demonstrate a high level of competence in both analysis and expression. This can be achieved in several ways, for instance by:

- ▶ Providing a critical survey of some area of the subject. This should be written in such a way as to take the non-specialist reader from the beginnings of the topic up to the frontiers. It should integrate and synthesise existing ideas, demonstrate the relationships between them and assess their significance. It is not enough to simply catalogue previous work. However lengthy the bibliography is, a dissertation which shows no deep grasp of the motivation, content and structure of the literature will fail. Though 'originality' in the sense of a demonstrable theoretical or empirical innovation is not required in order to pass, it is expected that some degree of original thought will be needed to place the ideas of others in a coherent setting.
- ▶ Applying techniques developed by others to a data-set not previously used for that purpose, with a clear motivation for doing so.
- ▶ Examining the robustness of an existing theoretical model to changes in its underlying assumptions, with a clear motivation for doing so.

At least two examiners will assess your dissertation, employing the criteria described elsewhere in this handbook. No feedback on the result of your dissertation is possible until after the Exam Board meets in November 2018. A pass list will then be published. Examiners' comments on the dissertation will also be provided after the Exam Board meets in November. An official transcript of marks will be provided by the Graduate School after graduation.

Research project guidelines for C8P8

Objectives

You will carry out novel research in the area of behavioural science. You will work within one of the departments' labs, designing and running independent empirical work that addresses a current research question. You will have the support of experts in the field and will produce research suitable for publication in an international journal.

Projects are:

- ▶ 30 CATS.
- ▶ Empirical (that is an experiment, computer program, survey or observational study).

- ▶ Physically safe and ethically acceptable (conform to the British Psychological Society Code of Conduct).
- ▶ Practical in terms of demands on time, equipment, number of subjects required and laboratory space.

Topic selection and supervision arrangements

Potential research project topics will be provided in the Spring Term. When the topics are published, please do contact supervisors. You will indicate your project preferences via an online form, with projects allocated centrally.

Ethical scrutiny

You must read the British Psychological Society Code of Human Research Ethics which can be found at: www.bps.org.uk/sites/default/files/documents/code_of_human_research_ethics.pdf.

If you are conducting research using the internet, you must also read the British Psychological Society guidelines on internet mediated research which can be found at: www.bps.org.uk/system/files/Public%20files/inf206-guidelines-for-internet-mediated-research.pdf.

At Warwick, any research that involves direct contact with participants, through their physical participation in research activities (invasive and non-invasive participation), that indirectly involves participants through their provision of data or tissue and that involves people on behalf of others (e.g. parents on behalf of children) requires ethical scrutiny. It is your's and your supervisor's joint responsibility to ensure that ethical approval is secured, and this should take place very early in Term 3.

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 using historical records, does not require ethical scrutiny. But almost all field, lab, and online studies will require ethical approval.

If you consider that ethical approval is necessary, please consult with your supervisor and complete the relevant department's form for ethical approval of student research by 11 May 2018 (week 32):

- ▶ Form for those with supervisors based in Economics (www.warwick.ac.uk/economics/current/msc/resources/dissertation).
- ▶ Form for those with supervisors based in Psychology (moodle.warwick.ac.uk/my/).

For more information on WBS Ethics, please contact your supervisor.

Format and submission

Projects might typically contain one or two experiments or a significant econometric analysis of a large data set. The research in the report should be of a publishable standard. This normally means that the research is relevant and innovative, that there are no major methodological flaws and that the conclusions are appropriate.

With your supervisor choose an appropriate target journal. The formatting of the dissertation must be as for submission to your target journal. Write up your report following the journal submission guidelines. Include on the front page of your report the name of the journal you select. Avoid writing in a more

generic 'thesis style' as you may have done for past projects.

Project reports, excluding appendices, should not exceed 20,000 words and should normally be much shorter. Your target journal may well have a word or page limit which you should follow.

Appendices of test material, raw data, protocols, etc. need not be submitted with your project, but copies of these materials must be given to your supervisor (see below).

No paper copies are required. Please submit online through Tabula as a PDF.

Raw data

You must retain all of the data that you collect. You must submit all of your data directly to your supervisor when you submit your project. Ideally, you should also submit R scripts (or another language) for the complete analysis of your data.

Deadlines and extensions

There will be two deadlines each year for MSc projects. The first will be in August and the second one will be in March. The August deadline will be for all MSc students who have passed their examinations at the first attempt and are not taking any resits. The March deadline will be for those students who are doing resits in September and for those who may have asked for an extension due to mitigating circumstances. Students who are doing one resit and are able to hand in their project for the August deadline will be permitted to do so, on the understanding that this is done at their own risk and the project will not be considered if the resit is failed. In the case of two resits, our advice is that you defer your dissertation until March of the following year.

If you cannot make your August or March deadline due to medical, or other mitigating circumstances, you must fill in an extension request form, available on Tabula. This is subject to authorisation by the Director of Postgraduate Taught Programmes. If an application is approved, the student will be permitted to submit their dissertation by the agreed extension date or the next biannual deadline (either March or August). You need to supply suitable medical or other evidence within one week of submitting the extension request. The medical note you provide should cover a substantial part of the dissertation period detailing why you were unable to work on the dissertation - extensions for low-level and short-term illnesses will not be granted. Note also that extensions will not be granted on the basis of a student being in full- or part-time employment.

References

References should be in the style of your target journal. Minimally they should contain the author, date of publication, title of book or article, journal of publication and volume or book publishing company. Almost all journals are very specific about referencing. If there is no guidance (very unlikely) follow the APA conventions.

Assessment

Assessment is based upon the project report. In assessing reports, some of the points markers will have in mind are:

- ▶ How well has the student been able to formulate the research question or hypothesis and establish why it is an important question to ask? How precise is the hypothesis?
- ▶ How well does the student know relevant theoretical and empirical literature and can they frame the research question in the light of such literature?
- ▶ How clearly has the student described the design and procedure of the investigation and specified the subject sample(s) investigated? (Could the reader replicate the investigation on the basis of the information given?)
- ▶ How clearly and how thoroughly has the student been able to describe and analyse the data obtained? How well does the student understand the logic of descriptive and inferential statistics? Can the student explore findings intelligently and not simply number-crunch?
- ▶ How well does the student interpret the findings in relation to the original rationale for the investigation? How aware is the student of limitations in the design of the investigation (also important for meta analysis and analysis of existing data sets) or in the way the research question was formulated? How well can the student point to what might next be done in the light of what has been learned from the investigation?
- ▶ What is the overall quality of writing, presentation, organisation and attention to detail?

At least two examiners will assess your project. No feedback on the result of your project is possible until after the Exam Board meets in November 2018. A pass list will then be published. Examiners' comments on the project will also be provided after the Exam Board meets in November. An official transcript of marks will be provided by the Graduate School after graduation.



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Exam timetable

MSc examinations normally take place in the first week of the Spring Term (Microeconomics and Macroeconomics) and weeks three and four of the Summer Term (Quantitative Methods: Econometrics and optional modules). Exams for modules run by other Departments may be scheduled at other times. Exam timetables can be found at: www.warwick.ac.uk/economics/current/msc/resources/exam_timetables

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

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 your personal tutor and Disability Services in the first instance. If appropriate, we may then apply for special examination arrangements via the Academic Office (Examinations). These arrangements may include, for example, extra time for dyslexic students, the use of a PC or amanuensis 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. More information on Special examination arrangements can be found at: www.warwick.ac.uk/services/academicoffice/examinations/students/special_examination_arrangements.

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 Postgraduate 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

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.
 - ▶ 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.
 - ▶ 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. In any case full marks ought not to be awarded for correct 'bottom line' answers - we are also interested in checking reasoning and understanding.
 - ▶ Make sure that if you use more than one answer booklet, you label them appropriately. Ensure that the separate booklets are tightly bound together so that they will not come apart before they reach the markers.

Other advice on how to tackle exams is available:

- ▶ Students' Union (www.warwicksu.com/advice/academic/examinations).
- ▶ University Counselling Service (www.warwick.ac.uk/services/counselling/informationpages/managingexamanxiety).
- ▶ Student Careers and Skills (www.warwick.ac.uk/services/skills).

Use of calculators in exams

The purchase price of a calculator is normally around £10 and you will need one during your MSc degree. You may only use a calculator in an examination if the examination paper rubric states it is permitted. It is your responsibility to ensure that your calculator fulfils the University's criteria; any devices capable of information storage and retrieval are not permitted in University examinations.

Use of mobile phones in examinations

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

Use of bi-lingual dictionaries in examinations

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

It is your responsibility to provide your own bi-lingual dictionary. All bi-lingual dictionaries will need to be authorised by the Department and you should take it to the Postgraduate Office (S0.89) prior to the exams period to get it stamped. No notes may be made in dictionaries.

Bags in examination 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 attaché 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 examination rooms.

The only exceptions to this are:

- ▶ small pencil cases may be used for pens, pencils and rulers etc.
- ▶ 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. Also, you must not leave bags outside exam rooms where they may cause any kind of obstruction.

A controlled, staffed central storage facility, where students may leave their bags whilst taking exams, will be located in the Student Union Building on main campus, in the 'chill-out' space. The facility will operate between the hours of 8.00am and 5.30pm and is available for the use of all candidates taking examinations on campus. You should follow local signage to drop off your bag, but please remember to leave sufficient time in advance of your exam as the doors to the facility will shut promptly 30 minutes before the examination start, so please leave plenty of time prior to your exam if you wish to use this facility. Please also note that the facility will only accept bags and not individual items such as phones.

There is some limited space in the vicinity of exam rooms where if you have to you may leave bags, at your own risk, as follows:

- ▶ Panorama Room, Rootes Restaurant Area, Chancellor's Suite (Rootes Building): further information will be posted on notices displayed in the Rootes Building about available space(s) in which bags may be left, prior to each relevant examination session.
- ▶ Butterworth Hall (Arts Centre): dock area behind the Butterworth Hall stage – please follow the notices that will be displayed.
- ▶ Westwood Games Hall/Desso Sports Hall (Sport Centre): items may be left in the lockers in the male and female changing rooms as appropriate (you will need a £1 coin (returnable) if you wish to secure a locker).

If you leave anything in the places specified above this is at your own risk and YOU SHOULD NOT LEAVE ANY VALUABLES. The University will not accept any responsibility for belongings left in the above locations.

However, please remember that the storage spaces noted above are LIMITED in capacity and you are asked not to bring bags to examinations.

The above arrangements are for the benefit of candidates as well as the proper conduct of examinations and your co-operation is appreciated.

Handwriting legibility

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 Chief Exams Coordinator for scrutiny. If the answers are still deemed illegible, the indecipherable sections will not be marked. The relevant 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.

We do 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 deadline set by the Academic Office.

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.

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 two external examiners appointed by Senate. The Board, chaired by the Director of Taught Postgraduate Programmes, 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, scrutinisers and to ensure that the Board's decisions are fair. Please note that all marks are provisional and may be raised or lowered by the Exam Board.

There are two Exam Boards at which your progress is formally assessed: a progress review board after the May exams (the board usually meets at the end of June) and a final exam board in November after the course has finished.

June exam board

The Board receives the results of all the coursework assessments and examinations and will consider your progress in the taught components. It will determine whether you:

- ▶ Proceed to the Dissertation/Project.
- ▶ Are required to be re-examined in specific modules.
- ▶ Are required to withdraw.

The June Exam Board shall also determine degree awards for students from the previous academic year who submitted their dissertations for the March deadline.

If you pass the taught components you are permitted to proceed to the dissertation to be submitted in September. The dissertations are marked in October and the full set of marks is presented to the final Exam Board in November. If you fail any modules you have the right to resit for one further attempt only up to half of the taught element of the course. The June Exam Board will determine whether the resit should be in September (this is likely in the case of marginal and moderate failures), or the following January/May (this is likely in the case of bad failures). Candidates who successfully resit in September will normally submit their dissertation the following March.

Informally we allow students with a single resit to do the dissertation in parallel with their resit, if they wish to do so, and hand it in by the September deadline, on the understanding that this is done at their own risk. However, it should be stressed that such a student is not required to do the dissertation for the September deadline, and moreover that the dissertation will not be considered if the resit is failed.

Candidates who fail at the second attempt but still achieve a certain minimum standard may be awarded the Postgraduate Diploma in Economics in place of the MSc.

(See the Exam Schemes below for more details).

November exam board (final)

The Board, at which students who have completed the full requirement of the degree are considered, will determine whether a student shall:

- ▶ be awarded the degree.
- ▶ be awarded the degree with distinction or merit.
- ▶ be permitted re-submission of the dissertation.
- ▶ be awarded the Postgraduate Diploma or Postgraduate Certificate.
- ▶ not be awarded the degree or the Postgraduate Diploma or the Postgraduate Certificate.

Failure to meet prescribed deadlines

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

In accordance with University regulations, failure to submit any assessment by the specified submission deadline will incur a penalty of three marks per day unless a formal extension has been granted in advance.

Mitigating circumstances

Mitigating circumstances are those events which have had a detrimental effect on your study, to the point that it is in your interest to draw our attention to them and ask for them to be considered in mitigation of poor performance. Such circumstances include (but are not limited to) illness, both bodily and emotional; the severe illness or death of a close family member; a shocking or traumatic personal experience. In addition, sudden, unexpected changes in family circumstances might affect your ability to make academic progress as a consequence of their demonstrable emotional impact upon you and may also be considered as mitigation.

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 cultures it is considered shameful or embarrassing to disclose the details of these kinds of circumstance to those outside one's family. This is not the case in the prevailing UK culture and you should be aware that the Department and the University are fully supportive of students in difficult circumstances and want to assist if at all possible. If you feel inhibited from talking to a Personal Tutor or other member of staff in the first instance, you may also consider talking to a member of the GSSLC, the Students' Union, the Dean of Students or a member of staff in Student Support for initial, informal advice.

Clearly, though, in order for your circumstances to be considered as mitigating by the Department, they must be conveyed formally to someone in the Department (the Postgraduate Office, the Director of Academic and Pastoral Support, the Director of Postgraduate Taught Programmes, for instance). The Department expects that you will discuss your circumstances before Exam Boards meet, so that they may be taken into account in good time. 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. Be assured that we treat all information in a confidential manner and our electronic filing system is secure.

Where there are mitigating circumstances which affect your performance either during the year or at exam time please complete the Mitigating Circumstances Declaration Form at: www.warwick.ac.uk/economics/current/msc/resources/forms.

Please complete this with as much information as possible and submit it with your medical certificate or other relevant document to the Postgraduate Office. Note that self-certification, unsupported by a medical consultation, will not be acceptable in these circumstances. For mitigating circumstances affecting your exam performance you must submit the form and evidence as soon as possible and no later than three working days following the last day of your University examinations. All other cases of mitigating circumstances should be submitted no later than five working days in advance of the Mitigating Circumstances panel/pre-board meeting. If medical evidence is provided then the Board of Examiners may be able to exercise its discretion. The Board might recommend the candidate sits (as for the first time) in September or the following January/ May, offer a further opportunity for re-examination, or recalculate a module mark based on the elements of the assessment which were not affected by the mitigating circumstances.

Further guidance on mitigating circumstances is provided by the University and can be found at: www.warwick.ac.uk/economics/current/msc/resources/forms.

MSc Assessment and Examination Scheme (L1P6, L1P7)

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

(A) Examination Components

The examination components for the MSc in Economics and MSc in Economics and International Financial Economics are as follows, with the weighting of the module mark towards the final mark being in proportion to the number of CATS listed:

Comp	Module	Weighting*	CATS
A1	EC901 Economic Analysis: Average of EC9011 Microeconomics (50%) and EC9012 Macroeconomics (50%)	23.9%	44
A2	EC902 Quantitative Methods: Econometrics A or EC910 Quantitative Methods: Econometrics B		
A3	Optional Module 1	9.8%	18
A4	Optional Module 2	9.8%	18
A5	Optional Module 3	9.8%	18
A6	EC959 MSc dissertation	19.6%	36

* in Overall Average

(B) To be allowed to proceed to the MSc dissertation

You will normally need to pass:

- ▶ The components A1 and A2 with a mark of 50.0% or more; and

- ▶ A mark of 50.0% or more on at least two of the three components of the MSc listed above as A3, A4 and A5, providing that a mark of 40.0% or more is obtained in the failed component.

You normally have one opportunity to remedy failure in modules that equate with no more than one half of the taught element of the course.

(C) To be awarded the MSc

You must also get a mark of 50.0% or more for the component A6 (dissertation). You can resubmit a failed dissertation once.

(D) To be awarded the PG Diploma in place of the MSc

You will have to obtain:

- ▶ A pass mark of 50.0% or more in components A1, A2, A3, A4 and A5 totalling at least 90 CATS; and
- ▶ A mark of 40.0% or more in failed components A1, A2, A3, A4 and A5 totalling at least 30 CATS.

The PG Diploma will also be awarded if you fail to get a mark of 50.0% or more for the dissertation.

(E) To be awarded the PG Certificate in place of the MSc

You will have to obtain:

- ▶ A pass mark of 50.0% or more in component A1 or A2; and
- ▶ A pass mark of 50.0% or more in component A3 or A4 or A5.

(F) Marking Scheme

The MSc degree carries a Distinction, a Merit and a Pass classification. If you have an average mark of 70.0% or higher taken across all components of the course, with no individual module mark of less than 50.0%, you will be normally considered for a distinction. If you have an average mark of between 60.0% and 69.9% taken across all components of the course, with no individual module mark of less than 50.0%, you will be normally be considered for a merit.

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

Mark	Grade
> 70.0	Distinction
60.0 - 69.9	Merit
50.0 - 59.9	Pass
< 49.9	Fail

(G) Resitting Students

Normally resit marks will be based on the combined exam and assessment weights. All resit marks are capped at 50.0% for A1, A2, A3, A4, A5, A6.

There is a fee (currently £77) for resitting your exam(s). The payment of the resit fee constitutes your formal registration for the examination(s). Please note, resit fees are non-refundable and that the fee covers whatever number of examinations may be sat.

MSc Assessment and Examination Scheme (C8P8)

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

(A) Examination Components

The examination components for the MSc in Behavioural and Economic Science (Economics Track) are as follows, with the weighting of the module mark towards the final mark being in proportion to the number of CATS listed:

Comp	Module	Weighting*	CATS
Taught	EC901 Economic Analysis: Microeconomics	11.8%	22
	EC907 Quantitative Methods: Econometrics A or EC987 Quantitative Methods: Econometrics B	16.1%	30
	PS922 Issues in Psychological Science	8%	15
	PS923 Methods and Analysis in Behavioural Science	8%	15
	Choose 5 modules from: EC984 Experimental Economics EC989 Behavioural Economics PS918 Psychological Models of Choice PS919 Behavioural Science PS927 Neuroeconomics IB9AN Principles of Cognition	Each 8%	15
Project	PS916 Research Project	16.1%	30

* in Overall Average

(B) To be awarded the MSc in Behavioural and Economic Science (Economics Track)

You will normally have to achieve:

- ▶ A pass mark of 50.0% or more in modules totalling at least 150 CATS; and
- ▶ A mark of 40.0% or more in any failed modules.

You normally have one opportunity to remedy failure in modules that equate with no more than one half of the taught component of the course.

You can resubmit a failed project once.

(C) To be awarded the PG Diploma in place of the MSc in Behavioural and Economic Science (Economics Track)

You will have to achieve:

- ▶ A pass mark of 50.0% or more in modules totalling at least 90 CATS; including all core modules; and
- ▶ A mark of 40.0% or more in any failed modules totalling at least 30 CATS.

The PG Diploma will also be awarded if you fail to get a mark of 50.0% or more for the project.

(D) To be awarded the PG Certificate in place of the MSc in Behavioural and Economic Science (Economics Track)

You will have to obtain:

- ▶ A pass mark of 50.0% or more in modules totalling at least 60 CATS.

(E) Marking Scheme

The MSc in Behavioural and Economic Science (Economics Track) degree carries a Distinction, a Merit and a Pass classification. If you have an average mark of 70.0% or higher taken across all components of the course, with no individual module mark of less than 50.0%, you will be normally considered for a distinction. If you have an average mark of between 60.0% and 69.9% taken across all components of the course, with no individual module mark of less than 50.0%, you will be normally considered for a merit.

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

Mark	Grade
> 70.0	Distinction
60.0 - 69.9	Merit
50.0 - 59.9	Pass
< 49.9	Fail

(F) Resitting Students

Normally, resit marks will be based on the combined exam and assessment weights. All resit marks are capped at 50.0% for modules in the taught and project components.

There is a fee (currently £77) for resitting your exam(s). The payment of the resit fee constitutes your formal registration for the examination(s). Please note resit fees are non-refundable and that the fee covers whatever number of examinations may be sat.

Examination feedback

You will be notified by email when exam results are viewable. 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.

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

If you believe that the mark for an examination run by the department has been totalled incorrectly you may request a further arithmetic check on the script by emailing economicspgoffice@warwick.ac.uk. We have the right, after such an arithmetic check, to adjust the mark upwards or downwards.

We will provide generic feedback on the main examinations after the September resit week. This will be in the form of written feedback giving suggested answers and explaining what was done well and not so well. The feedback will also include cumulative distribution functions per question on each exam paper.

If you fail a module you can request a photocopy of your marked exam script to see how this has been marked. However, tutors or lecturers will not be able to provide further individual feedback or explanation. You will not be able to use the script to challenge marks. Please note that the moderation process may have had the effect that the final mark on your script does not coincide exactly with the marks given to each part.

Appeals

If an Exam Board decides that your performance merits the award of a lower qualification than the one for which you were registered or does not merit the award of a qualification at all, you have certain rights of appeal within 42 days of notification. You are required to complete a form if you wish to appeal against the decision of the examiners for your course. The appeals form can be found at: www.warwick.ac.uk/services/academicoffice/examinations/students/appeals.

There is no right of appeal against the requirement to resubmit work or resit examinations, nor against the decision to award a Masters degree at pass level rather than with distinction or merit. You may not appeal against marks awarded for individual pieces of work or challenge the academic judgement of the examiners.

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

- ▶ (a) There is evidence of exceptional circumstances that affected your performance which you were unable to present in time for the meeting of the Board of Examiners. In this instance, you are required to provide an explanation why the evidence was not available at the meeting of the Board of Examiners.
- ▶ (b) There is evidence of procedural irregularity or unfair discrimination in the examination process.
- ▶ (c) There is evidence of inadequacy of supervisory or other arrangements during the student's 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 (a) or (c) 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

Prizes

The Department of Economics currently has the following prizes and awards to bestow on MSc students in the 2017-18 academic year. Please note that the Department reserves the right not to award any of these prizes in any one year.

- ▶ Examiners' Prize for the best performance across the MSc in Economics, MSc Economics and International Financial Economics and MSc Behavioural and Economic Science (Economics Track) - £100 (one award sometimes split jointly between two or more students).
- ▶ Dissertation Prize for the best dissertation - £100 (one award sometimes split jointly between two or more students).
- ▶ Shiv Nath Prize for the best MSc student performance in the field of Development Economics - £100 (one award sometimes split jointly between two or more students).

Transcripts

Official transcripts will be provided by the Academic Office after graduation.



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Your feedback to us

We place 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 Director of Academic and Pastoral Support.
- ▶ Your Director of Taught Postgraduate Programmes
- ▶ the Graduate Student-Staff Liaison Committee (GSSLC)
- ▶ the Postgraduate Taught Experience Survey in the Summer Term.
- ▶ Departmental online feedback form (www.warwick.ac.uk/economics/current/shared/feedback/feedback-form).

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 you the best possible experience and it is your feedback that will enable us to continually improve.

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 yourselves 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 Monitoring Points.

This is what happens to your feedback:

1. You complete anonymous module evaluation.
2. Feedback received by module leader, Director of Postgraduate Taught Programmes and Head of Department.
3. Module leader writes annual report on module, reviewing your feedback.
4. Director writes annual course review report, taking into account module reports.
5. Annual module/course reports reviewed by Graduate Management Committee. Action where needed.
6. GSSLC receives feedback on the outcome of the module and course reports.

Graduate Student-Staff Liaison Committee

The GSSLC (Graduate Student-Staff Liaison Committee) (www.warwick.ac.uk/economics/current/msc/resources/gsslc) is an important platform in the Economics Department to have your say and provide feedback to us. Students get together with Departmental staff to discuss issues that concern the learning experience. Even in the best departments, there are always

some issues that deserve to be addressed, yet the 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 the students and the Department to communicate.

Issues that have been raised in the past include access to material in the Library, questions concerning the Department's IT facilities, as well as aspects of students' learning experience and examination, and even ranging to 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. That is, GSSLC items should only be for issues 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 MSc course, GSSLC representatives will meet with staff from the Department four times. That is not very often. So to future representatives: make sure you prepare the meetings and a list of issues that you want to bring to the Department! If you put just a little preparation time into it, it will be much easier to address them.

How GSSLC representatives are elected:

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

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

- ▶ There will be ten or so representatives from the different MSc courses.
- ▶ Out of these a Chair 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 Postgraduate Office will ask you to prepare a list of items to be discussed. All the representatives, and the Chair/ Vice-Chair in particular, are responsible for collecting these issues and sending them in on time.
- ▶ Ask your fellow students what they think about the courses.
- ▶ Your job is to help the students and the Department to communicate. If you are willing to listen carefully to both, and if you like to communicate and to analyse problems, you will be able to make a great contribution indeed.

What is a complaint?

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

A complaint may relate to:

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

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

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

The University has a three-stage complaints resolution procedure. The information below outlines in brief how to make a complaint, but you are asked to consult the Student Complaints Resolution Procedure at: www.warwick.ac.uk/services/feedbackcomplaints/students/complaints for more comprehensive information.

Informal channels (Stage 1)

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

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 the 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 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 without requiring you to give reasons why you wish to do so).

Formal channels (Stage 2)

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

If, having contacted the Head of Department or their deputy, you remain dissatisfied with the outcome of consideration of your complaint, then, if you meet the published criteria, you can apply for a review of the Stage 2 process to include previously unavailable evidence or determine that appropriate processes were followed and that the Stage 2 decision was reasonable.

Formal channels (Stage 3)

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

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

Office of the Independent Adjudicator (OIA)

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

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Careers & Personal Development

To help you think about your future career, and plan the steps you will need to take over the coming year, we have arranged dedicated careers workshops for MSc Economics students. They cover some of the popular career options and the skills required for these, how to make effective job applications and other aspects of career choice and development.

Online resources for job hunting can be found in the MSc Careers and Employability webpages at: www.warwick.ac.uk/economics/prospective/msc/msc-careers-employability.

Student Careers and Skills

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

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

T: +44 (0)24 7652 4748 Careers Enquiries

E: careers@warwick.ac.uk

F: +44 (0)24 7652 4220

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

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

Key skills

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

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

MSc Economics/EIFE Cognitive Skills

- ▶ Analytical thinking, reasoning and communication. Verbal, graphical and mathematical analysis at an advanced level; understanding dynamic processes; understanding concepts of equilibria, including equilibria in strategic contexts; the ceteris paribus method and counterfactual analysis; the ability to understand formal analysis and to communicate understanding through engagement and contributions in compulsory seminars, completion of exercise sheets, problem sets, essays, and through tests and formal examinations.
- ▶ Critical thinking. Promoting the critical evaluation of received ideas through exposure to recent research developments; ability to synthesize and evaluate theoretical and empirical literature.
- ▶ Strategic thinking. A familiarity with models of multi-agent decision making, where pay-offs depend on the actions of others - particularly asymmetric information games, repeated games and evolutionary models.
- ▶ Solvability and problem solving. Finding whether a solution to a problem exists; and developing new applications of existing models.
- ▶ Abstraction. Balancing simplification (for tractability) against literalness (for relevance).
- ▶ Social awareness. Private versus social costs and benefits and their distribution; rationale for government and international policy.
- ▶ Policy evaluation. Being aware of the policy context and also of methodological issues involved in evaluation – such as with the identification of causal effects of policy interventions.
- ▶ Understanding institutions. What institutions exist and why, and how incentives work in them.
- ▶ Analysis of incentives. Understanding economic motivations of individuals and the limits of economic explanations.
- ▶ Understanding simultaneity and endogeneity.
- ▶ Understanding optimisation. Concepts of an optimum and efficiency.
- ▶ Understanding uncertainty. Concepts of expectations and surprises; probability and its applications.

MSc Economics/EIFE Professional Skills

- ▶ Research skills. Use of library and internet as data sources; locating, evaluating, and extracting information; organising, surveying, summarising, interpreting material; ability to conduct and disseminate research in a way that is consistent with professional and ethical practice; understand and apply a range of research methods and tools; understand basic principles of research design and strategy, including how to formulate researchable problems.
- ▶ Numeracy and quantitative skills. Use of mathematics and diagrams, understanding data, and statistical analysis.
- ▶ Information Technology skills. Use of IT, including word processing and spreadsheet packages; specialist econometric, statistical, and other software; the internet.
- ▶ Written communication skills. Submission of essays, problem sets, seminar work, tests, examination scripts and a research dissertation.
- ▶ Oral communication skills. Participation in seminars and group work.
- ▶ Teamwork. Working with others through group work.
- ▶ Time management. Attending compulsory seminars and a regular timetable of strict submission deadlines; working well under pressure of deadlines; conscientiousness.

MSc Economics/EIFE Subject Knowledge and Understanding

- ▶ Economic principles. Knowledge and understanding of advanced core concepts and methods of analysis in microeconomics and macroeconomics.
- ▶ Applied economics. Knowledge and understanding of how advanced economic models and quantitative techniques are applied to problems arising in public policy and in the private sector.
- ▶ Economic data. Knowledge of economic trends and patterns; survey data; and an understanding of problems and solutions in economic measurement including evaluation methods.
- ▶ Research and debate. Detailed knowledge of contemporary theoretical and empirical debates and research outcomes in core economics and in some more specialised areas of Economics and International Financial Economics.

MSc Behavioural and Economic Science Cognitive Skills

- ▶ Be able to analyse data and draw conclusions.
- ▶ Ability to synthesise and evaluate theoretical and empirical literature.
- ▶ Be able to conduct reproducible statistical analysis using the general and generalised linear model.
- ▶ Be familiar with the new estimation approach to statistics as well as the traditional null-hypothesis significance test.
- ▶ Demonstrate competence at formulating a valid research question and designing an empirical investigation.

MSc Behavioural and Economic Science Professional Skills

- ▶ Be able to design and run simple experiments in the areas of memory, perception, judgment and decision-making.
- ▶ Ability to conduct research.
- ▶ Manage research and conduct and disseminate research in a way that is consistent with professional and ethical practice.
- ▶ Demonstrate competence at conducting an empirical investigation.
- ▶ Be able to write statistical analysis in the style required by the American Psychological Association.
- ▶ Be able to write up experimental reports in the style required by the American Psychological Association.
- ▶ Research introductory level with the R and Matlab programming languages.
- ▶ Understand and apply a range of research methods and tools.

MSc Behavioural and Economic Science Subject Knowledge and Understanding

- ▶ Knowledge and understanding of advanced core concepts and methods of analysis in microeconomics.
- ▶ Knowledge of economic trends and patterns; survey data; and an understanding of problems and solutions in economic measurement, including evaluation methods; an understanding of fundamental concepts in mathematics and statistics relevant to the other core modules.
- ▶ Detailed knowledge of contemporary theoretical and empirical debates and research outcomes in specialised areas of behavioural and economic science.
- ▶ Knowledge and understanding of how advanced economic models and methods are applied to problems.
- ▶ An understanding of the key concepts in experimental design and the difference between experimental approaches in economics and psychology.
- ▶ An understanding of core concepts in memory, attention, perception, social and neuropsychology and their importance for human judgment and decision making.
- ▶ An understanding of the difference between experimental approaches in economics and psychology.
- ▶ An understanding of how to turn mathematical models into computer simulations.
- ▶ An understanding of the basic principles of research design and strategy, including an understanding of how to formulate researchable problems and an appreciation of alternative approaches to research.

Masters skills programme

The University's Masters Skills Programme (www.warwick.ac.uk/services/skills/events/mastersworkshops) is designed to complement and build on the key skills gained during your academic studies. Workshop topics include working in a team, delivering effective presentations, and organising yourself and your time. The MSc programme also includes dissertation lectures and seminars in the Summer Term as a part of the Academic Writing Programme.

On Track workshops

On Track (www.warwick.ac.uk/services/library/pghub/skills/on_track) is the Postgraduate Hub's programme of workshops, designed to help you maintain your work-life balance and provide practical information and support for your academic development and research. The workshops focus on academic skills, self-development and wellbeing - perfect if you're working on your dissertations, though all postgraduates are welcome to attend.

English language classes

If English is not your first language, you may wish to take one of the free in-session English Language classes organised by the Centre for Applied Linguistics (CAL). This will help your written work, reading and understanding during lectures and seminars. It can also help improve your job prospects as employers will value language skills. More information on free in-session English Language classes can be found at: www.warwick.ac.uk/cal/study/learn-english/in-sessional

References

When you apply for jobs you will usually need at least one academic referee who has some general familiarity with your work and progress over a period of time. Your Personal Tutor is one person who will normally do this. You can also ask other members of academic staff (i.e. lecturers and professors) to act as referees as well as or instead of your Personal Tutor, however, graduate teaching assistants and tutors will refer you to a member of academic staff.

Before citing anyone as a referee you should seek their advice and permission. This is both a matter of courtesy and also to give your referee the permission to divulge information about you to third-parties seeking a reference. Please note that if your Personal Tutor or other nominated referee receives a reference request from, say, a potential employer, the nominated referee will be able to report only if they have previously received your explicit permission to produce a reference for that employer.

In order that references can be as accurate and supportive as possible, please supply your referees with copies of your curriculum vitae (CV) and let them know why you are applying. If you believe that you have some quality or experience that is especially relevant to a particular application, please make a point of telling your referees.

Internships

Internships exist in a wide variety of industries and settings. An internship may be paid, unpaid, or partially paid (in the form of a stipend). An internship can be used to determine if you have an interest in a particular career, create a network of contacts, and some may find permanent, paid employment with the organisations for which they worked.

It is important to note that Tier 4 students are only entitled to work part time (up to 20 hours per week) until the course end date and may not accept full-time internships during the summer vacation. Guidance on working during your studies can be provided by the Office for Global Engagement. More information can be found at: www.warwick.ac.uk/study/international/immigration/tier4/working



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Departmental support

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

Personal Tutor system

You will be assigned a Personal Tutor in October, to whom you can talk about any matters, academic or personal, on which you need guidance or advice. There are designated personal tutor weeks throughout the academic year for all students. In these weeks, you should have a meeting with your Personal Tutor, as a means of receiving feedback on your academic and personal progress and to take this opportunity to ask your Personal Tutor any questions or discuss any concerns you might have. Personal tutor weeks have been fixed for Monday 9 October – Friday 13 October 2017 (week 2) and Monday 5 – Friday 9 February 2018 (week 19). Please note that staff office hours for academic staff only apply in term time, i.e. they might not be available in person during vacation.

However, if you have questions or concerns at other points throughout the year that you would like to see someone about, your Personal Tutor is still there to discuss them. You are NOT restricted to seeing your Personal Tutor only during personal tutor weeks. Every member of staff has feedback hours, so in any week during term time you can use those hours to speak with your Personal Tutor. Please note that academic staff might not be available in person during vacation and office hours only apply in term time.

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

- ▶ How to prioritise your module work.
- ▶ Concerns about application forms for 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.

Director of Academic and Pastoral Support

If you have a concern or problem that is perhaps more serious, it is a good idea to go straight to the Director of Academic and Pastoral Support for MSc Students. You can, of course, discuss any problems with your Personal Tutor, but they may feel that because of the nature of your concern, the Director of Academic and Pastoral Support for MSc Students is in a better position to offer advice. As such, your Personal Tutor may refer you to the Director of Academic and Pastoral Support.

They will be able to offer help and advice or point you in the direction of other people and services within the University. They will respect any confidences (subject to University guidelines on confidentiality). Things you may need to discuss 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 a feedback session and should be used as such. You are in much smaller groups than in lectures, so this is a good opportunity to discuss questions and concepts and receive feedback on your approach to problems and understanding key concepts. These tutors also have feedback hours every week during term time. It is important that you take the opportunity to clarify any areas of confusion and develop your understanding of the topics by further reading and discussion with your peers and tutors.

Postgraduate Office

The Postgraduate Office is a key resource within the Department and is located in room S0.89. If you have questions about your timetable, problems with clashes, or queries about Departmental procedures, you should go to the Postgraduate 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 here.

Director of Taught Postgraduate Studies

Dr Jennifer Smith has office hours throughout the term and can help with academic concerns relating to your course.

Private tutoring

We actively discourage private tutoring arrangements between undergraduate/postgraduate students and Teaching Assistants, Teaching Fellows and academic staff, but do not prohibit it.

If you are experiencing study difficulties are encouraged to make full use of University and Departmental resources, such as advice from their personal tutor, year tutor, and other academic staff, and the guidance provided by Student Careers and Skills, which should be sufficient to meet your needs.

However, we recognise that we are unlikely to be able to prevent private tutoring arrangements; hence the Department imposes the following regulations:

- ▶ A Teaching Assistant, Teaching Fellow or member of academic staff employed in the Department of Economics is not permitted to tutor privately on an undergraduate or postgraduate module on which they are employed to teach or have previously been employed to teach.
- ▶ A Teaching Assistant, Teaching Fellow or member of academic staff who tutors privately is not permitted to access any materials not available to other students registered for the module.
- ▶ Any private tutoring arrangement must not be conducted on University premises.
- ▶ The Teaching Assistant, Teaching Fellow or member of academic staff must assume responsibility for ensuring the tutee is aware that the tutoring arrangement does not form part of the tutee's Warwick degree, that it is not governed by any of the University's or Department's quality assurance mechanisms and that the Department will not be accountable for any misinformation given out as part of the private arrangement.

University support

There is a comprehensive network of support and welfare services available to you to support you in times of difficulty. There is often more than one service which may be able to help, and services work together to ensure that any problems are dealt with swiftly and effectively. Wellbeing Support Services (www.warwick.ac.uk/services/supportservices) acts as a hub for all the different support services. You can visit them if you have a problem, query or difficulty, but aren't quite sure who can help. Student Support will help where they can and refer on to more specialised services where relevant.

More details of the University support services (www.warwick.ac.uk/services/supportservices), including contact details, are given in the following pages.

Director of Student Support and Dean of Students

The Director of Student Support, the Dean of Students and colleagues in Student Support work closely together to help you in times of need. If you need help during your time at Warwick, it is likely that one of them will be able to help.

The Dean of Students and the Faculty Senior Tutors are able to help with serious academic issues, and the Director of Student Support can help with non-academic issues. The Dean of Students is also responsible for developing the personal tutor system and for liaising with and coordinating student welfare functions. The Dean of Students has no disciplinary functions. The Dean of Students' Office (www.warwick.ac.uk/services/dean-of-students-office) website explains in more detail when it would be appropriate to contact the office.

The University Counselling Service

The University Counselling Service (www.warwick.ac.uk/services/counselling) 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.

☎ **+44 (0)24 7652 3761 or internal extension 23761**

✉ counselling@warwick.ac.uk

Disability Services

Disability Services (www.warwick.ac.uk/services/disability) 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.

☎ **+44 (0)24 7615 0641 or internal extension 50641**

✉ disability@warwick.ac.uk

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.

☎ **+44 (0)24 7657 5570 or internal extension 75570**

✉ seniorwarden@warwick.ac.uk

The Chaplaincy

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

☎ **+44 (0)24 7652 3519 or internal extension 23519**

✉ chaplaincy@warwick.ac.uk

The University Mental Health Coordinators

The Mental Health (www.warwick.ac.uk/services/mentalhealth) Coordinators are available to provide students 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. Students are encouraged to disclose their mental health issues either at enrolment or at any time afterwards so that they can actively take part in how best to manage any difficulties that may arise.

☎ **+44 (0)24 7615 0226 or internal extension 50226**

✉ mentalhealth@warwick.ac.uk

The Health Centre

Students resident on campus and in some local areas should register with the University Health Centre (www.uwhc.org.uk). You must be registered in order to use the Health Centre, although the Centre may be able to assist non-registered people in emergencies.

The Health Centre provides primary healthcare 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; and physiotherapy sessions. You should visit the Health Centre if you require a consultation with a doctor or nurse, an emergency appointment, emergency contraception, vaccinations or advice on vaccinations, and sickness certification.

If you are living off-campus, and are not able to register with the health centre, can locate your nearest GP by visiting: www.nhs.uk.

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

The Students' Union Advice and Welfare Service

The Students' Union Advice Centre (www.warwicksu.com/advice) is an independent Warwick Students' Union-run service for all students. It offers free, confidential, non-judgemental advice and support on a whole range of issues.

You can contact the Advice Centre if you have academic problems and difficulties with, for example, exams; change of course; academic appeals and complaints; have a housing problem with their accommodation, on or off campus; have immigration problems, such as entry clearance, family members and working in the UK; have money or legal difficulties; or are simply not sure who to talk to or where to get help.

The Advice Centre is on the second floor of SU HQ (open Monday to Friday, 9am-3pm). It will see students usually by appointment or can be reached by telephone on **024 765 72824** or email: advice@warwicksu.com

The Student Funding Team

The Student Funding (www.warwick.ac.uk/services/academicoffice/funding) team offers advice and guidance on all aspects of financial support.

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

 studentfunding@warwick.ac.uk

Office for Global Engagement

The Office for Global Engagement (www.warwick.ac.uk/study/international) supports all EU and international students during their studies at Warwick and is able to assist with immigration advice (a free and confidential service advising on issues including visa extensions, dependant visas, working in the UK during or after study, travel visas, etc.); practical support (bringing family to the UK, Police registration, providing letters to prove student status for visa purposes, banking); and the International Student Experience (Welcome to Warwick programme and a programme of ongoing induction events, social events and trips for international students and their families and the opportunity to take part in a HOST visit).

Immigration Advice for Students (www.warwick.ac.uk/study/international/immigration)

Advice on immigration can only be obtained via authorised staff who are deemed to meet the Immigration Services Commissioner's Code of Standard and Guidance. You should be directed to the Immigration Team within the Office for Global Engagement (immigrationservice@warwick.ac.uk) or the Students' Union Advice Centre (advice@warwicksu.com) in the first instance for immigration advice. It is also worth noting that changes in a your enrolment status, for instance, temporary withdrawal, can have implications for your ability to hold a visa to remain in the UK and you may wish to seek advice accordingly.

The Office for Global Engagement is located on the first floor of University House Building (open Monday to Thursday, 9am-5pm, Friday 9am-4pm) and can be contacted by telephone on **024 765 23706** or via: www.warwick.ac.uk/study/international/connect/contacts.

The University Security Team

The Security Team (www.warwick.ac.uk/services/campus-security) 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: **+44 (0)24 7652 2222** or internal extension **22222**

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

 security@warwick.ac.uk

University Children's Services

Children of Warwick staff and students are eligible to attend the University Nursery (www.warwick.ac.uk/services/childrensservices/nursery). The Nursery is located on Lakeside, opposite the Scarman House Conference Centre, on Scarman Road and can be contacted by telephone on **024 765 23389** or email: nurseryenquiries@warwick.ac.uk

In recent years, holiday schemes and summer schemes have also been made available by Children's Services at: www.warwick.ac.uk/services/childrensservices.

The University Library

The main Library (www.warwick.ac.uk/services/library) provides you with a wide range of resources to support you with your studies, including printed and electronic books, journals and subject databases. These will all help you find research in your area.

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

- ▶ Use the Get Started online Library orientation programme to find out how to use the library effectively. More information can be found at: www.warwick.ac.uk/services/library/using/help/new-users
- ▶ 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.warwick.ac.uk/services/library) 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 (webcat.warwick.ac.uk/search~S1/v?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 at: 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 allows you to obtain journal articles from some other libraries and can be found at: www.warwick.ac.uk/services/library/using/usingotherlibraries/documentsupply/articleresearch.
- ▶ Document Supply is a more comprehensive scheme for borrowing books or obtaining articles from academic and national libraries in the UK.
- ▶ If you are having trouble finding what you need, there is an Economics Academic Support Librarian to help you. The contact details are on the next page.
- ▶ 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, 7 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, Learning Grid Leamington in Leamington Spa Town Hall 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.

 +44 (0)24 7652 2026

 library@warwick.ac.uk

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.

 +44 (0)24 7657 2712

 Helen.Riley@Warwick.ac.uk

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

The Postgraduate Hub

The Postgraduate Hub (www.warwick.ac.uk/services/library/pghub) opened in March 2012, 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 you to access support and resources dedicated to your needs. You 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.

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

 pghub@warwick.ac.uk

Information Technology (IT) Services

Your email address

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

initials.surname.number@warwick.ac.uk

This address will be your 'official' University email address which we will use for all email communications. It will be your responsibility to ensure that you check your email account. You can access this account via webmail (warwick.ac.uk/mymail).

Mobile email

You can download leaflets (www.warwick.ac.uk/services/its/servicessupport/servicedesk/leaflets) to help you set up your email account on your mobile phone.

Help desk

IT Services provide a dedicated Help Desk to assist with IT-related issues. You can contact them online, via email, by phone or by going to the drop-in centre on the first floor of the Library. Further information on how to contact IT Services can be found at: www.warwick.ac.uk/its

Network access from student residences

The University provides a network connection from every room in student residences enabling you to access the internet and files saved on the network. Use of the residential network is subject to an Acceptable Use Policy.

Computer security

Any computer attached to a network is susceptible to attacks from viruses and spyware. Please ensure you have Antivirus software installed with an up-to-date subscription as this is a requirement for access to the network. IT Services provide free anti-virus and firewall software to help keep your computer safe and can be found at: www.warwick.ac.uk/services/its/servicessupport/software/antivirus.

Open access areas

There are many open access areas (www.warwick.ac.uk/services/its/servicessupport/workareas) 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).

IT facilities in the Department

In the Economics Department room S2.81a is specifically devoted to MSc and Diploma students and is equipped with work stations, a colour photocopier and other space to read and study.

There is also a large computer lab (S2.82) which is available to MSc and Diploma students 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.

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

Printing

An A3 colour photocopier is available to MSc and Diploma 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 to other printers you will also need to purchase printer credits at: printercredits.warwick.ac.uk. Printer credits are purchased online with a debit or credit card. You can also find details of print costs and your printing credit here.

Further details on printing can be found online at: www.warwick.ac.uk/services/its/servicessupport/printing/studentprinting.

Software

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

Other software which may be of particular interest to you is described below:

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

UNIX Software

A wide range of software is available on the UNIX systems (www.warwick.ac.uk/services/its/servicessupport/software/unix) at Warwick, including GAMS, LIMDEP, Maple, Mathematica, MATLAB, SAS, S-Plus.

Software to download

It is now possible to download several of the software packages offered by IT Services. Full details can be found on the software at: www.warwick.ac.uk/services/its/servicessupport/software/list.

Getting help

If you have general problems logging in to IT Services open access areas you should contact the IT Services Help Desk. 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.

Student Laptop Loan service

IT Services provide laptops for short-term loan in the Library - visit IT Services Drop-In Centre on the first floor of the Library, open 9.00am - 5.30pm weekdays.

Training service

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

- ▶ Stata.
- ▶ SPSS.
- ▶ Mathtype.
- ▶ Mathematica.
- ▶ Matlab.

We also offer you the opportunity to study for Microsoft Office Specialist Qualifications. These qualifications are free of charge while you are studying here, so take advantage of the opportunity to develop your IT skills.

General information

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University community values and expectations

At Warwick, we value our diverse and international community, the pursuit and dissemination of knowledge and research with real impact. We nurture intellectual challenge and rational, rigorous debate. We want to support our students and each other to become critical thinkers and collaborative, yet independent, learners - individuals with a global and sustainable outlook, who are able to make an active and positive contribution to society. At the same time, we are committed to working towards a supportive, accessible and inclusive environment within which all members of our community can successfully learn, work, live and socialise.

We uphold the importance, not only of freedom of thought and expression, but also the significance of academic and personal integrity, equality and diversity, and mutual respect and consideration for the rights, safety and dignity of all. More information can be found at: www.warwick.ac.uk/services/equalops

We place great importance on the responsible behaviour of both our students and staff at Warwick. It is important for you, as a student, to have an idea of Warwick's core values and an understanding of the primary expectations of student members of the Warwick community. Take a look at the following to help you understand what this means for you:

What's Expected of Students at Warwick (www.warwick.ac.uk/students/studentbehaviour), summarises key expectations for students and signposts to associated support.

Equal Opportunities Statement (www.warwick.ac.uk/services/equalops), setting the value we place on maintaining an inclusive environment where all can contribute and reach their full potential.

Dignity at Warwick Policy (www.warwick.ac.uk/services/equalops/dignityatwarwick), setting out how our differences are respected and valued and how we aim to prevent and address harassment and bullying.

University Strategy (www.warwick.ac.uk/about/strategy), which sets our vision as a world-class university and our values.

Warwick Student Community Statement (www.warwick.ac.uk/services/aro/dar/quality/categories/wscs), which sets out aims for the University as well as for students.

University Calendar (www.warwick.ac.uk/services/gov/calendar), the main 'rule book' and includes ordinances and regulations which you need to be aware of, including examinations, cheating, use of computing facilities and behaviour.

Student Rights and Responsibilities (www.warwick.ac.uk/services/aro/studentrights), provides quick and easy links to University regulations, policies and guidelines that govern what a you can expect from the University and what you need to adhere to as a student.

Health and safety

The University has published a Health, Safety and Wellbeing policy at: www.warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy.

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

All staff, students and others working in the Department are expected to adopt a positive attitude to health and safety issues and must comply with appropriate legal requirements and University requirements as laid down in the University's Health and Safety Policy.

Key Contacts

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

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

Fire, First Aid and Security

In the event of:

FIRE

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

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

Report any fire incident immediately to the University's Security Control Centre, ext. **22222** or by mobile phone **024 7652 2222**

FIRST AID

The location of First Aid boxes are rooms S0.88 and S1.130. Our First Aiders are Colin Ellis and Sharon Yarrow.

If Emergency services are required, contact the University's Security Control Centre, ext. **22222** or by mobile phone **024 7652 2222**

SECURITY

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

For Emergency services, contact the Security's Control Centre, ext. **22222** or by mobile phone **024 7652 2222**.

The Campus Security team is part of the People Group and has a primary focus on safeguarding everyone within the University's campus community, 24 hours a day - 365 days a year, and work extremely closely with all departments who are concentrated on ensuring the best possible service for students, staff and visitors.

Children on campus

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

Other policies and regulations

- ▶ Study Hours Statement (www.warwick.ac.uk/services/aro/dar/quality/categories/studyhours).
- ▶ Smoking Policy (www.warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy).
- ▶ Data Protection Policy (www.warwick.ac.uk/services/legalservices/dataprotection).
- ▶ University Assessment Strategy (www.warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat).
- ▶ Policy on the Timing of the Provision of Feedback to Students on Assessed Work (www.warwick.ac.uk/quality/categories/examinations/assessmentstrat/assessment/timeliness).
- ▶ Moderation Guidance (www.warwick.ac.uk/quality/categories/examinations/moderation).
- ▶ University Calendar (www.warwick.ac.uk/services/gov/calendar).
- ▶ Proofreading Policy (www.warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/v_proofreading).
- ▶ 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).

Useful forms

The following forms are all located on the MSc Hub at: www.warwick.ac.uk/economics/current/msc/resources:

- ▶ Assessed Work Mark Check Form.
- ▶ Temporary Withdrawal Request Form.
- ▶ Permanent Withdrawal Form.
- ▶ Change in Study Location Form.
- ▶ Ethical Approval for Student Research Form.
- ▶ Self-Certify Sickness Form.





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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.