

Economics at Warwick

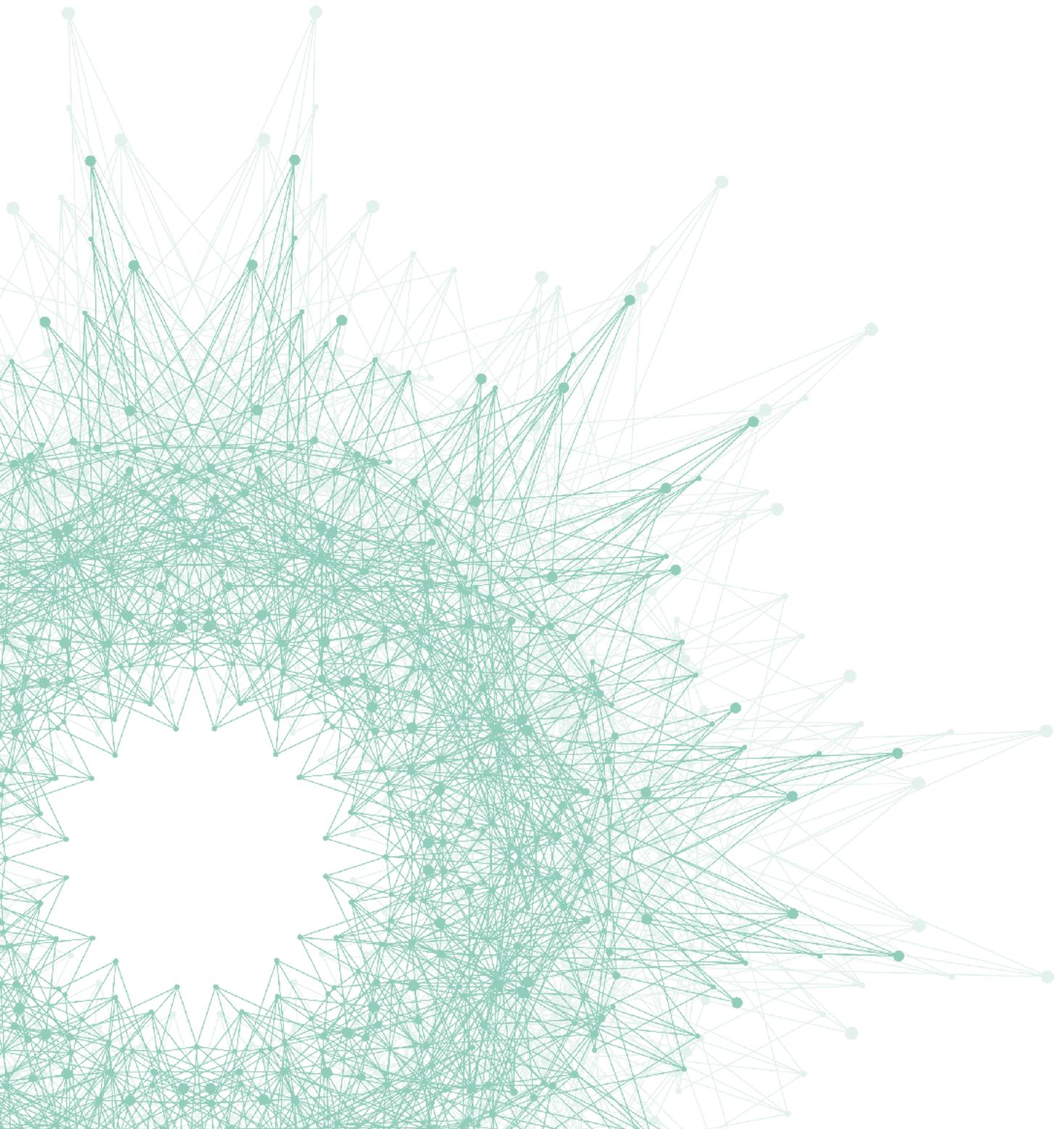
MSc Handbook

2018/2019

Dr Jennifer Smith
Director of Taught Postgraduate Studies
Department of Economics
University of Warwick

WARWICK

ECONOMICS



Welcome

from the Director of Graduate Studies (Taught Degrees)

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.

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. 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.

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 Postgraduate 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 Graduate Studies (Taught Degrees)
Department of Economics
University of Warwick

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Communication and information sources

Tabula

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

You can access Tabula both on- and off-campus. Further details and instructions are available when you log in to Tabula [www.tabula.warwick.ac.uk/].

Moodle

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

Current Students webpages

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

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

Email

Every member of the University has a central email address, usually in the form A.N.Other@warwick.ac.uk. This is the address that we will use to contact you and you should use it to email members of staff.

Please check your email everyday as it is our primary method of contacting you.

Economics Updates 18/19

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

We strongly encourage you to read them.

My Warwick mobile App

If we need to communicate with you urgently about important things to do with your study here (e.g. about Support and Feedback class cancellations or specific deadlines) we use My Warwick alerts which will appear on your phones.

Please do not disable this feature as you may miss important communications.

Social Media

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

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

twitter.com/warwickecon [[www.twitter.com/warwickecon](https://twitter.com/warwickecon)]

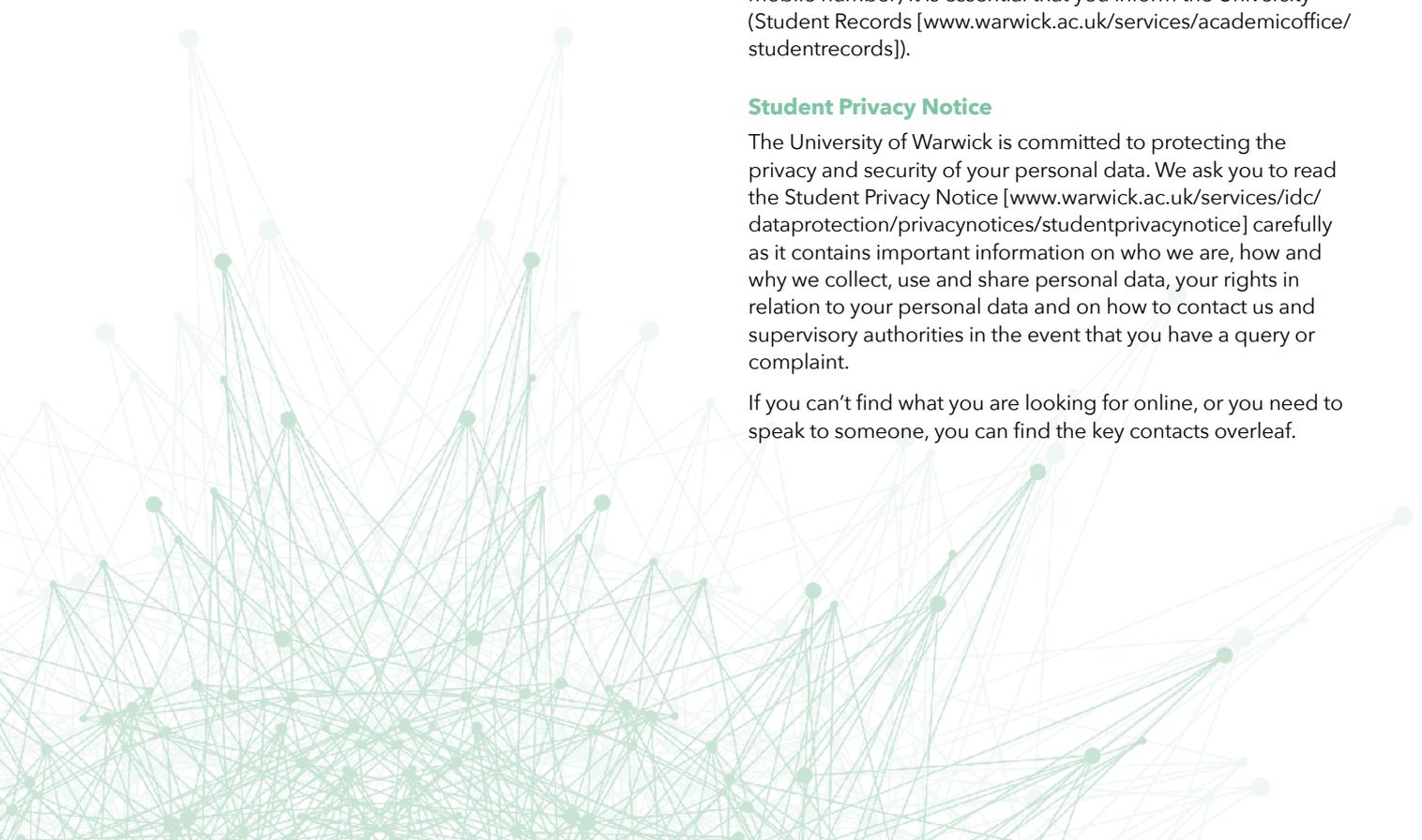
Keeping your details up to date

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

Student Privacy Notice

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

If you can't find what you are looking for online, or you need to speak to someone, you can find the key contacts overleaf.





Administration of the MSc programmes

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 [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

The key committees responsible for the MSc degree programmes are:

- ▶ The Graduate Student-Staff Liaison Committee [www.warwick.ac.uk/ec/current/msc/resources/gsslc] (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 five times per year and further details about GSSLC are included in the Student Voice section.
- ▶ The Graduate Management Committee [www.warwick.ac.uk/economics/intranet/governance/minutes/gmc] monitors the quality of all graduate teaching and learning. It provides information, advice and recommendations to the Teaching and Learning Committee on graduate courses in the Department of Economics. The Teaching and Learning Committee develops and oversees the strategy of all aspects of teaching and learning in the Department, in line with the University Education Strategy. The Chair of the GSSLC is a member of both committees.

The key people in the Department with responsibility for the MSc degree programmes are:

Administration of the MSc programmes



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Administrator
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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).

Advice and Feedback hours

All academic staff (including Support and Feedback class tutors) have Advice and 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. You can also speak to staff at the end of lectures and classes.

Speak with your module Support and Feedback class tutors about the material covered in a module. If there is something you do not understand they will be able to offer you the help you need. Your tutors can offer advice on assignments and may also be involved in the marking of assignments and tests and the provision of individual feedback on such assessments.

Speak with Module Leaders and Lecturers about any academic issues relating to the module that class tutors are unable to answer. Module leaders are responsible for all academic aspects of modules, including lecture content, class questions and solutions, setting assignments and tests and the provision of generic feedback on assessment.

You can speak to the Director of Graduate Studies (Taught Degrees) about any issues relating to the administration of postgraduate modules and Economics courses. Together with the Deputy Director, they will also be able to offer you advice if you wish to change degree courses, withdraw from the University (temporarily or permanently) or if you wish to take an unusual module as one of your options.

Email

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

Telephone

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

What you can expect from us

We want to instil in you 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
- If classes form part of the teaching of the module, the material should be related to the module syllabus and tutors should be well-prepared and confident with the material they are teaching
- 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.

You should 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 Faculty and Teaching Fellows to have two Advice and Feedback hours per week of term, in which they are available to see you to offer advice on all matters relating to the relevant module.

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 [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 classes, lectures and tutorials
- meeting your personal tutor
- submitting your assessments on time
- attending your tests and exams
- adhering to University and Departmental regulations and seeking guidance when unclear
- using your initiative and asking for help when necessary at the earliest opportunity.

We 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.

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 unless it is pre-booked for an experiment.

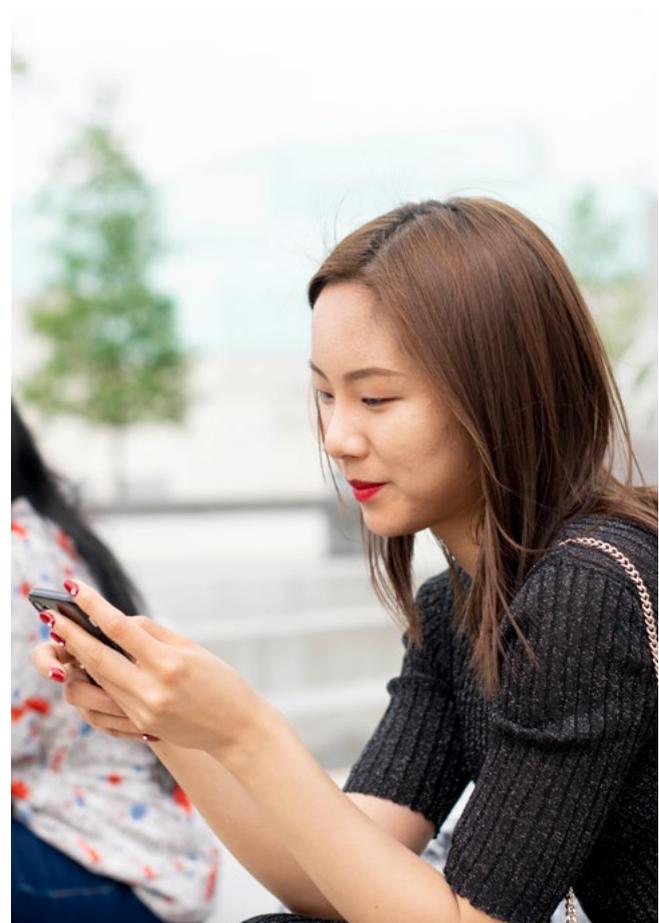
Room S0.84 contains three Bloomberg Terminals, which can be booked [www.warwick.ac.uk/economics/current/shared/bloombergbookings] by MSc students for half-hourly sessions from Monday - Thursday (9.00am-4.30pm) and Friday (9.00am-3.30pm).

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.

You may want to attend our research seminars and workshops [www.warwick.ac.uk/economics/seminars/], 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 2pm.

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.



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 1 October 2018 and runs for 10 weeks. The Spring Term runs from week 15 – 24 and Summer Term is from weeks 30 – 39.

Autumn Term:

Monday 1 October 2018 – Saturday 8 December 2018

Spring Term:

Monday 7 January 2019 – Saturday 16 March 2019

Summer Term:

Wednesday 24 April 2019 – Saturday 29 June 2019

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

Tier 4 visa holders

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

You may not work (paid or unpaid) more than 20 hours per week until the course end date. Please note for postgraduate students this restriction applies to term time and vacation periods.

If you change your study location during the summer vacation from the University campus to elsewhere you must contact the Postgraduate Office for permission using the Change in Study Location form [www.warwick.ac.uk/economics/current/msc/resources/forms/studylocation]. You must still be engaging with your studies during this time and we will continue to monitor your attendance and progress. If you will be away for a period of more than three months you must notify us before you leave as your new study location has to be reported to the Home Office UK Visas and Immigration (UKVI) within 10 days of your departure. The deadline for informing us of a change in study location is Friday 31 May 2019. We will make another report to UKVI when you have returned to the University so please visit the Postgraduate Office when you arrive back.

You may request an authorised absence from your course for a compelling reason such as illness or bereavement. The minimum length of absence is 8 days and the maximum is 6 weeks per academic year. Please complete an authorised absence form and return it to the Postgraduate Office for approval. Periods of authorised absence are not reported to UKVI and as such the Tier 4 visa will not be curtailed, although we are required to maintain records of absence for immigration purposes.



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...ary Panel in the Euro Area

The main central bank in the large area-wide system

- ... have estimated country-by-country ...
- ... country models on shared and common ...
- ... and ... of the ...

CFAR

$$Q = \sum_{i=1}^n \lambda_i Q_i$$

with $\lambda_i = \frac{Q_i}{Q}$

Next steps

Getting started

Induction and enrolment

You should register with the Department on Monday 17 September 2018 between 9.30 – 11.30am in room S2.77 Social Sciences Building.

You will also need to formally enrol as a student with the University's Academic Office between 10.00am – 12.30pm on Monday 17 September 2018 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 18 September – Thursday 27 September 2018 inclusive), lectures for your other Autumn Term modules start on the Monday of

Week 2 (Monday 8 October 2018). There are also introductory meetings about the University Library that form part of our dissertation skills training. Details of all important dates are given below.

Important Dates

Pre-Term	
Mon 17 Sep 2018	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)
	4.15pm – 4.45pm - Library Introductory Meeting (Room MS.01, Grd Floor, Maths & Stats, Zeeman Building)
	5.00–7.00pm - Welcome Reception and Address (Chancellor's Suite, Rootes Building - drinks and food will be provided).
Tue 18 Sep – Fri 28 Sep 2018	Introductory Maths & Statistics, (Room MS.01 Grd Floor, Maths & Stats, Zeeman Building)
Wed 19 Sep 2018	5.30-7.00pm Sports Activities
Fri 21 Sep 2018	5.30pm–7.00pm - Dinner and Quiz (Panorama Room, Rootes Building)
Mon 24 Sep 2018	Introductory Maths & Statistics Multiple Choice Test
Autumn Term (1 Oct - 8 Dec 2018)	
Mon 1 Oct 2018	5.30pm–7.00pm - Question Time, (Butterworth Hall, Warwick Arts Centre)
Wed 3 Oct 2018	Deadline for signing-up online for the compulsory Dissertation Research Methods: Library sessions
Thu 4 Oct 2018	9.45am–12.30pm - Introductory Maths & Statistics Test (Panorama Room)
Mon 8 – Fri 12 Oct 2018	Personal Tutor Week
Spring Term (7 Jan - 16 Mar 2019)	
Mon 7 – Fri 11 Jan 2019	Examinations for EC9011 and EC9012
Mon 18 – Fri 22 Feb 2019	Personal Tutor Week
Mon 18 Mar 2019	Project deadline for EC902 Quantitative Methods: Econometrics A & EC910 Quantitative Methods: Econometrics B
Summer Term (24 Apr - 29 June 2019)	
Mon 6 May - Sat 18 June 2019	MSc Exam Period
Summer Vacation	
Wed 28 Aug 2019	Project submission deadline for MSc Behavioural and Economic Science
Wed 11 Sep 2019	Dissertation submission deadline for MSc in Economics and MSc Economics and International Financial Economics
First week of Nov 2019	MSc results published
Wed 11 Mar 2020	MSc dissertation deadline for those with granted extensions

Course overview

MSc Economics (L1P6) is run entirely from within the Department. MSc Economics and International Financial Economics (L1P7) is also run within the Department and follows a similar structure to that of MSc Economics, but the choice of optional modules and the dissertation topic are more focused.

There are two courses which operate in conjunction with other departments. The MSc in Behavioural and Economic Science (Economics Track) (C8P8) 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 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 Finance Masters Programmes team in the Warwick Business School.

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 information 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.

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 and the minimum pass mark for all postgraduate modules is 50. To be awarded your MSc degree you must pass 150 CATS, including all core modules, 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. If you have not reached the standard required for the award of MSc, you may be awarded the Postgraduate Diploma or Postgraduate Certificate if you reach an appropriate standard. The dissertation/project, which shall be on an approved topic, shall be submitted following successful completion of the taught component of the degree programme.

For further information on degree requirements please read the Examinations [www.warwick.ac.uk/economics/intranet/teaching/handbooks/?h=7&p=1018&v=html] section of the handbook.

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			<p>Three modules (18 CATS), no more than one IB-coded module, from:</p> <p>EC916 Topics in Global Finance</p> <p>EC924 Monetary Economics</p> <p>EC931 International Trade</p> <p>EC941 Game Theory</p> <p>EC943 Industrial Economics</p> <p>EC966 Labour Economics</p> <p>EC977 Panel Data Econometrics</p> <p>EC981 Topics in Public Finance</p> <p>EC982 Topics in Development and Transition</p> <p>EC984 Experimental Economics</p> <p>EC988 Economics of Financial Markets</p> <p>EC989 Behavioural Economics</p> <p>EC990 Topics in Applied Macroeconomics</p> <p>EC991 Topics in Applied Microeconomics</p> <p>EC993 Public Policy in Developing Countries</p> <p>EC994 Applications of Data Science</p> <p>IB967 International Financial Markets*</p> <p>IB9Y2 Behavioural Finance*</p> <p>IB9X7 Derivatives Securities*</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 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)		
				EC959
			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 IB967 International Financial Markets* IB9Y2 Behavioural Finance* IB9X7 Derivatives Securities*</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 & Economic 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 Change: Nudging and Persuasion PS927 Neuroeconomics IB9AN Principles of Cognition IB9Y2 Behavioural Finance*	* Limited places. Please be aware that IB9Y2 is a challenging technical module. You should have a strong mathematics and statistics or econometrics ability.

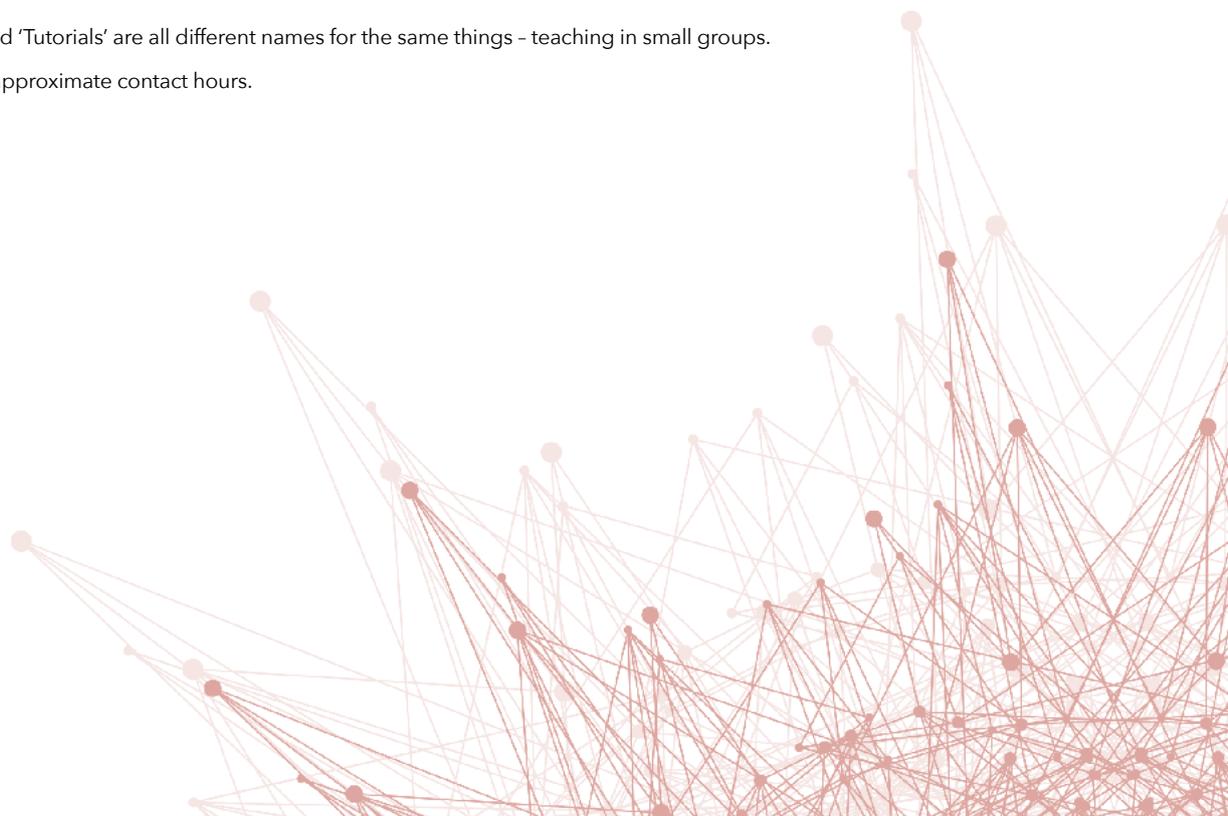


Teaching time

Module	Description	Hours*
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.	42
	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.	54
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.	42
	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.	54
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.	42
	Lectures: Two hours per week for nine weeks in the Autumn Term. Classes: One class per week over eight weeks in the Autumn Term.	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.	42
	Lectures: Two hours per week for nine weeks in the Autumn Term. Classes: One class per week over eight weeks in the Autumn Term.	26
EC959 Dissertation: 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 2018/2019 academic year using the eVision Module Registration (eMR) system. The system will be open from Monday 24 September to Friday 19 October 2018.

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.

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 optional modules by Friday 25 January 2019.

You are not permitted to change between two modules that take place in the same term after eMR has closed in the relevant term. You are advised to make any changes as early as possible, as you may find it very difficult to catch up. If you do change your modules, it is your responsibility to catch up on any missed work and this cannot be used as a mitigating circumstance, should your performance in any module be adversely affected.

Before the end of week 17 of the Spring Term, it is your responsibility to make sure you are registered for the correct optional modules on eMR. If you fail to do this, there can be serious consequences in terms of which exams you are required to sit.

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 [www.warwick.ac.uk/ec/current/msc/modules] webpages.

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 19 October 2018 (week three).

Optional modules

The MSc Economics and the MSc Economics and International Financial Economics require you to take three optional modules, while the MSc Behavioural and Economic Science (Economics Track) programme requires you to take five optional 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 [www.warwick.ac.uk/ec/current/msc/modules] webpages. Although we try to run all optional modules, occasionally, we have to withdraw a module due to availability of staff or the number of students who choose it. If this is the case, you will be informed as soon as possible.

Students of the MSc Economics and the MSc Economics and International Financial Economics may be permitted to take one of three Business School modules, namely; International Financial Markets (IB967), Derivative Securities (IB9X7) and Behavioural Finance (IB9Y2). Students of the MSc Behavioural and Economic Science (Economics Track) may be permitted to take 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 Graduate Studies (Taught Degrees) if you are contemplating this.

There will be a Presentation of Optional Modules Meeting on Friday 5 October 2018 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 classes can be viewed online using Tabula [www.tabula.warwick.ac.uk/]. It will be complete when you are registered for all modules, core and optional, and you have signed up to your module Support and Feedback classes and any other timetabled teaching. Please make sure that you check your timetable regularly. A summary timetable for your course can also be viewed on the MSc website [www.warwick.ac.uk/ec/current/msc/resources/timetable]. We will notify you by email if any lectures or classes 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 [www.warwick.ac.uk/about/visiting/maps/interactive] is a great way to find your location and help plan your route.

Support and Feedback classes

'Module Support and Feedback classes', 'seminars', 'classes', 'tutorials' and 'supervisions' are all different names for essentially the same thing; compulsory teaching in small groups. For core modules you will have Support and Feedback classes to 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. Your preparation for module Support and Feedback classes and participation in the class discussions are essential to your economics education.

Each class is managed by a tutor who will:

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

Class 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.

Class attendance

You can sign up for classes by logging into Tabula. Please note that you are required to attend all of your classes.

At each class 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 MSc forms [www.warwick.ac.uk/ec/current/shared/forms] webpage. Please note that the Department will monitor the number and frequency of episodes of self-certified illness. 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.

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 class. 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.

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.

We do not permit personal capture of lectures or classes without explicit approval of the lecturer or tutor concerned.

The University's Lecture Capture Policy [www.warwick.ac.uk/services/aro/dar/quality/categories/goodpractice/lecturecapturepolicy] and Policy on Recording of Lectures by Students [www.warwick.ac.uk/services/aro/dar/quality/recordinglectures/] provides further information on recording lectures.

Changing programmes of study

Almost all students complete the degree course on which they were first registered. However, a few find that they wish to change degree course. You should not be surprised to feel some occasional doubts about whether or not you are following the right degree course.

If you have persistent doubts about whether you are on the right degree course you should first consult with your Personal Tutor or go along to our Wellbeing daily drop-in sessions [www.warwick.ac.uk/economics/current/msc/resources/wellbeing]. If you decide that you wish to change to another degree course you should make your request by email to Jennifer Smith, Director of Graduate Studies (Taught Degrees).

Transfers involving other departments are never automatic. All transfers to degree courses outside Economics require the specific agreement of the department to which you wish to transfer. Within the Department of Economics, it is sometimes possible to transfer from one of the degree courses to another early in the Autumn Term (no later than the end of week 3). Please be aware that:

- It is normally possible to change between the MSc Economics and MSc Economics and International Financial Economics.
- It is sometimes possible to change from MSc Behavioural and Economic Science (Economics Track) to MSc Economics or MSc Economics and International Financial Economics; this will depend on the modules you have taken at undergraduate level and transfer requests will need to be approved by an Admissions Tutor.
- You will not be permitted to change from an MSc degree to the MRes/PhD in Economics. Guidance on how to apply for a place on the MRes/PhD programme after completing your MSc degree can be found on our admissions [www.warwick.ac.uk/economics/prospective/mres-phd-programmes] website.

Temporary withdrawal

A temporary withdrawal [www.warwick.ac.uk/services/academicoffice/studentrecords/twd] 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 a Temporary Withdrawal Request form [www.warwick.ac.uk/evison], which should be submitted along with the relevant medical or other evidence. The Director of Graduate Studies (Taught Degrees) 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.

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

During a period of temporary withdrawal, you are not permitted to attend lectures or classes. 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 [www.warwick.ac.uk/services/academicoffice/studentrecords/pwd] 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 [www.warwick.ac.uk/services/academicoffice/studentrecords/srforms/]. The Director of Graduate Studies (Taught Degrees) 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 International Student Office for details on visa implications.

Regulation 36.4 [www.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress] explains the grounds and procedure for requiring you to withdraw temporarily or permanently.



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.

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.

- 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 [www.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress] to begin termination of registration proceedings and your case is handed over to the Academic Office.

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.

MSc Economics, MSc EIFE - 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 class for EC902/EC910	Week 18
9.	Attendance at class for EC902/EC910	Week 21
10.	Submission of economics module evaluation	Week 24
Summer Term		
11.	Attendance at an examination	Weeks 32-33
12.	Submission of dissertation proposal	Week 39
Summer Vacation		
13.	Submission of dissertation or attend resit examination(s)	Week 50

MSc Economics, MSc EIFE - Year 2 (March dissertation deadline)		
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 dissertation	Week 24
MSc Economics, MSc EIFE - Year 2 (September dissertation deadline)		
Contact Point	Description	Timing
1.	Contact with PG Office	Week 37-40
2.	Contact with PG Office	Week 45
3.	Submission of Dissertation	Week 50

MSc BES (Economics Track) - 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 class for EC901	Week 4
5.	Attendance at class 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 22
10.	Submission of economics module evaluation	Week 24
Summer Term		
11.	Attendance at an examination	Week 30
12.	Meeting with project supervisor	Week 39-41
Summer Vacation		
13.	Submission of project or attend resit examination	Week 48 or Week 50

MSc BES (Economics Track) - Year 2 (March project deadline)		
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	Week 24
MSc BES (Economics Track) - Year 2 (September dissertation deadline)		
Contact Point	Description	Timing
1.	Contact with PG Office	Week 37-40
2.	Contact with PG Office	Week 45
3.	Submission of Project	Week 48

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

We have always been focused on enhancing teaching and learning. Through the richness of the curricula and syllabi, you are able to develop a range of skills, capacities and capabilities, which are designed to meet the aims and learning objectives of the courses and modules. It is appropriate that different learning objectives are assessed in different ways and this is reflected in a wide variety of types of assessment.

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





Assessment methods

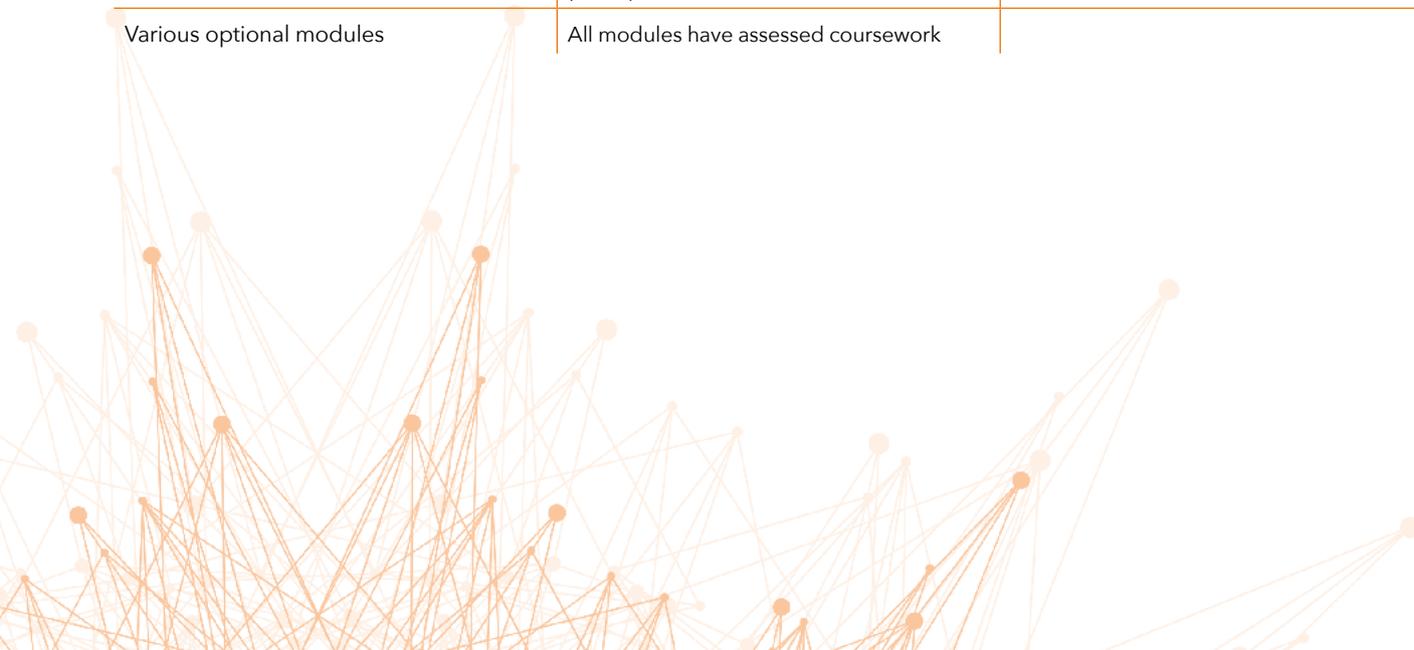
Many modules have coursework. These are summative assessments that contribute to your final module mark and define the progress you have made towards the module's learning objectives.

The assessment methods for each core MSc module are summarised in the table below. Assessment methods for optional modules can be viewed on the relevant module webpage [www.warwick.ac.uk/economics/current/msc/modules/optional].

Name and Code of Module	Assessment (weight)	Exam (weight)
EC901 Economic Analysis		EC9011 Microeconomics and EC9012 Macroeconomics each have a three hour examination in January 2019 (100%)
EC902 Quantitative Methods: Econometrics A	Two tests on Introductory Maths and Statistics (10%) Group project (25%)	Three-hour examination (plus 15 minutes reading time) in May 2019 (65%)
EC910 Quantitative Methods: Econometrics B	Two tests on Introductory Maths and Statistics (10%) Group project (25%)	Three-hour examination in May 2019 (65%)
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 2019

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 (20%)	Two-hour examination in May 2019 (80%)
EC987 Quantitative Methods: Econometrics B (for MSc BES Economics Track students)	Two tests on Introductory Maths and Statistics (20%)	Two-hour examination in May 2019 (80%)
PS922 Issues in Psychological Science	Class Tests (33%), Matlab Exercises (67%)	
PS923 Methods and Analysis in Behavioural Science	Three assignments (90%), Homework (10%)	
PS916 Project	Project (20,000 words) submitted in August (100%)	
Various optional modules	All modules have assessed coursework	



Assessment criteria

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

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, IT problems and so on.

Please note that the submission deadlines and test dates can be found in Tabula [www.tabula.warwick.ac.uk].

Presentation

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

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

You should submit assessed coursework via electronic submission in Tabula.

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 carried out 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 [www.warwick.ac.uk/services/its/servicessupport/software/list/pdfconverter]' from ITS and follow the instructions. Alternatively, on a Warwick PC go into Software Center and install Power PDF. You will then be able to create a PDF within Word by choosing the Nuance PDF tab and then selecting Create PDF. If you do not have any PDF software installed and can only use the Microsoft Word SaveAs PDF feature you MUST select the options button and then untick 'Bitmap text when fonts may not be embedded'. If you do not the file will be unreadable and you will be asked to resubmit your work and may receive a late penalty.
- ▶ 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.
- ▶ You must take care that you have logged into Tabula using your own username and that you are not logged in using a friend's account who has used the computer before you.

Extensions

To seek an extension for assessed work you must make a request on Tabula [www.tabula.warwick.ac.uk/].

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. 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 equivalent manager to sign it and take it to that department so they are aware of your extension.

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).

Marking

A percentage mark will be awarded for each piece of assessed coursework. Marks for all assessed work will be returned to you within 20 University working days of the submission deadline/test date through Tabula. Please note that this excludes weekends and other days when the University is closed. You will receive a notification when your mark is available in Tabula. All assessment and results are only provisional and will not become finalised until after the Exam Board.

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 [www.warwick.ac.uk/ec/current/msc/resources/forms] 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.

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 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.

Module Support and Feedback Classes: 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.

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

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.

Past student performance: The performance of previous cohorts is given on each module webpage [www.warwick.ac.uk/ec/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 Graduate Studies (Taught Degrees), your Personal Tutor and the Director of Academic and Pastoral Support.

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 your feedback to us and raising concerns.

Suspected cheating

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

We define plagiarism as a specific form of cheating, and 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.

Departmental plagiarism procedure

If a marker decides that he or she suspects plagiarism in a piece of coursework, he or she will report it to the Director of Graduate Studies (Taught Degrees), or his/her deputy. A review of the work will take place, and you will be invited to a meeting to discuss the work and the allegation. The Director will then make a recommendation to the Head of the Department about whether plagiarism has occurred and the penalty to be exacted. Where the Head of Department decides an offence has occurred and exacts a penalty, there are a number of different types of penalty available to the Department, with a maximum penalty of a mark of zero on the relevant piece of assessed work. Alternatively, 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 Regulation 11.

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

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

If you are accused of plagiarism, the Director of Graduate Studies (Taught Degrees) will give you the opportunity to make representations before a decision is taken. Please note that if the Department finds that you have committed plagiarism, but you believe the Department's decision to be incorrect, you have the right to refer the matter to the Investigating Committee. A meeting of the Investigating Committee will then consider the case and take a decision as to whether it believes cheating has taken place or not. If it determines cheating has taken place, the Committee will decide on an appropriate penalty, which may or may not be the penalty previously imposed by the Department. Students have the right to appeal against the decision/s of the Investigating Committee, but only on very specific grounds: please see Regulation 11 (6) and Regulation 11(10).

Good practice

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. The Library offers an online Referencing and Avoiding Plagiarism Skills Tutorial [www.moodle.warwick.ac.uk/course/view.php?id=24642]. This helps you to understand what to reference and how to reference as well as understanding what is meant by plagiarism.

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



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.

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 [www.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating] for more information.

Cheating in a class test is dealt within the Department, but may be passed onto the Academic Registrar and the Investigating Committee. If an invigilator suspects you of cheating in a class test, the invigilator should let you know that they will be submitting a report to the Director of Graduate Studies (Taught Degrees). Once the invigilator has warned you that a report will be made, you will be allowed to complete the test. The investigative process and penalties are then the same as those set out for plagiarism and other forms of cheating in coursework.

Where should I go for advice on these matters?

If you have read all of the above and are still not sure what constitutes plagiarism, collusion or other forms of cheating, you should seek advice in good time from 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 data bases, understand their uses and limitations and extract relevant data
5. Work without the need for continuous supervision

Timetable for Summer Term

Midnight Friday 12 April 2019

Deadline for submission of proposed title of dissertation and prospective supervisors online form [www.warwick.ac.uk/ec/current/msc/resources/dissertation/proposed-title-dissertation-supervisor].

Friday 17 May 2019

MSc dissertation supervisors announced.

Friday 30 May 2019

Deadline for submitting ethical scrutiny form (if applicable).

Monday 3 June – Friday 14 June 2019

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

Monday 24 June 2019

Deadline for submitting Dissertation Proposal by e-submission.

Wednesday 11 September 2019

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

Wednesday 11 March 2020

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. Dissertation Research Methods in the Spring Term 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 2018-2019, 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 12 April 2019 (week 28).

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 17 May 2019, 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 Graduate Studies (Taught Degrees). 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 to develop research skills

In the Spring Term and Summer Terms we run Research Methods lectures and workshops to equip you with the necessary skills required for research and help to prepare you for your dissertation. The weekly sessions will explain the dissertation process, how to select your topic, what makes a good dissertation, how to complete literature reviews and identify your data. We will continue to build on your skills in econometrics packages with lectures on STATA and MatLab. Library dissertation training sessions will explain available resources and how to access databases. We also arrange lectures and workshops on academic writing skills. A detailed schedule for the lectures and workshops will be announced in the Spring Term.

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.

Data

It is very important that you identify appropriate data source(s) for your dissertation if you are doing an empirical topic, and you should discuss the availability of sources with your supervisor an early stage.

Some organisations will only supply data on the condition that it would be stored on the Department's secure servers and that the Department would take legal responsibility for it. Unfortunately, the Department is unable to meet these conditions, and in this situation you would need to use an alternative data source.

Please also be aware that the Department does not typically pay for data sets or cover other costs relating to MSc dissertation data collection (for example, surveys). Therefore, please identify data that are already available or can be acquired free of charge. Our Economics Academic Support Librarian, Helen Riley, is happy to help you find the information you need for your research, show you how to use specific resources, or discuss any other issues you might have (Helen. Riley@warwick.ac.uk).

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 [www.warwick.ac.uk/ec/current/msc/resources/dissertation].

The form should be submitted to the Postgraduate Office by Friday 31 May 2019 (week 35).

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, comprising your 5-10 minute presentation followed by five minutes of 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.

Please note that your supervisor will not comment on a draft of your proposal before you submit it.

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 24 June 2019 and you should submit your proposal electronically via Tabula.

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 Dissertation Research Methods sessions.

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. 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 evidence 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.

Submitting your dissertation

Your MSc dissertation, programmes and data must be submitted electronically via Tabula e-submission [www.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/ec/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 and feedback

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 2019, when your mark and comments will be provided through Tabula. Second markers are not required to write comments, though they can do so if they wish. If the second marker does write comments these can be included separately or they can be combined into a joint report.



Research project guidelines for MSc Behavioural and Economic Science

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. If you are conducting research using the internet, you must also read the British Psychological Society guidelines on internet mediated research. Both documents can be found on the BPS website [www.bps.org.uk].

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 and your supervisor's joint responsibility to ensure that ethical approval is secured, and this should take place very early in the Summer Term.

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.

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. 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 evidence 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

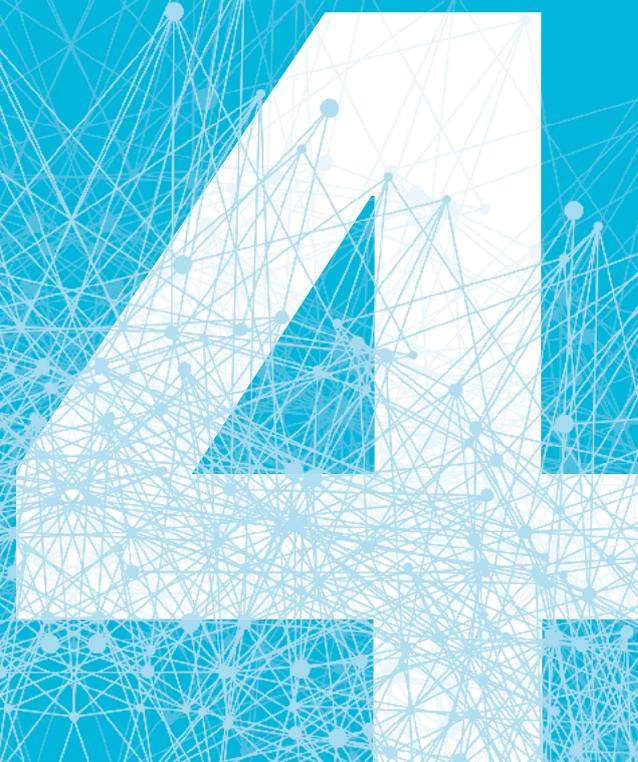
Assessment is based upon the project report. In assessing reports, some of the points markers will have in mind are:

- ▶ 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, employing the criteria described elsewhere in this handbook. No feedback on the result of your project is possible until after the Exam Board meets in November 2019, when your mark and comments will be provided through Tabula. Second markers are not required to write comments, though they can do so if they wish. If the second marker does write comments these can be included separately or they can be combined into a joint report.

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Examinations

Much of your assessment will be in the form of University examinations. For each exam, you are required to bring your student ID card and place it on your desk, so that your identity can be checked during the examination. A seat plan will be displayed outside of the exam hall for University exams and you must sit in your allocated seat. For the Introductory Maths and Statistics Test in week 1 of the Autumn Term you may sit in any seat.

In some departments where modules are assessed by a combination of coursework and examination, examiners prohibit you from answering exam questions that overlap with coursework previously submitted. This is not the case in Economics. In all EC-coded examination papers, you may answer any question subject to the restrictions (rubric) written on the question paper itself, regardless of the assessed work you have submitted. Modules offered by other departments have their own examination methods. It is your responsibility to familiarise yourself with these, particularly regarding their rules and procedures for assessed work.

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

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	27.1%	50
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 (core modules)	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
Taught (optional modules)	Choose 5 modules from: EC984 Experimental Economics EC989 Behavioural Economics PS918 Psychological Models of Choice PS919 Behavioural Change: Nudging and Persuasion PS927 Neuroeconomics IB9AN Principles of Cognition IB9Y2 Behavioural Finance	Each 8%	15
Project (core module)	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, including all core modules; 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; 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.

Exam timetable

MSc examinations [www.warwick.ac.uk/ec/current/msc/resources/exam_timetables] normally take place in the first week of the Spring Term (EC9011 Microeconomics and EC9012 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.

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

It is your responsibility to check the date, time and location of your exams and ensure you are there in time. If you miss or are late to an exam, you are not permitted to sit the exam later in the day. You will receive a mark of zero.

Mitigating circumstances

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

Mitigating circumstances are defined as:

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

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

Deadlines

Where you are applying for an extension to a coursework deadline because of mitigating circumstances, you must apply as soon as possible and before the submission deadline. 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 mitigating circumstances claims must be submitted as soon as possible and no later than **five working days before the Mitigating Circumstance Panel**, which normally takes place one week in advance of the exam board. For the June Exam Board the deadline for submitting claims is **4 June 2019**.

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

Medical evidence

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

Who to talk to

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

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

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

Possible action by the Exam Board

For severe mitigating circumstances the Exam Board might recommend the candidate sits (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. It may be recommended that no action is required in terms of progress decisions, but the circumstances will be carried forward and be considered when determining the degree classification at a future meeting of the Board of Examiners.

Reasonable Adjustments

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

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

- ▶ Noting 'substantial' is defined as 'more than minor or trivial' and that a disability is defined as 'a physical or mental impairment that has a substantial and long-term negative effect on the ability to carry out normal day-to-day activities'.
- ▶ Students who have long term chronic conditions or disabilities and who believe they are entitled to reasonable adjustments should in the first instance contact Disability Services or Mental Health and Wellbeing and request an appointment [www.warwick.ac.uk/services/supportservices] to discuss their support requirements.
- ▶ A reasonable adjustment may be unique to the individual and could include special examination arrangements, delayed deadlines but also alternative methods of assessments.

- ▶ Any reasonable adjustments made are evidence based; students are required to supply appropriate and recent medical evidence, or, in the case of a specific learning difference such as dyslexia or dyspraxia, a full diagnostic assessment. The type of appropriate evidence required can be discussed with Disability Services or Mental Health and Wellbeing.
- ▶ Once a student has met with Wellbeing Support Services, the adviser will contact the student's department and the Examinations Office (with their permission) to recommend any specific adjustments.
- ▶ Reasonable adjustment recommendations for examinations must be made before the annual deadlines as set out by the Examinations Office on the Disability Services [www.warwick.ac.uk/services/disability/howwecanhelp/examinations] website. Recommendations that are made AFTER these deadlines will be handled under the Mitigating Circumstances Policy.
- ▶ Recommendations to apply reasonable adjustments may include for the student to be able to complete assessments via alternative assessment methods; bearing in mind that academic or professional standards in relation to core competencies and assessed criteria still need to be met.
- ▶ Further information on disabilities and reasonable adjustments can also be accessed in the University's Disability Policy [www.warwick.ac.uk/services/qualops/disability/policy].

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 with the rubric beforehand and doing what the rubric asks
- ▶ arrive in good time and check the seating plan located outside the exam hall and find your name and seat number
- ▶ 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 through these links:

- ▶ Students' Union [www.warwicksu.com/advice/academic/examinations/]
- ▶ University Counselling Service [www.warwick.ac.uk/services/tutors/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. A mark of zero will be given for the exam if you are caught with a mobile phone regardless of whether you were using the phone.

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

You are reminded that you should not take any bags, cases, or rucksacks 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)

Small personal items such as keys, wallets and purses that you would normally carry with you may be kept on the person e.g. in pockets or in permissible pencil cases.

Further information about bags in exam rooms [www.warwick.ac.uk/services/academicoffice/examinations/students/bagsinexams] can be found on the Exams website.

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 Director of Postgraduate Taught Programmes 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 [www.warwick.ac.uk/services/academicoffice/examinations/students/special_examination_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 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 three external examiners appointed by Senate. The Board, chaired by the Director of Graduate Studies (Taught Degrees), makes recommendations that are subject to confirmation by Senate.

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.

External examiners

External examiners are experienced senior academic 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 all the Board's decisions are fair. External Examiners also contribute towards the upkeep of standards of marking by moderating a sample of student assessments. We have three MSc external examiners:

- ▶ Professor Guido Ascari (University of Oxford)
- ▶ Professor Miltos Makris (University of Southampton)
- ▶ Professor Steve Leybourne (University of Nottingham)

The role of the External Examiner is to ensure that:

- ▶ degrees awarded are comparable in standard to those in similar degree courses in other universities in the United Kingdom
- ▶ the assessment system is fair and is fairly operated in the classification of students
- ▶ degrees awarded are at the appropriate level as set out in the Framework for Higher Education Qualifications (Chapter A1 of the UK Quality Code) and take appropriate account of the relevant Subject Benchmark Statement
- ▶ students achieve the learning outcomes for the degrees set out in the relevant Course Specifications.

External Examiners also write a report on their views of the quality and standards of the assessments and examinations conducted in the Department and on the administrative processes behind this. The Department considers these reports at the Graduate Management Committee, sends a formal response back to the External Examiner, and considers how to incorporate any suggestions made into Departmental provision. The reports are shared with the Graduate Student-Staff Liaison Committee.

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 or Postgraduate Certificate in place of the MSc.

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 fail to 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.

Prizes

The Department of Economics currently has the following prizes and awards to bestow on MSc students in the 2018-19 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).

Examination feedback

Following the decisions of the Exam Board, you will be notified by email when exam results are viewable. 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 [www.warwick.ac.uk/ec/current/msc/resources/assessment-feedback] webpages.

Following the September examination period, you will be provided with feedback from the main examinations, in the form of a break down of the marks you obtained per question on each module and, where the number of students is large enough, the summary statistics per question and the overall mark distribution will also be available so that you can compare your performance with others on the module. Generic feedback on main examinations will also be provided through a summary covering what was generally done poorly and what was done well. Bottom line solutions to quantitative papers will also be provided as a further form of feedback. All feedback will be provided after the September examination period so that no student is advantaged and the feedback will be available for a limited period of time. The feedback is there for you to reflect on your performance, but you are not permitted to discuss the feedback with any member of staff.

If you are re-sitting exam(s) in September /January you will be given your failed exam script to see how this has been marked. We provide the scripts as a way for you to review and reflect upon your performance and as a way of helping you to prepare for your resit. This copy provides all of the information that can be provided. You will not be able to use the information to demand further explanation from tutors or lecturers, or to challenge marks or academic judgement. You must not approach lecturers, tutors, or markers to ask for additional feedback. While you may submit an academic appeal against the decision of an exam board on various grounds, there is no provision for students to challenge academic judgement of examiners or to dispute marks awarded in individual modules or pieces of work. Note, also, that the moderation process may have had the effect that the final mark on your script does not coincide exactly with the marks given to each part answer. This policy only applies to EC-coded modules. Other departments may have their own policy for their own modules, which you will need to ask those departments about.

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

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. Appeals must be submitted within 10 University working days of the date of notification of the decision of the Board of Examiners that is the subject of the appeal. The academic appeals process is to be completed typically within 80 University working days. You are required to complete a form if you wish to appeal against the decision of the examiners for your course and should consult the Postgraduate Academic Appeals [www.warwick.ac.uk/services/academicoffice/gsp/guidingyouthrough/reg42appeals] website.

The appeal procedure may not be used to challenge the academic judgement of examiners, dispute marks awarded in individual modules or pieces of work, appeal against the requirement that a student is required to resubmit work or resit examiners, or challenge the decision to award an MSc degree at pass level rather than with distinction or merit.

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

- (a) You are in possession of evidence relevant to your examination performance which was not available to the Board of Examiners when their decision was reached. You must provide evidence of good reason for not having made the Board of Examiners aware of this evidence prior to the assessment decision.
- (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 your enrolment at the University. In this instance, you are required to explain why a complaint under the Student Complaints Resolution Procedure [www.warwick.ac.uk/services/feedbackcomplaints/students/complaints/] was not made at an earlier stage.

If you have any queries about appeals please contact pgappeals@warwick.ac.uk [www.academicappeals@warwick.ac.uk]

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 7, providing that a mark of at least 40 is obtained in the failed module(s) and all core modules are passed. Where departments require students to attain higher volume of credit at level 7 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 7, providing that a mark of at least 40 is obtained in the failed module(s) AND all core modules are passed. Where departments require students to attain 120 credits at level 7 for the award of Postgraduate Diploma this must be clearly specified in information supplied to students.
- (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.
- (i) Where departments wish to maintain flexibility of award as outlined in (f) and (g) above, they may indicate modules, which students must take, but where the achievement of a pass mark of 50 is not critical for progression (within the context of paragraph (f) above). Any such arrangements must be clearly specified in information supplied to students and these 'required' modules listed.

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. Departments are however required to keep a record of the uncapped mark, although it would not appear on the student's transcript.
- (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) and all core modules are passed. Where departments require students to attain a higher volume of credits at level 7 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, Postgraduate Diploma, Postgraduate Certificate or Postgraduate Award should be with merit if a student attains an Award Average (weighted according to the credit rating of the modules comprised within the award) of between 60.0 and 69.9 inclusive and with distinction if a student attains an Award Average of 70.0 or above. Where departments specify that a student must attain a mark on a particular module or modules of 60.0 or above for an award with merit or 70.0 or above for an award with distinction this must be specified in information provided to students.

(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.

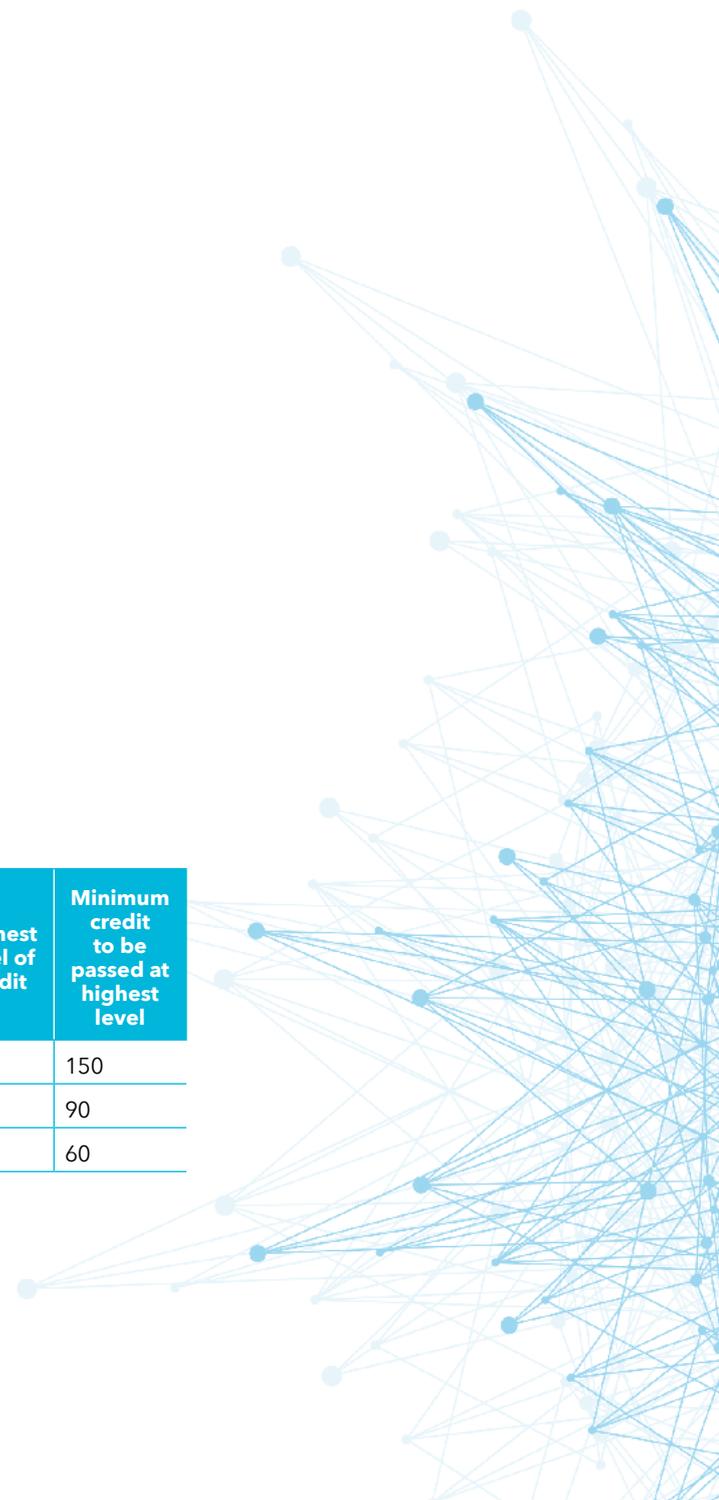
(e) Where there is evidence of serious medical or personal problems disclosed to and discussed by the relevant departmental Special Cases Committee that committee may make recommendations to the relevant Examination Board as to the extent to which these special circumstances should be taken into account. 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 modules	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).



Your feedback and concerns

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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 Graduate Studies (Taught Degrees)
- ▶ The Graduate Student-Staff Liaison Committee [www.warwick.ac.uk/economics/intranet/teaching/handbooks/?h=7&p=1594] (GSSLC)
- ▶ Attending a focus group
- ▶ The Postgraduate Taught Experience Survey [www.warwick.ac.uk/economics/current/msc/resources/ptes](PTES) in the Summer Term
- ▶ Departmental online feedback form [www.warwick.ac.uk/ec/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 and all responses are anonymous. Feedback is most useful when it is provided in a considered and thoughtful way. The Autumn and Spring Term online module evaluation also form two of your Monitoring Points.

Why is feedback collected?

We seek to improve our teaching provision and your learning experience on a continuous basis. We need to identify problems in order to mitigate or eliminate them. We need to know what you find helpful so we can disseminate best practices in teaching and learning throughout the Department. Your responses are an essential input into these processes. If you treat it seriously and responsibly, so can we. The information collected from Module Evaluations is reviewed by senior management in the Department and used in staff performance reviews. As a Department, we also look at your suggestions for improvement across modules and consider changes based on these.

What is useful feedback?

You receive feedback whenever your coursework is marked and returned to you with the marker's comments. Thinking about what you like and dislike as feedback on your coursework will help you recognise what is useful feedback for your module teachers and for departmental management.

Be honest

The process of 'teaching and learning' requires participation by two people – the teacher and you. The benefit to you from taking a module will depend in part on your own input. This is not just your physical presence at lectures and module Support and Feedback classes and the number of essays you have submitted. Amongst other things, it is also your preparation and background reading, your participation in discussion and joint work and so on. If you feel you did not get much out of a module, ask yourself honestly how much you put in. Learning new things is rarely achieved without effort and discomfort and is normally accompanied by temporary confusion. If you experienced boredom or a failure of motivation, consider how you should apportion responsibility between your teachers and yourself.

Try to separate content from personality

During your time at Warwick you may be taught by dozens of members of staff. It would be surprising if you liked them all equally as people or if some, at least, didn't have habits that are irritating to you. Try to distinguish between your reactions to their personality and to their teaching. It is possible for you to dislike someone but still derive benefit from their teaching (and the other way round, of course).

Be considerate

Lecturers have feelings too. Sometimes criticism is justified, but try to offer criticism in a sensitive way. Comments such as "X is the worst lecturer I've ever had" aren't useful or constructive. Think what it would mean to you to be told: "This is the worst essay I've ever marked". It would hurt your feelings. Then you might get angry and think: "That says more about you than me."

Be conscientious

Please complete the online evaluation forms in weeks 10 and 24, respectively. If only a small proportion of forms are returned, our perceptions of students' views may be biased as a result. Don't lose your chance to be heard.

What happens to your feedback?

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

- ▶ The written comments are retained by the module leader, though they are also read by the Head of the Department.
- ▶ Each module leader writes a response to the main points raised in the module evaluation. These responses are shared with students via module webpages.
- ▶ A summary of the responses to module evaluations is shared with the SSLC.
- ▶ At the end of the year each module leader writes an annual module report, incorporating both qualitative and quantitative feedback results.
- ▶ These reports are reviewed by the Director of Graduate Studies (Taught Degrees), who summarises the main issues for the Department's Graduate Management Committee. This identifies causes for concern, suggests action to overcome problems, and monitors trends from year to year. Reports may also be made available to outside agencies such as QAA subject review assessors.
- ▶ Finally, sections of module reports will be made available to

your Student-Staff Liaison Committee and will be uploaded to module web pages.

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

Postgraduate Taught Experience Survey

The Postgraduate Taught Experience Survey (PTES) is conducted annually and is a survey of taught postgraduate students in all UK universities about their learning and teaching experience.

PTES allows us to get honest feedback from you on what we do well and what we could improve further to be able to maintain our reputation as one of the top economics departments globally. Survey results are important for prospective students considering economics at Warwick.

Find out about the feedback we have acted upon [www.warwick.ac.uk/ec/current/msc/resources/ptes/you-said-so-we-did], from the PTES and other feedback, and how we have worked together to implement some real improvements to your teaching and learning experience.

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 behaviour by a staff member, student or individual associated with the University.
5. Failure of the University to follow an appropriate administrative or academic process.

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

1. A routine, first-time request for a service.
2. A matter purely relating to academic judgement.
3. An academic appeal against a decision made by an exam board.
4. A request under the Freedom of Information Act, Data Protection Act, Subject Access Requests.
5. A request for information on University policy or practice.
6. A response to an invitation to provide feedback.
7. An insurance claim.
8. An attempt to have a complaint reconsidered when the University has already given its final decision.
9. An accusation of research misconduct.

10. A challenge to an admissions decision.
11. A complaint about the Students' Union.
12. A complaint about matters which have already or are under consideration by the Office or the Independent Adjudicator for Higher Education (OIA), a court or tribunal.

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

Informal channels (stage 1)

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

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

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

Occasionally there are disputes of a personal nature. These are rare, but cannot be ruled out in a large organisation like a university. Personal difficulties may arise if you believe that another student or a member of staff is discriminating against you or harassing you on the grounds of personal dislike or broader prejudice. In such circumstances you may take the matter up with your 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 [www.education@warwicksu.com] or the Student Advice Centre [www.warwicksu.com/advice] for support.

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

Formal channels (Stage 2)

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

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

Formal channels (Stage 3)

If you remain dissatisfied with the outcome of your Stage 2 complaint, you may escalate it to Stage 3 of the complaints procedure. This stage is the Formal Institutional Review and Final Resolution, which is where you may appeal to a higher body within the University for a review of the process to ensure that appropriate procedures were followed and that the decision was reasonable. This stage of the complaints resolution procedure is concluded within 30 days.

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

Office of the Independent Adjudicator (OIA)

If your complaint reaches the point where it has exhausted the three stages of the Student Complaints Resolution Procedure, you have the right to refer your complaint to the Office of the Independent Adjudicator for Higher Education (OIA) [www.oiahe.org.uk/]. The OIA must receive the complaint within



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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 8 October – Friday 12 October 2018 (week 2) and Monday 18 – Friday 22 February 2019 (week 21).

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 Advice and 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.

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, queries about Departmental procedures, or wish to submit a claim for mitigating circumstances, you should go to the Postgraduate Office in the first instance.

Director of Graduate Studies (Taught Degrees)

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

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.

Tel: 024 765 75570

Email: studentsupport@warwick.ac.uk

Wellbeing Support Services and Dean of Students' Office

The Director of Wellbeing and Safeguarding, 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/tutors] 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/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.

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

e: counselling@warwick.ac.uk

The University Mental Health Coordinators

The Mental Health [www.warwick.ac.uk/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.

t: +44 (0)24 7615 0226 or internal extension 50226

e: mentalhealth@warwick.ac.uk

Disability Services

Disability Services [www.warwick.ac.uk/disability] encourages existing students and applicants to declare any disability or learning difference and contact us in advance to discuss their support requirements to enable us to make reasonable adjustments for the duration of their studies. Please note that students with mental health difficulties or disabilities are signposted to and supported by the Mental Health and Wellbeing team and the Counselling Service at the University that are also part of Wellbeing Support Services. The University of Warwick and Wellbeing Support Services as a whole are committed to equality, diversity and to promoting an inclusive teaching and learning environment for all.

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

e: disability@warwick.ac.uk

Postgraduate Mentoring

PG Mentoring [www.warwick.ac.uk/services/library/pghub/mentorship/] has been created to give you the opportunity to get pastoral support and advice from trained PG Mentors. Our mentors range from Masters' students to Early Career Researchers who have a wealth of postgraduate and Warwick experience. This online platform is accessible to all Warwick postgraduate students, allowing you to be part of our community no matter where or how you are studying.

The Students' Union Advice and Welfare Service

The Students' Union Advice Centre [www.warwick.ac.uk/advicesu/] 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 [www.campus-cms.warwick.ac.uk/share/d7ae7a3b91c136030209de3749c96541] 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@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.

t: +44 (0)24 7657 5570 or internal extension 75570

e: seniorwarden@warwick.ac.uk

The Chaplaincy

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

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

e: chaplaincy@warwick.ac.uk

The Health Centre

Students resident on campus and in some local areas should register with the University Health Centre [www.warwick.ac.uk/whc]. 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 health-care GP services to registered patients; two medical practices with both male and female doctors; nurse practitioners and Practice Nurses; sexual health clinics; travel clinics and immunisation facilities; 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, you can locate your nearest GP by visiting: www.nhs.uk [www.warwick.ac.uk/nhs].

The University Health Centre [www.warwick.ac.uk/whc] is located on Health Centre Road and can be contacted by telephone on 024 765 24888

The Student Funding Team

The Student Funding [www.warwick.ac.uk/studentfunding] team offers advice and guidance on all aspects of financial support.

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

e: studentfunding@warwick.ac.uk

International Student Office

The International Student Office [www.warwick.ac.uk/services/iso] 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

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 International Student Office (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 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 Immigration Service [www.warwick.ac.uk/immigration] 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: warwick.ac.uk/immigration.

The University Security Team

The Security Team [www.warwick.ac.uk/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

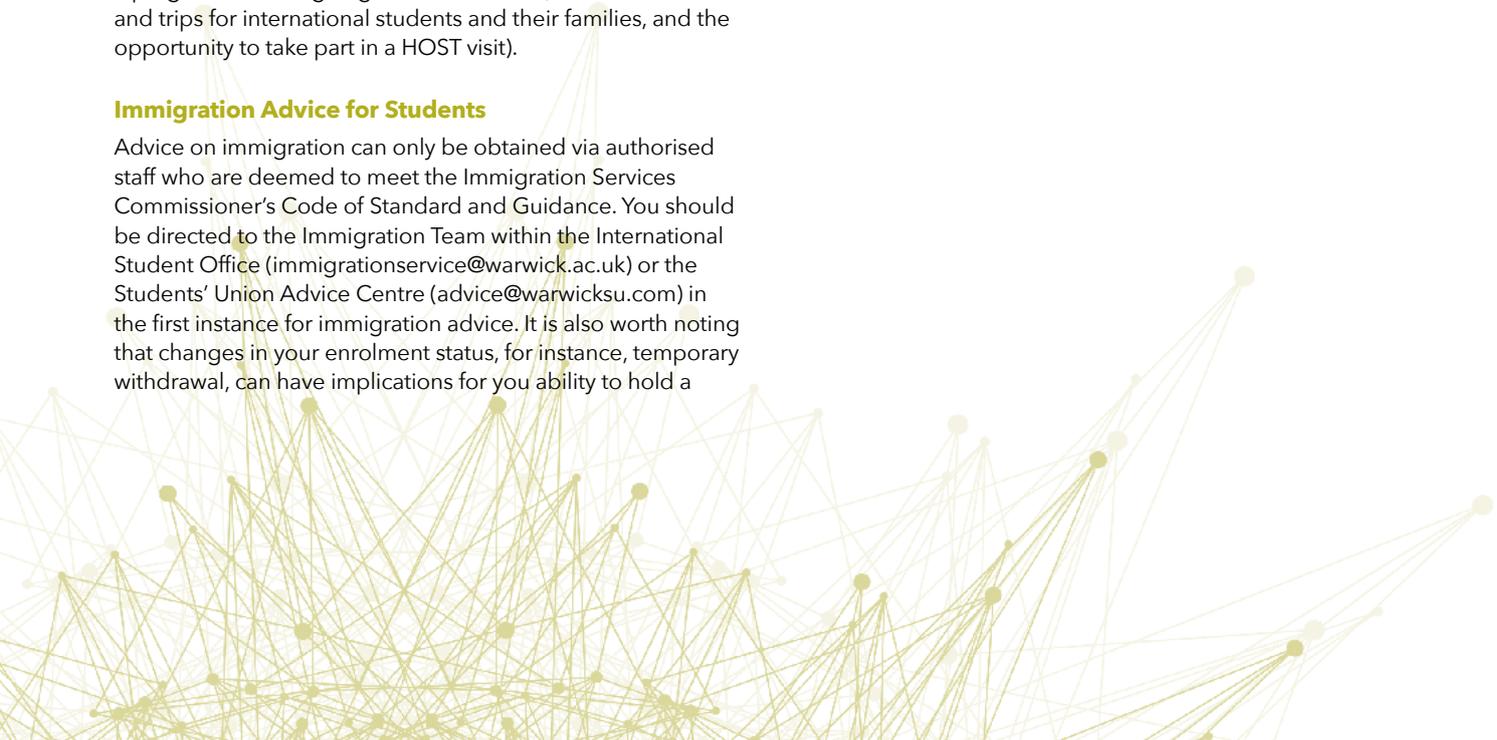
t: +44 (0)24 7652 2083 or internal extension 22083

e: 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/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 [www.warwick.ac.uk/services/childrenservices].



Student Voice and how to get involved

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Graduate Student-Staff Liaison Committee

The MSc GSSLC (Graduate Student-Staff Liaison Committee) 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. If you would like to raise an issue please email your student representatives at: economics.mscssl@warwick.ac.uk.

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 five 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:

- ▶ All students are asked to submit a candidacy.
- ▶ Department hosts online voting.
- ▶ Elected representatives agree on Chair and Secretary.

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 it is to chair the GSSLC meetings
- ▶ The Secretary has to take minutes of the meetings and replaces the Chair in her/his absence. The minutes are circulated to all students so 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 and Secretary in particular, are responsible for collecting these issues and sending them in on time
- ▶ Ask your fellow students what they think about the courses
- ▶ Your job is to help the students and the Department to communicate. If you are willing to listen carefully to both, and if you like to communicate and to analyse problems, you will be able to make a great contribution indeed

During the Summer Term the representatives will be asked to prepare an annual report of the year. This will be considered by the University and Students' Union to monitor the effectiveness of the SSLC system, highlighting issues and examples of good practice. All GSSLC meeting minutes must be uploaded to the SU website and provide another way for the Students' Union and the SSLC Staff Co-ordinators to keep informed of current developments and issues of concern or good practice. The Education Officer, Postgraduate Officer and SSLC Co-ordinators have membership on the University's Academic Quality and Standards Committee to make representations on behalf of the SSLC system and escalate any issues accordingly.



Economics Society

Warwick Economics Society [www.warwickeconomicsociety.com] is one of the longest standing academic Students' Union societies and one of the largest on campus with more than 1700 members from 130 degree programmes. Its aim is to offer you a diverse range of events which help you to progress, not only academically but also with your chosen career path. With sponsors including top law, accountancy and banking firms, the society host some excellent careers events and talks. The Society put on some of the most talked about socials on campus, and also boast some of the strongest sports teams at Warwick, providing opportunities to get involved with football and netball in the earlier terms and cricket and rounders later on. They also produce Assumptions magazine, and this year organised a debating competition where the winners were able to debate in a larger competition against students from other top universities.

There are many other fantastic societies that you can get involved in. Other popular societies for Economics students include Warwick Economics Summit, Warwick Finance Societies, TEDx Warwick, Warwick Emerging Markets Society, Warwick International Development Society, Warwick Africa Summit and many more.

Warwick Economics Summit

Warwick Economics Summit [www.warwickeconomicssummit.com] is one of the largest student-run academic conferences in Europe, featuring world-renowned figures, engaging debates and educational workshops. The Summit covers a range of global issues including politics, development, finance and psychology. It provides an opportunity for anyone with an interest in economic affairs and politics to discuss the latest worldwide developments. In the past, the Summit has hosted Nobel Prize-winning academics such as Tawakkol Karman, George Akerlof and John Nash, along with key policy makers such as Andrew Bailey, Laurence Tubiana and Dame Barbara Stocking. The weekend offers the chance to meet and learn from a truly diverse group of students, and to socialise with delegates from around the world at the black tie ball.

Economics Ambassadors

Each year we have the opportunity for a certain number of our students to become paid Economics Student Ambassadors to promote the Department and enhance their own student experience.

Student Ambassadors assist in the running of numerous events including:

- ▶ Open Days
- ▶ Guest lectures
- ▶ Student Experience events and activities
- ▶ Summer schools
- ▶ Induction

Activities may include conducting campus tours; talking to visitors and prospective students, as well as new students especially during the first weeks of term; signposting visitors and running sessions on student life. We are also looking for Ambassadors who can help us with case studies and student videos.

We will provide training and briefings for Ambassadors. There are numerous benefits including:

- ▶ Further opportunities to engage with staff in the Department
- ▶ A chance to gain work experience
- ▶ An addition to your CV that will enhance your employability
- ▶ A chance to share your passion for Economics and the University
- ▶ A chance to meet and help other students
- ▶ A competitive rate of pay.

If you would like to be considered for this rewarding and exciting opportunity, please apply at the beginning of the Autumn Term via our Ambassador webpage [www.warwick.ac.uk/ec/current/ug/resources/get-involved/studentambassadors].

Economics Bloggers

Our Student Blogs are all written by current students, studying and often living on campus. Our students are paid for their time, but we do not edit the posts or tell our bloggers what to say. These are their thoughts, opinions and insights and based on their own personal experiences of their time at Warwick.

If you would like to become a blogger please email our Online Communications Officer: economics.news@warwick.ac.uk [www.economics.news@warwick.ac.uk/]



Skills development and careers support

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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 classes, 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 a 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, class work, tests, examination scripts and a research dissertation
- ▶ Oral communication skills. Participation in classes and group work
- ▶ Teamwork. Working with others through group work
- ▶ Time management. Attending compulsory classes 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 Economics 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.

Language Skills

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

The Department recognises the importance of developing language skills and we offer a bespoke weekly class in the Autumn and Spring Terms for MSc students.

Research Skills

During your MSc degree you will have the opportunity to develop your research skills and complete independent research work. You will learn to initiate your own exploration of economic questions, which is a key skill for career paths in research, analysis and working as a professional economist.

Quantitative Methods: Econometrics

In the Econometrics module you will produce high quality empirical econometrics, develop the critical insight to appraise econometric results obtained by others, and come to a balanced view concerning the weight of the empirical evidence presented. Developing your knowledge of econometrics is an important foundation for the dissertation or research project later in the year. Those completing the 50 CAT module have the opportunity to complete a group econometrics project on a topic of their choosing. This will provide experience of working in a team and help strengthen your communication skills through a group presentation to your tutor and peers.

Research Methods

You will develop further your research skills through research methods lectures in the spring and summer term. These explain the dissertation process, including issues such as the selection of a topic, allocation of the supervisor and how you will be supervised. Past dissertations are reviewed, explaining why they received high marks and where there might be weaknesses. We continue to build skills in econometrics packages for economists and provide guidance on economic data sets and how they can be used. You will also receive bespoke academic writing and library dissertation training sessions and can book helpdesk appointments with tutors to discuss technical and software-related issues throughout the summer term and vacation.

Dissertation

MSc Economics and MSc Economics and International Financial Economics students complete a dissertation over four months in the summer. 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 students with a number of research skills, including the ability to define a feasible project allowing for time and resource constraints, develop an adequate methodology, make optimal use of library resources, access databases, understand their uses and limitations and extract relevant data, and work without the need for continuous supervision. You can read more information about the dissertation, and watch a video of recent students talking about their research experiences, on the EC959 [www.moodle.warwick.ac.uk/course/view.php?id=24694] website.

Research Project

MSc BES students will complete a research project in the summer months. The project will provide you with key research skills including the ability to formulate a research question or hypothesis and frame this question in the light of literature. You will design and carry out an investigation, extract relevant data and interpret your findings.

Destination: Dissertation

Destination: Dissertation [www.warwick.ac.uk/dissertationsupport] is a summer programme of writing workshops organised by Student Careers and Skills. These sessions are designed for MSc students writing a dissertation or project, and will help you to develop important skills such as writing concisely, and explain how to edit your writing and structure a dissertation.

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.

Masters Skills Programme

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

IT Skills

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

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

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

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

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. These sessions will be added to your timetable in Tabula.

Online resources for job hunting can be found in the Economics Careers and Skills [www.warwick.ac.uk/ec/current/careers/] website.

Student Careers & Skills

Student Careers & Skills [www.warwick.ac.uk/careers] can help you explore your options, develop your skills and get the career you want. Making the decisions about what to do next can be tricky. A range of online resources, one to one advice and guidance, workshops, and events are available to ensure you make informed decisions and leave Warwick equipped with the necessary skills and experience which employers are looking for.

Ready to find out more?

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

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

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

For Careers Drop-In times and online resources see www.go.warwick.ac.uk/careers [www.go.warwick.ac.uk/careers]

For details of skills workshops www.go.warwick.ac.uk/skills [www.go.warwick.ac.uk/skills]

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 [www.warwick.ac.uk/study/international/immigration/tier4/working/] can be provided by the Immigration Service.

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Academic Resources

The Department is investing substantial resource into providing the highest standards of academic support for our MSc students.

This support comes in a variety of ways, aimed at targeting different aspects of your academic studies, including support with module content, preparation for assessments and drop in opportunities.

The academic support available is listed below.

Maths Drop in Sessions

You can drop in to these weekly sessions and ask questions or get help on any aspect of maths within your modules. They are run by our Teaching Fellow, Nicholas Jackson. You can view the timetable for the sessions on our academic support [www.warwick.ac.uk/economics/current/shared/msc_academic_support] pages.

Revision Classes

In the autumn term we offer the opportunity to attend some maths revision sessions. These will go over, in as simple a way as possible, three areas, which were covered in the Introductory Maths and Statistics pre-session course: constrained optimisation, differential equations and statistics. The sessions will use diagrams and simple examples to repeat the intuition and to generate the basic approaches.

In the summer term we offer revision classes for students taking September resit examinations in Economic Analysis: Microeconomics and Macroeconomics.

Revision classes are a good opportunity for you to gain a better understanding of the teaching material and answer questions about the module.

Advice and Feedback Hours

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, including class tutors, has at least two Advice and Feedback hours each week of term. 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.

You can find the times of the Advice and Feedback Hours of any member of staff on the 'People' page of the website and on the member of staff's door.

Academic & Pastoral Support Drop in Sessions

Your Wellbeing is important to us whether you're experiencing difficulty with academic or personal issues. Every weekday, there is 1 hour where a member of the Academic and Pastoral Care team will be available to see students, so please do drop in to see us at the scheduled times. Further details including timing and the members of staff can be found here [www.warwick.ac.uk/ec/current/msc/resources/wellbeing].

Coffee and Cake Meetings

This is an opportunity for all MSc students to join Jeremy Smith (Head of Department), Jennifer Smith (Director of Graduate Studies (Taught Degrees)) or Alex Karalis Isaac (Deputy Director of Postgraduate Studies) to raise any topic, or discuss any issue of importance to you. This is also an opportunity to pass on to us your ideas on how we can make your experience of studying in the department even better, but also for us to get feedback on initiatives we are currently working on to improve the quality of the education experience of our student body. The meetings will be informal in style and limited to 8 students per meeting. Places will be allocated on a first-come, first-served basis via Tabula.

Library Support

Our Economics Librarian, Helen Riley, is available for library drop-ins on Tuesday mornings, 10:00am-12:00pm in room S0.95. The room is near the Undergraduate Office on the ground floor. There is no need to make a booking for this, but if you would like to arrange an appointment in the Library at any other time, please contact Helen.

Email: Helen.Riley@warwick.ac.uk

Dissertations

For students taking EC959, MSc Dissertations, we run four Helpdesks over the summer term and vacation where you can speak to a member of staff and gain support and advice about technical and software aspects of your dissertation. The Helpdesks will cover Econometrics, Time series, Macroeconomics and Microeconomics. Details of the tutors and the times will be published on the EC959 Moodle page.

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.

Postgraduate Enhancement Fund

The Graduate School has established a Postgraduate Experience Enhancement Fund [www.warwick.ac.uk/services/academicoffice/gsp/community/pgfund], allowing you to take ownership for the improvement and growth of your community and experience, as well as that of your peers.

Using this fund you could develop careers guidance resources, create an interdisciplinary journal, or establish a reading group - it is your opportunity to make the kind of improvements you want to see for the postgraduate experience.

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 the Department will use for all email communications. It will be your responsibility to ensure that you check this email account. You can access this account via webmail [www.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 [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 [www.warwick.ac.uk/services/its/servicessupport/software/antivirus] to help keep your computer safe.

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).

Student iPad and Laptop Loan Service

IT Services provides iPads and laptops for short term loan in the Library - visit IT Services Drop in Centre on the first floor of the Library, open 9am - 5.30pm weekdays.

Personal device support

If you're a member of the University, IT Services can offer IT support for your privately owned machine [www.warwick.ac.uk/services/its/servicessupport/computers/systemsupport] at a competitive rate.

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 [www.warwick.ac.uk/ec/current/shared/bloombergbookings] 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.

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 [www.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 [www.warwick.ac.uk/services/its/servicessupport/printing/studentprinting] can be found online.

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

UNIX software

A wide range of software is available on the UNIX systems [www.warwick.ac.uk/services/its/servicessupport/software/unix] at Warwick, including GAMS, LIMDEP, Mathematica, MATLAB, 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 list [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.

The Postgraduate Hub

The Postgraduate Hub [www.warwick.ac.uk/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.

t: +44 (0)24 7615 1956 or internal extension 51956
e: pghub@warwick.ac.uk

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 [www.warwick.ac.uk/services/library/using/help/new-users] online Library orientation programme to find out how to use the library effectively.
- ▶ Use the Library Catalogue to find what you need, using the "Library Search" textbox on the Library [www.warwick.ac.uk/services/library/] home page. The Catalogue contains details of the books and journals (print and electronic) held by the Library.
- ▶ Most electronic resources are available from any PC with internet access, so you can use them from home. Usually, you'll need your University username and password (the one you use to login to a PC on campus) to access these
- ▶ Use My Library Account [www.pugwash.lib.warwick.ac.uk/iii/cas/login?service=https%3A%2F%2Fpugwash.lib.warwick.ac.uk%3A443%2Fpatroninfo~S15%2FIIITICKET&scope=15] to renew and reserve items via the internet
- ▶ The Library Economics [www.warwick.ac.uk/services/library/subjects/social-sciences/economics/] webpages contain high-quality information relevant to your area of study. A good way to get started on a topic is to use Key Electronic Resources for Economics. The Library also provides useful online tutorials for Economics students and a guide to databases
- ▶ DataStream is one of the main sources for finding macroeconomic time series or data on equity markets, bonds, futures, exchange rates and interest rates. DataStream is only available 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 [www.webcat.warwick.ac.uk/search~S1/v]
- ▶ If you are seeking a useful book or journal article which Warwick does not have, we can often obtain it for you from another library. The Article Reach Scheme [www.warwick.ac.uk/services/library/using/usingotherlibraries/documentsupply/articlereach] allows you to obtain journal articles from some other libraries
- ▶ Document Supply 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. Library contact details appear below.
- ▶ 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 and Leamington Grid Spa in Leamington Spa Town Hall.

Regular news and updates can be found via the Library's facebook pages (@WarwickUniLibrary) and its twitter account (@warwicklibrary).

More on the Library's community engagement wellbeing services for students can be found on the website [www.warwick.ac.uk/library/students/study-happy/] or via Twitter at #StudyHappy.

Contacting the Library

General Enquiries

In Person:

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

t: +44 (0)24 7652 2026

e: library@warwick.ac.uk

Economics Enquiries

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

In Person:

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

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

t: +44 (0)24 7657 2712

e: Helen.Riley@Warwick.ac.uk

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

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Outside the classroom

As part of induction week, we will be organising a number of sporting activities. We also run two weekly sports activities during term time: Zumba class on Monday afternoons and Football on Sunday afternoons. These are a great opportunity to get to know your fellow students and staff outside the classroom and have fun while exercising.

Links are given below to some further information about University activities outside of the classroom:

Sports Centre [www.warwick.ac.uk/sport]

Warwick Arts Centre [www.warwickartscentre.co.uk/]

Warwick Volunteers [www.warwick.ac.uk/volunteers]

Lord Rootes Memorial Fund [www.warwick.ac.uk/insite/topic/teachinglearning/rootes]

Music Centre [www.warwick.ac.uk/musiccentre/]

Warwick International Higher Education Academy (WIHEA) [www.warwick.ac.uk/fac/cross_fac/academy/]

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 [www.warwick.ac.uk/go/equalops/], and mutual respect and consideration for the rights, safety and dignity of all.

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:

Equal Opportunities Statement:

The promotion of Equality, Diversity and Inclusion concerns all of us and is the responsibility of all members of our community. It is expected that we will all contribute to ensuring that the University of Warwick continues to be a safe, welcoming and productive environment, where there is equality of opportunity, fostered in an environment of mutual respect and dignity.

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognising our individual differences. We understand that simply having diversity in our work force and student body is not enough; we must create an inclusive environment where all people can contribute and reach their full potential.

Inclusion is engaging the uniqueness and talents, beliefs, backgrounds, capabilities and ways of working of all individuals, joined in a common endeavour, to create a culture

of belonging, in which people feel valued and respected

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

Dignity at Warwick Policy [www.warwick.ac.uk/dignity/], 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/strategy/], which sets our vision as a world-class university and our values.

Warwick Student Community Statement [www.warwick.ac.uk/wscs/], which sets out aims for the University as well as for students.

University Calendar [www.warwick.ac.uk/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], which provides quick and easy links to University regulations, policies and guidelines that govern what you can expect from the University and what you need to adhere to as a student.

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

- ▶ Assessed Work Mark Check Form [www.warwick.ac.uk/economics/current/shared/forms]
- ▶ Ethical Approval for Student Research Form [www.warwick.ac.uk/economics/current/shared/forms]
- ▶ Mitigating Circumstances Form [www.warwick.ac.uk/economics/current/msc/resources/mitcirc]
- ▶ Permanent Withdrawal Form [www.warwick.ac.uk/economics/current/shared/forms]
- ▶ Self-Certify Sickness Form [www.warwick.ac.uk/economics/current/shared/forms]
- ▶ Change in Study Location Form [www.warwick.ac.uk/economics/current/msc/resources/forms/studylocation]

Health and Safety

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

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

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

Key Contacts

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

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

Fire, First Aid and Security

In the event of:

FIRE

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

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

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

FIRST AID

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

If Emergency services are required, contact the University's Security Control Centre, ext. 22222 or by mobile phone 0247652 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 02476522222.

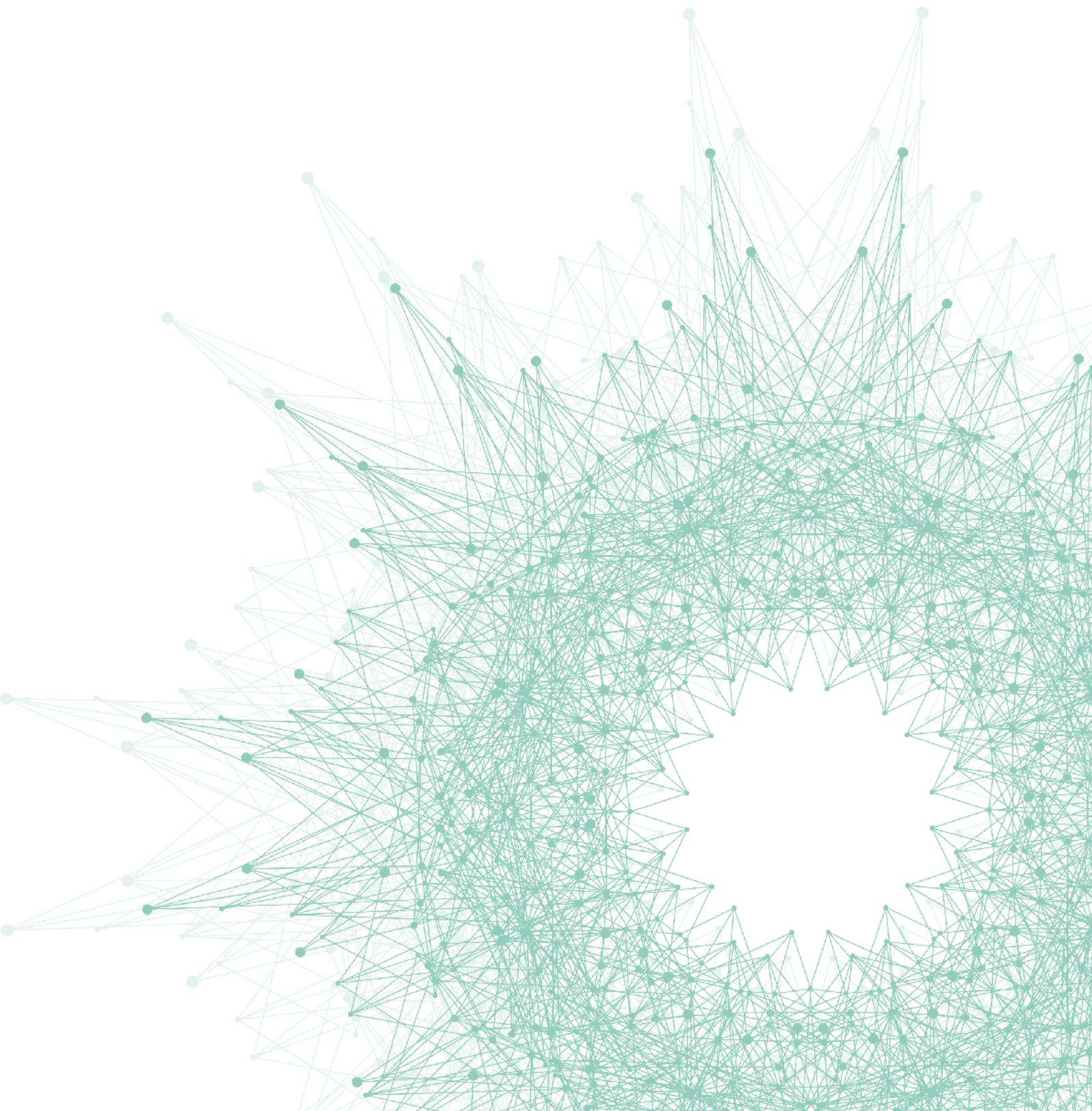
The Campus Security team is part of the People Group and has a primary focus on safeguarding everyone within the University's campus community, 24 hours a day - 365 days a year, and work extremely closely with all departments who are concentrated on ensuring the best possible service for students, staff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

Information

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





Department of Economics

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United Kingdom

 www.facebook.com/warwickeconomics

 www.twitter.com/warwickecon

 www.youtube.com/warwickeconomics

 www.warwick.ac.uk/economics

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