

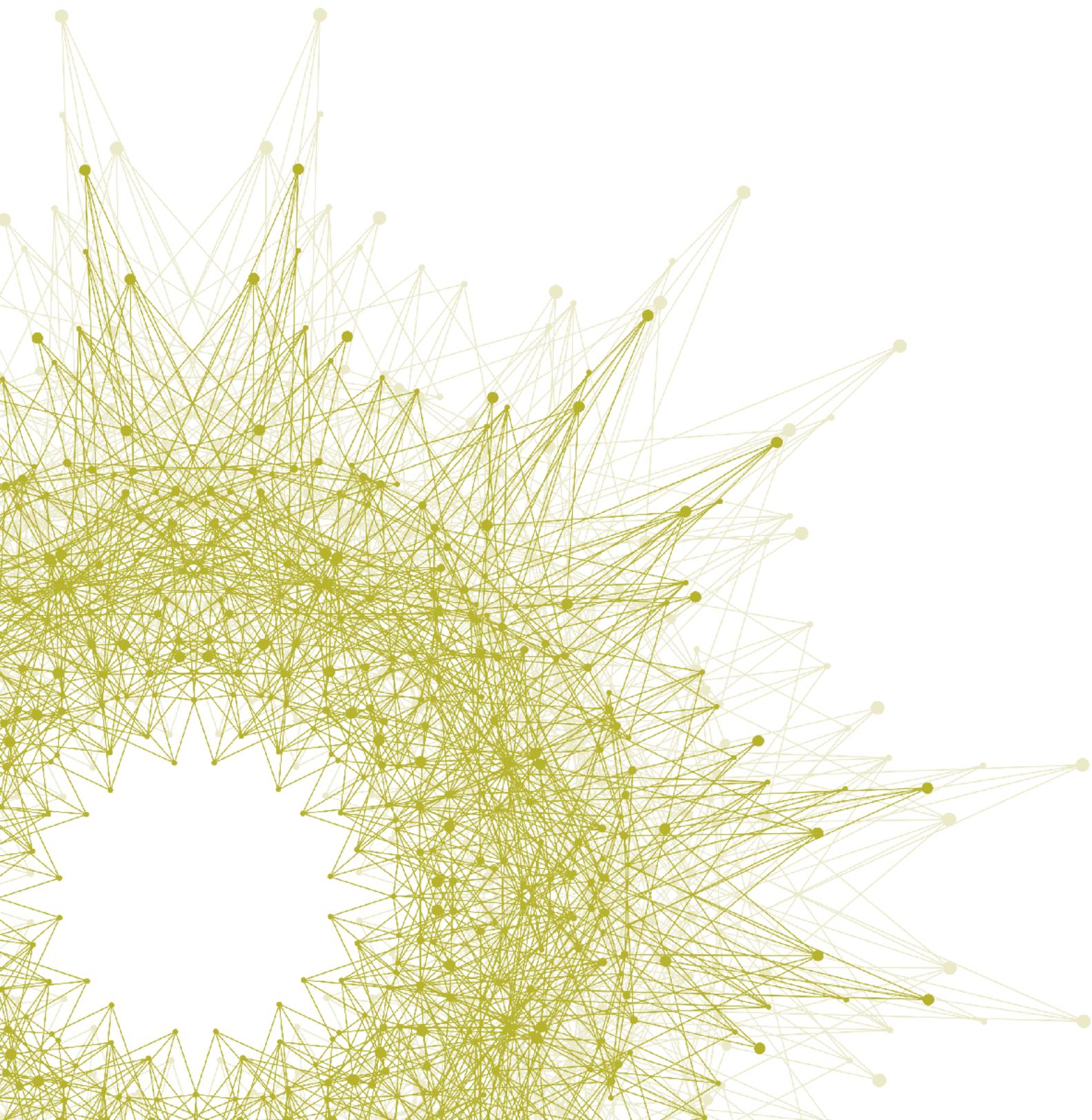
Economics at Warwick

Undergraduate Handbook

2018/2019

WARWICK

ECONOMICS



Welcome

to the Department of Economics from the Director of Undergraduate Studies

Welcome to Economics at Warwick. I very much hope that you find your degree course interesting, challenging and rewarding. Our aim is to ensure that you will graduate with a degree from one of the best Economics departments in the UK, and that you will reach your full potential during your time here. As Director of Undergraduate Studies in Economics, my aim is to ensure that our courses are designed and delivered to the very highest standards in all dimensions of teaching, learning, development, assessment and feedback.

In less than 50 years, we have established ourselves at the forefront of both economic research and education in the UK and beyond and we attract students from all around the world due to our reputation for offering rigorous and exciting training, and the fact that so many employers are keen to work with our graduates. As a member of the academic staff, I feel very fortunate to be teaching at Warwick – in large part because of the calibre of our undergraduate students, whose energy, brightness and creativity continue to inspire (and challenge!) us as lecturers and supervisors.

I believe that Warwick provides an excellent environment for learning and for personal, professional and intellectual development. Teaching is informed by the very latest developments in research, and optional modules provide a great breadth of choice across fields of Economics and other disciplines and you will be taught by top-class

teachers and researchers from year 1. The level of support available to you is something we are proud of and through exciting projects such as our Personal Development Module [warwick.ac.uk/economics/current/ug/resources/modules/pdm], we are aiming to provide you with valuable opportunities to enhance your CV, giving you a competitive advantage when you graduate. It is little wonder that Warwick Economics students are so sought after by graduate recruiters.

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

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

Professor Elizabeth Jones

Director of Undergraduate Studies
Department of Economics

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The Department of Economics

The Department of Economics was one of the founding departments of the University of Warwick when it was opened in 1965. Since then we have become one of the largest departments in the discipline and are now widely regarded as one of the top Economics departments, not simply in the UK, but in Europe too. We have an academic staff of around 75, including 25 professors, with approximately 1,200 undergraduate students and 300 postgraduates. The Department is international in terms of both the staff and student body.

We are proud of our teaching record and of the achievements of our students and teaching is at the core of the work we do in the Department. One of our key objectives is to provide a research-informed and research-led teaching environment that equips you with key research skills and understanding and our courses benefit greatly from the input of leading scholars with international reputations who are based in the Department. We actively encourage you to fully engage with the learning process to enhance your educational experiences.

Glossary

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

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

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

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

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

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

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

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

Programme: Has the same meaning as a course.

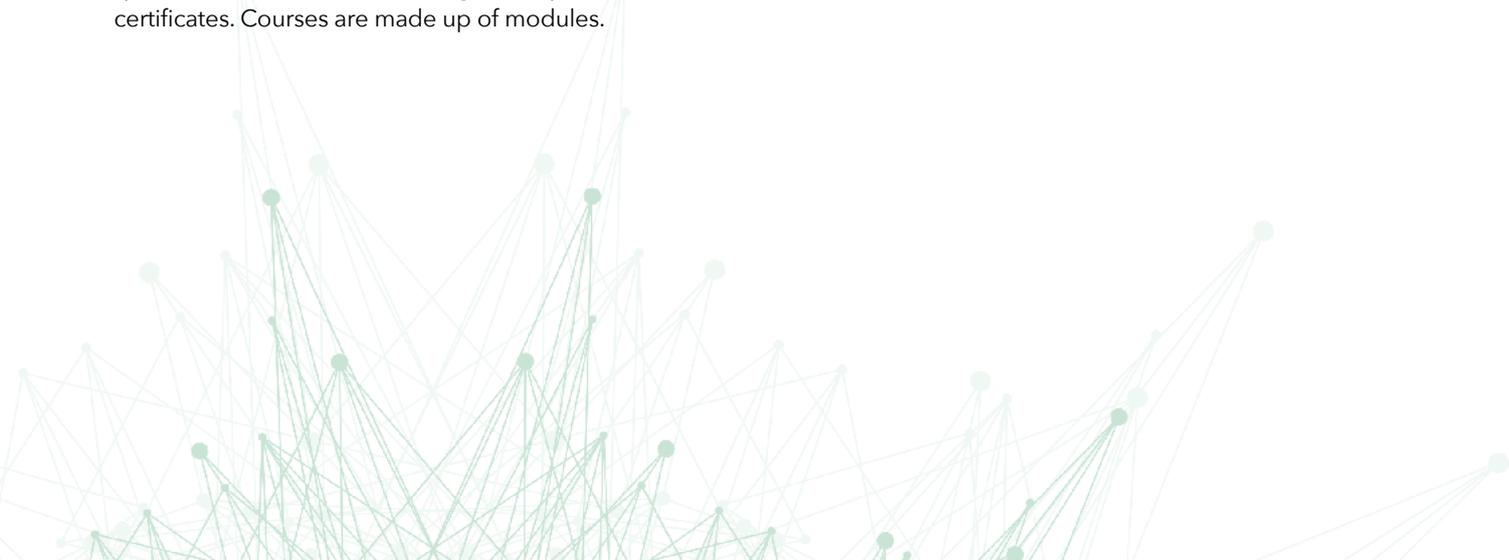
Revision Sessions: These are sessions run by the Department of Economics that occur prior to tests in core year 1 and 2 modules, where students can access support from module tutors and gain an understanding of marking criteria for the upcoming test.

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

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

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

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



What we expect from you

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

The University's Regulation 36 lays down the expectations of students concerning Registration, Attendance and Progress. [warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/]

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

Engaging with your study

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

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

- ▶ preparing for lectures and Feedback and Support classes as advised by your teaching staff
- ▶ attending and actively participating in all lectures and Feedback and Support classes
- ▶ meeting your monitoring points, as set out in section 2.6 [warwick.ac.uk/economics/current/ug/handbook/your-degree-course#monitoring-points]
- ▶ making the most of opportunities to discuss your studies with teaching staff
- ▶ meeting your personal tutor
- ▶ supporting each other's learning and development through acting as a Mentor, a Student Ambassador or a member of the SSLC
- ▶ benefiting from research opportunities through URSS and competitions such as the Carroll Round
- ▶ 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 your attendance, participation and engagement.

Tier 4 Visa Holders

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

What you can expect from us

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

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

- ▶ a module outline, detailing the module aims and objectives, the learning outcomes and an indication of the material that will be covered, the exam rubric, all of which can be found on the module webpage
- ▶ details of core texts and further readings to give you the best opportunity to prepare for lectures and module Support and Feedback classes
- ▶ lecture notes will normally be available. If notes can be collected prior to or after a lecture, you should be made aware of when and where this can be done. Lecture notes may not be provided in cases in which, for example, a lecture follows further reading material very closely
- ▶ a well-prepared lecture which has the aim of engaging you and encouraging participation in discussion beyond the lecture
- ▶ all core modules will be encouraged to be recorded and these will then be made available via the Lecture Capture service.

If module Support and Feedback classes form part of the teaching of the module, the material should be related to the module syllabus and tutors should be well prepared and confident with the material they are teaching. You will be advised, with as much notice as possible, of any changes or cancellations of lectures and/or Feedback and Support classes.

For any assessments you should expect:

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

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

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

Term dates and teaching weeks

Term dates

| 2018/19 | |
|--|--|
| Welcome Week: Monday 24th September 2018 - Sunday 30th September 2018 | |
| Autumn Term: Monday 1 October 2018 - Saturday 8 December 2018 | |
| Spring Term: Monday 7 January 2019 - Saturday 16 March 2019 | |
| Summer Term: Monday 24 April 2019 – Saturday 29 June 2019 | |
| 2019/20 | |
| Autumn Term: Monday 30 September 2019 - Saturday 7 December 2019 | |
| Spring Term: Monday 6 January 2020 - Saturday 14 March 2020 | |
| Summer Term: Monday 20 April 2020 - Saturday 27 June 2020 | |
| 2020/21 | |
| Autumn Term: Monday 5 October 2020 - Saturday 12 December 2020 | |
| Spring Term: Monday 11 January 2021 - Saturday 20 March 2021 | |
| Summer Term: Monday 26 April 2021 - Saturday 3 July 2021 | |

Teaching weeks

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

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

Term dates

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

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

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

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

In practice, teaching sessions normally begin at five minutes

past the hour and end at five minutes to the hour, in order to allow people to enter and vacate the room. You should make every effort to be there on the hour so teaching can start promptly. Find out more about the timetable policies [warwick.ac.uk/services/centraltimetabling/policy/] here.

For other key dates and departmental events, please see the Warwick Department of Economics website [warwick.ac.uk/ec/].

Our location

The administrative home of the Department of Economics is based in the Social Sciences Building. Most University room numbers are in three parts each of which conveys information.

For example, to find **S0.98**

S = Social Sciences building

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

98 = the room number

Lectures and module Support and Feedback classes take place in a variety of places across campus, so make sure you keep a campus map handy. The interactive campus map [warwick.ac.uk/about/visiting/maps/interactive/] is a great way to find your location and help plan your route. It is your responsibility to find the locations of your lectures and classes and to ensure you arrive at them on time.

Key sources of information

Many of your questions can be answered by looking on our website (warwick.ac.uk/economics [warwick.ac.uk/ec]), where, under the Current Students page, you will find the electronic version of the Handbook, module webpages and links to all resources, departmental news and announcements, and many other useful pieces of information.

Another key source of information is Tabula (tabula.warwick.ac.uk). This is the University's secure web-based portal that supports teaching and learning. You will be able to find important information here, including your modules, timetable, assessment marks, monitoring points and Personal Tutor.

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

Academic staff with responsibility for undergraduate students

Professor Jeremy Smith, Head of Department

The Head of Department has overall responsibility for managing the Department of Economics.

Room: S2.124

Telephone: +44(0) 24765 23336

Email: jeremy.smith@warwick.ac.uk

Professor Robin Naylor, Director of Studies

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

Room: S2.123

Telephone: +44(0) 24765 23529

Email: robin.naylor@warwick.ac.uk

Professor Elizabeth Jones, Director of Undergraduate Studies

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

Room: S2.120

Telephone: +44 (0)24 765 23040

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

Dr. Stefania Paredes Fuentes, Deputy Director of Undergraduate Studies and Joint Degrees Officer

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

Room: S2.121

Telephone: +44 (0)24 761 50045

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

Dr. Claudia Rei, Deputy Director of Undergraduate Studies

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

Room: S0.73

Telephone: +44 (0)24 765 73019

Email: C.Rei@warwick.ac.uk

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

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

Room: S2.125

Telephone: +44 (0)24 761 51421

Email: C.Soegaard@warwick.ac.uk

Year Tutors

There is at least one Year Tutor for each academic year, with the responsibility of overseeing the personal tutor system for their respective year groups. The Year Tutors are:

Year 1: Dr. Jingyi Mao and Dr. Andrew Burlinson

Year 2: Dr. Tom Martin

Year 3: Dr. Amira Elasa

You can find out more about the responsibilities of the Year Tutors in Section 6 [warwick.ac.uk/ec/current/ug/handbook/pastoral-care-and-welfare].

Personal Tutor

You are allocated a Personal Tutor (PT), a member of academic staff to whom you can turn for advice regarding academic or personal matters. You can find out who has been assigned as your Personal Tutor on Tabula. Your Personal Tutor can also signpost you to more appropriate sources of personal support and guidance within the University. You can find out more about the role of your Personal Tutor in Section 6 [warwick.ac.uk/ec/current/ug/handbook/pastoral-care-and-welfare].

The Director for Overseas, Visiting and Erasmus Students

The Director for Erasmus and Visiting Students has special responsibility for visiting overseas students. They act as Personal Tutor to these students. They are aided in the management of visiting students by the Undergraduate Teaching & Learning Manager.

Name: Dr. Dennis Novy
Room: S2.90
Telephone: +44 (0) 24 761 50046
Email: d.novy@warwick.ac.uk

Advisor to Overseas students

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

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

Advisor to Female students

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

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

Administrative staff with responsibility for undergraduate students

The Undergraduate Office

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

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

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

Room: S0.98 (Open from 8:00am - 4:45pm, Monday - Thursday and 8:00am - 3:45pm on Friday)
Telephone: +44 (0) 24 765 23933
Email: economics.ugoffice@warwick.ac.uk

The Undergraduate Teaching and Learning Manager

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

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

The Joint Programmes Coordinator

The Joint Programmes Coordinator is based in the UG office and liaises with other Departments with whom we have joint degrees. They are responsible for the administration of all of the Department's joint degrees.

Name: Tina MacSkimming
Room: S0.98
Telephone: +44 (0) 24 765 23055
Email: t.macskimming.1@warwick.ac.uk

The Quality Assurance Manager

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

Name: Kelly Taylor
Room: S0.94
Telephone: +44 (0) 24 765 28415
Email: K.E.Taylor@warwick.ac.uk

Exams Coordinators

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

Email: examscoordinator@warwick.ac.uk

Who to contact and when

If you have a query:

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

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

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

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

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

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

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

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

Soegaard, the Year Tutors and the Welfare Officer. They can provide you with support about any problems of a more serious nature, both medical and personal, that you feel may have a detrimental effect on your academic studies. This might include a physical or mental illness; a distressing family situation or a traumatic personal experience.

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

6. I am not sure if I'm studying the right Degree and am considering transferring degrees or withdrawing. You may first want to talk to your Personal Tutor or one of the members of the Academic and Pastoral Support team. You should then also contact the Director or Deputy Director of Undergraduate Studies.

7. Who can I speak to for advice on module choices? You can attend the daily Academic and Pastoral Support Drop-in sessions in S0.97 and members of staff will be able to provide you with guidance. You can also speak to your Personal Tutor or the Deputy Directors of Undergraduate Studies.

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

9. Who should I speak to if I have a question about joint degrees? You can contact the Joint Degree Officer (Dr. Stefania Paredes Fuentes) or the Joint Programmes Manager (Tina MacSkimming) both based in the Department of Economic if you have any queries about EPAIS or more general enquiries about any joint degree. If your query is about a specific joint degree and especially if it is concerning the partner Department, then you should contact the relevant Department:

- ▶ **Philosophy, Politics and Economics:** PPEoffice@warwick.ac.uk.
- ▶ **Maths and Economics:** UGMaths@warwick.ac.uk.
- ▶ **Mathematics, Operational Research, Statistics and Economics:** stats.ug.support@warwick.ac.uk.
- ▶ **Modern Languages:** uglanguages@warwick.ac.uk.
- ▶ **Liberal Arts and Global Sustainable Development:** GlobalSustainableDev@Warwick.ac.uk.

10. I haven't received a satisfactory response from other members of the Department or they have been unable to resolve my problem: Only under these circumstances should you consider contacting the Head or Deputy Head of Department. If you wish to contact the Head of Department, you must do so via his PA/Executive Officer, Gill Gudger g.e.gudger@warwick.ac.uk. you must do so via his PA/Executive Officer, Gill Gudger g.e.gudger@warwick.ac.uk.

How to contact academic staff

By email:

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

During Advice and Feedback hours:

All academic staff have Advice and Feedback hours at which they can meet you. Advice and Feedback hours are normally posted on office doors and on each member of staff's personal webpage. You should make every effort to see staff during these times. If you are unable to meet a member of staff during the stated Advice and Feedback hours, you should make an appointment to meet at a different time. Appointments should be made via email.

Telephone contact:

Each member of staff has a telephone number, listed online in the University telephone directory. From a telephone connected to the University switchboard the number has five digits, e.g. the UG Office Coordinator, Ann Simper's is 28417. When calling a number from outside the University, all internal extensions starting with 2 or 7 have 024 76 5 in front of them and all extensions starting with 5 have 024 76 1 in front of them (e.g. for Ann Simper dial 024 7652 8417). If you don't know the number, dial the University switchboard (0 from an internal phone, 024 7652 3523 from outside).

A full list of all staff in the department can be found on our people pages [warwick.ac.uk/ec/staff/].

How we communicate with you

Tabula

The University's secure web-based portal that supports teaching and learning is a key mechanism through which we will communicate with you. It is here you will find information on your timetable, assessment marks and feedback, your progress

on meeting your Monitoring Points and attending 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 upon logging into Tabula [tabula.warwick.ac.uk/].

Email

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

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

Moodle

Moodle [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: warwick.ac.uk/economics/current/ [warwick.ac.uk/economics/current/]

Economics Updates 18/19

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

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)



twitter.com/warwickecon

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.

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) warwick.ac.uk/services/academicoffice/studentrecords [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 [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.



Your Degree Course

In this section of the Handbook, you can access information on the rules, regulations, procedures and policies associated with your degree course. We would advise that you familiarise yourself with these.

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Introduction to our Degree Courses

The Department of Economics operates two single honours degree courses and is involved in 11 joint honours degree courses.

Single Honours Courses

BSc Economics (L100)

BSc Economics and Industrial Organisation (L116/L112)

Joint Honours Courses housed within the Department of Economics

BSc/BA Economics, Politics and International Studies (LM1D/LLD2)

BSc Mathematics and Economics (GL11)

Other Joint Honours Courses

BSc/BA Philosophy, Politics and Economics (V7ML)

BSc Maths, Operational Research, Statistics and Economics (MORSE) (Y602)

BASc Economic Studies and Global Sustainable Development (L1L8)

BA Liberal Arts - Pathway through Economics (LA99)

BA Modern Languages and Economics (R9L1) (including a range of specific programmes)

BA Hispanic Studies and Economics (R4L1)

BA French Studies and Economics (R1L1)

BA German Studies and Economics (R2L1)

BA Italian Studies and Economics (R3L2)

We aim to provide an advanced education in economics that is valuable both intellectually and professionally. By the time you leave, you should not just know a lot about economics, you should also be able to define and solve economic problems and take part in the advancement of economic ideas.

Please note that this Handbook is applicable to students on L100, L116/L112, LM1D/LLD2, GL11. All other students taking joint degrees with Economics should check their home Department's Handbook for more information or contact the Joint Degrees Officer, Dr. Stefania Paredes Fuentes or the Joint Programmes Coordinator, Tina MacSkimming.

Modules and CATS points

Each degree course is comprised of a number of core (compulsory) modules, together with optional modules. A module is typically based on a series of lectures and/or module Support and Feedback classes covering a specific field or set of fields in Economics.

Each University module has its own code, e.g. EC108 for Macroeconomics 1. This code tells you three things:

- ▶ EC - the two letters tell you the department (e.g. EC for Economics).
- ▶ 1 - the first letter tells you the year of study (1, 2, or 3 for undergraduate, 9 for postgraduate).
- ▶ 08 - the other digits are the module's serial number.

Your degree course regulations set out which modules you must take each year. These are the subject requirements. For example, you take modules in microeconomics,

macroeconomics and quantitative techniques.

Each module is worth a given number of CATS, which stands for Credit Accumulation and Transfer Scheme, and every UK university has one. Every module has a CATS rating. Your degree course regulations also set out how many CATS you must take each year and hence how many optional modules you are required to choose. These are the workload requirements. The First Year carries between 138-150 CATS (depending on your degree course). Second Year and Final Year carry 120 CATS each (excluding GL11). One CAT represents 10 hours of learning time.

Core modules

Core modules are compulsory and are determined by your degree course regulations. You do not need to register for core modules; simply check your timetable on Tabula. The core modules in each course will enable you to acquire a grounding in the subject of economics. For example, you must take modules in microeconomics, macroeconomics and quantitative techniques.

Optional modules

Optional modules are non-compulsory modules which can be used either to develop a specialisation (for example in economic theory or statistics) or to broaden your approach into various applied topics (for example history, development, or industry and labour). In the process, you will strengthen your existing skills (e.g. taking notes and writing reports) and acquire new ones (e.g. the use of specialised computer software).

Sometimes you have a choice between core modules, which are thus referred to as 'optional core modules.' For example, EPAIS students majoring in Economics must take either EC203 or EC226, but may choose which, hence EC203 and EC226 are optional core modules for EPAIS students. In contrast, EC226 is a core module for both L100 and L116 students, for example.

It is your responsibility to ensure that you have selected the correct number of optional modules each year to meet your degree course regulations and that you have registered for your modules correctly. Depending on which modules you have taken in your First Year and on your degree course regulations, you may wish to consider the possibility of taking modules in other departments in the University, especially from other Social Sciences departments. Further information is available in the next section of the Handbook [warwick.ac.uk/economics/current/ug/handbook/your-modules-and-timetable#optional-modules].

Economics modules are normally a mixture of 30 and 15 CAT modules, but some modules are worth 6, 12 or 24 CATS:

- ▶ 12/15 CAT modules are normally taught over one term (either autumn or spring)
- ▶ Economics students can only take modules at 15 or 30 CATS within the Department, excluding the components of the 30 CAT module EC120, where individual modules are 6 and 12 CATS
- ▶ please note that over-cattng (taking more than the number of CATS required for a specific year) is not possible (excluding GL11).

Because of historical differences among departments, there are sometimes discrepancies in the weights which departments attach to their modules. For example, Warwick Business School (WBS), which provides IB-coded modules, many of which are

taken by Economics students, normally values them at 24 CATS for a full-weight module or 12 CATS for a half-weight (one-term) module. Some departments (e.g. WBS and Language Centre) offer modules approved for students on Economics-related degree courses in both 12/24 CAT and 15/30 CAT variants. First year students should choose the 12/24 CAT variant. Second and Final Year students, excluding GL11, **must** choose the 15/30 CAT variant.

You can access a full list of the Economics module descriptors on the Department's webpages.

Honours degrees

The undergraduate degree involves three or four years of study at Warwick and leads to a Bachelor of Science (BSc) or Bachelor of Arts (BA) degree. The first year is preparatory, so the results are not classified (First class, Upper Second class, and so on) and, with the exception of Mathematics and Economics (GL11), do not count towards your final degree class. In some modules the summer examination is combined with a number of other assignments, including tests and essays taken during the year, which collectively determine your final module mark. You **must** pass your core first-year modules to progress to the second year of your degree. Students who fail first-year core modules may resit the summer examination (where the resit is worth 100% of the module mark) once only, usually in September. For further information on progression requirements for each year, go to the section on Exam Boards, Progression and resits [warwick.ac.uk/ec/current/ug/handbook/assessments-and-examinations/#exam-boards,-progression-and-resits].

Warwick degrees can be awarded with Honours or as Pass degrees. Honours are awarded in First, Upper-second, Lower-second and Third classes. The class of Honours awarded depends upon coursework and examination results in the second and final years. The second and final years carry equal weight, again with the exception of GL11 Mathematics and Economics (where the weight is 10:40:50), and contribute cumulatively to your final degree class. Please see University rules [warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions] on degree conventions.

A Pass degree may be considered for those who fail several second and final year modules. Students may also be considered for an Exit Award [warwick.ac.uk/services/aro/dar/quality/az/exitawards] if they pass a set number of CATS. More information on classifications and pass degrees can be found in section 4 on Assessments and Examinations [warwick.ac.uk/economics/current/ug/handbook/assessments-and-examinations].

Course specifications

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

How we teach and how you learn

Teaching and learning, assessment and feedback

We have always been focused on enhancing teaching and learning and the main elements of the teaching process in our Department are lectures, module Support and Feedback classes, assessed work, examinations and Advice and Feedback hours. 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 both formative and summative 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.

Our assessment arrangements, based on both end-of-year examinations and on assessed work through the year, contrast with those in other highly-regarded departments of economics in other UK universities where practice is often based solely on end-of-year (or even end-of-course) examinations. The continuous nature of assessment motivates you to study effectively throughout the academic year and provides opportunities for continuous feedback, thereby encouraging deeper learning and reflection.

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

You will receive a grade and comments on assessed work; this is just one form of feedback. Where relevant, the lecturer will also provide generic feedback about what was expected, together with reflections on what you typically did well or where you might have struggled. Feedback also comes in many other forms and you should take advantage of them all. The two Advice and Feedback hours that all academic staff hold weekly are prime opportunities for you to receive one-to-one feedback. Module Support and Feedback classes allow you to review exercises, discuss questions, gain feedback from your tutor, as well as providing opportunities for peer-to-peer feedback. Problem-set solutions (verbal or written) are another form of feedback and you are encouraged to use module Support and Feedback classes and Advice and Feedback hours to discuss them. We also use discussion forums for some individual modules, where you can post questions and comments and receive feedback from the module team.

We encourage you to make use of all opportunities for feedback, as a means of developing your skills, reflecting on your work and enhancing your student experience.

Contact hours

These are designed to be high in the first year but will diminish so that when entering your final year you will be a more independent learner, ready for the next step beyond your undergraduate degree.

Lectures

In most modules, lectures take place twice a week. Lectures transmit information and define the syllabus. What happens in a lecture depends partly on the lecturer, the content and the size of the group. A larger audience allows us to transmit information to many students simultaneously but cuts down the scope for interaction. With larger numbers, the lecture tends to be more formal and to follow the lecturer's script more rigidly.

Taking notes in lectures will help you stay alert; the experts call this "promoting concentration." Studies show that going over your notes later on the day of the lecture produces a significant improvement in understanding and retention. But attending lectures alone is not sufficient for you to acquire an active grasp of economics.

Module 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. Module Support and Feedback classes allow for more informal, less scripted interaction. Each of these classes 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, in or out of the module Support and Feedback class.

Your preparation for module Support and Feedback classes and participation in the class discussions are essential to your economics education. Here are some reasons for this:

- ▶ through your independent reading and discussion with others you will be exposed to a variety of viewpoints, learn to choose among them, and you will be better prepared to develop your own distinctive ideas
- ▶ by discussing the module materials with other students you will identify common problems and misunderstandings and overcome them
- ▶ studies show that students remember a far higher proportion of the material they have actively discussed, compared with the proportion of material they have heard passively
- ▶ by preparing presentations, collaborating with others, and engaging in debate you will develop your own transferable skills which will prove invaluable in post-university employment.

Reading lists, lecture hand-outs and examination papers

Copies of reading lists and other module lecture notes and handouts are normally distributed during or ahead of lectures and module Support and Feedback classes and are available on the individual module pages on the Moodle. Copies of past examination papers [warwick.ac.uk/services/exampapers] are also available. You can access each module's reading list through the Talis Aspire system. [readinglists.warwick.ac.uk/index.html]

Higher Education Achievement Report (HEAR)

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

Find out further information about the **HEAR** [warwick.ac.uk/services/aro/dar/quality/].

Degree Course Regulations

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

You should regard your degree course regulations as being largely static throughout your time in the Department. However, you should also be aware that the Department does sometimes have occasion to amend these regulations. We do this for positive reasons: we want to keep the content of your degree course up to date and reflective of exciting developments and trends in the field; we may have new academic staff joining us with new perspectives and ideas for new modules; or we may want to revise the year in which a module is taught, for pedagogical reasons. 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 is for such changes to your degree course, the Department is committed to consulting with you prior to major changes to our degree courses. This consultation may happen via the Student-Staff Liaison Committee (SSLC) 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 UG 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 lecturers will continue to deliver the modules. There are reasons why at times the Department may have to remove or make changes to a module:

- ▶ 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.

Please note that optional modules may have pre-requisites and restrictions. It is your responsibility to check that you comply with these. It is also your responsibility to ensure you meet the degree regulations for your degree course, by choosing the correct modules in each year.

You can view the Regulation 8 (Regulations for First Degrees [warwick.ac.uk/services/gov/calendar/section2/regulations/]) for more information. You should read the regulations for your Degree in the next section.

BSc Economics (L100) Regulations

First-Year Course Structure

In the first year you must take modules totalling between 144 and 150 CATS as follows: core modules worth 120 CATS and option modules worth at least 24 CATS. Some first-year modules are pre-requisites for certain second (EC200 coded) and final year (EC300 coded) modules. Some optional modules require approval from the Director of Undergraduate Studies or his/her deputy. You are advised to take a balanced load across the autumn and spring terms, so if you take two 15 CAT modules, one of them should be in the autumn term and the other in the spring term.

What is required to pass your first year and progress to the second year?

The decision whether you have passed your first year and may be permitted to proceed to the second year is made by a Faculty First Year Board of Examiners which sits in June and September each year.

For the degree of BSc (Hons) Economics, the modules marked below in the table as 'Required Core Modules' must be passed (with a mark of at least 40%) in order to proceed to the second year. In addition, you must achieve a CATS weighted average of at least 40% across all modules. Find out more about First Year Boards of Examiners' Conventions. [warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/fyboe]

First-year students on this degree course must also take the compulsory Personal Development Module, which is non-credit bearing.

| Code | Required Core Modules | CATS |
|-------|---|---------------------------|
| EC108 | Macroeconomics 1 | 30 |
| EC109 | Microeconomics 1 | 30 |
| EC120 | Quantitative Techniques | 30 |
| EC104 | The World Economy: History and Theory | 30 |
| Code | Optional Modules | CATS |
| EC119 | Mathematical Analysis | 15 |
| EC132 | The Industrial Economy: Strategy | 15 |
| EC133 | Linear Algebra | 15 |
| EC134 | Topics in Applied Economics 1a | 15 |
| EC135 | Topics in Applied Economics 1b | 15 |
| EC138 | Introduction to Environmental Economics | 15 |
| | An approved language module | 24/30 |
| | Any other module on the List of Approved Modules (warwick.ac.uk/ec/current/ug/modules/year-1) for First Year Students | Minimum of 24 (or 2 x 12) |

NB: we cannot guarantee that all optional modules listed in this handbook will be available each year or that the same lecturers will continue to deliver the modules.

The list of approved modules for first-year students is not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an Unusual Options Request Form [warwick.ac.uk/ec/current/ug/resources/modules/unusual_options] and obtain permission from the department offering the module. Whether or not the outside option is approved, you must ensure that you register correctly for the module, following that department's procedure, but also registering on the eVision Module Registration (eMR) system. You should go to the UG Office if you have concerns about the modules you are registered to take. Note that normally you are permitted to take only 100-coded modules in the first year, with the exception of languages. IB modules must be taken at 12 CATS.

First-year students in Economics are not permitted to take optional modules worth less than 12 CATS.



Second-Year Course Structure

Candidates for Honours take modules during the second and final years to make a total of 240 CATS as follows: in the second year, core modules worth 90 CATS and option modules worth 30 CATS, and in the final year, core modules worth 30 CATS and option modules worth 90 CATS.

The following restrictions apply:

Within the 120 CATS total of option modules chosen in the second and final years combined, you must include i) EC coded-modules worth at least 60 CATS and ii) 300-coded modules worth at least 60 CATS. You are **not** permitted to take 100-coded modules in the second or final year.

Certain combinations of modules are not permitted, and there are pre-requisites for some modules (see information on Restrictions and Pre-requisites for details). You are permitted to take only 30 CATS of WBS modules in each of your second and final years.

| Code | Core Modules | CATS |
|-------|--|------------|
| EC201 | Macroeconomics 2 | 30 |
| EC202 | Microeconomics 2 | 30 |
| EC226 | Econometrics 1 | 30 |
| Code | Optional Modules | CATS |
| EC205 | Development Economics (Macroeconomics) | 15 |
| EC208 | Industrial Economics 1: Market Structure | 15 |
| EC220 | Mathematical Economics 1a* | 15 |
| EC221 | Mathematical Economics 1b* | 15 |
| EC224 | War and Economy in the 20th Century | 15 |
| EC228 | Collective Decisions* | 15 |
| EC230 | Economics of Money and Banking | 15 |
| EC231 | Industrial Economics 1: Strategic Behaviour | 15 |
| EC233 | Development Economics (Microeconomics) | 15 |
| EC235 | Topics in Applied Economics 2a | 15 |
| EC236 | Topics in Applied Economics 2b | 15 |
| EC303 | An approved language module | 30 |
| | Any other module on the List of Approved Modules for Second-year Students [warwick.ac.uk/ec/current/ug/modules/year-2] | 30 or 2x15 |

An asterisk (*) indicates that certain restrictions may apply to your choice of module.

NB: we cannot guarantee that all optional modules listed in this Handbook will be available each year or that the same lecturers will continue to deliver the modules.

The List of Approved Modules for second-year Students is not exhaustive. If outside options not on the list appeal to you, please ensure that you complete the Unusual Options Request Form [warwick.ac.uk/ec/current/ug/resources/modules/unusual_options] and obtain permission from the department

offering the module. Whether or not the outside option is approved, you must ensure that you register correctly for the module, following that Department's procedure, but also registering on the eVision Module Registration (eMR) system. You should go to the UG Office if you have concerns about the modules you are registered to take. Note that normally you are permitted to take 200-coded modules in the second year.

Second-year students are not normally permitted to take modules worth less than 15 CATS for credit.

Final-Year Course Structure

Candidates for Honours take modules during the second and final years to make a total of 240 CATS as follows: in the second year, core modules worth 90 CATS and option modules worth 30 CATS, and in the final year, core modules worth 30 CATS and option modules worth 90 CATS. The following restrictions apply:

Within the 120-CATS total option modules chosen in the second and final years combined, you must include i) EC-coded modules worth at least 60 CATS credits and ii) 300-coded modules worth at least 60 CATS credits. You are not permitted to take 100-coded modules in the second or final year, unless specified otherwise in information on Restrictions and Pre-requisites.

Certain combinations of modules are not permitted, and there are pre-requisites for some modules (see information on Restrictions and Pre-requisites for details). You are permitted to take only 30 CATS of WBS modules in each of your second and final years.

| Code | Core Modules | CATS |
|-------|---|------|
| EC331 | Research in Applied Economics | 30 |
| Code | Optional Modules | CATS |
| EC301 | Mathematical Economics 2: Dynamics, Uncertainty and Asymmetric Information* | 15 |
| EC303 | The British Economy in the 20th Century | 15 |
| EC306 | Econometrics 2: Time Series* | 15 |
| EC307 | Macroeconomic Policy in the EU | 15 |
| EC310 | Topics in Development Economics | 15 |
| EC312 | International Economics | 15 |
| EC313 | The International Economic System Since 1918 | 15 |
| EC314 | Topics in Economic Theory | 15 |
| EC318 | Labour Economics | 15 |
| EC320 | Economics of Public Policy | 15 |
| EC326 | Industrial Economics 2: Practice and Strategy* | 15 |
| EC333 | Topics in Financial Economics: Theories and International Finance | 15 |
| EC334 | Topics in Financial Economics: Corporate Finance and Markets* | 15 |
| EC336 | International Trade | 15 |

| | | |
|-------|--|------------|
| EC337 | Industrial Economics 2: Market Economics, Competition and Regulation* | 15 |
| EC338 | Econometrics 2: Microeconometrics | 15 |
| EC339 | Applied Macroeconomics | 15 |
| EC340 | Topics in Applied Economics (a) | 15 |
| EC341 | Mathematical Economics 2: Political Economy | 15 |
| EC343 | Topics in Applied Economics (b) | 15 |
| EC345 | Behavioural Economics | 15 |
| | An approved language module | 30 |
| | Any other modules from the List of Approved Modules for Final-Year Students [warwick.ac.uk/ec/current/ug/modules/year-3], subject to regulations | 30 or 2x15 |

An asterisk (*) indicates that certain restrictions may apply to your choice of module.

NB: we cannot guarantee that all optional modules listed in this Handbook will be available each year or that the same lecturers will deliver the modules.

The lists of approved modules for final-year students are not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an Unusual Options Request Form [warwick.ac.uk/ec/current/ug/resources/modules/unusual_options] and obtain permission from the department offering the module. Whether or not the outside option is approved, you must ensure that you register correctly for the module, following that department's procedure, but also registering on the eVision Module Registration (eMR) system. You should go to the UG Office if you have concerns about the modules you are registered to take. Note that normally you are permitted to take only 200-coded or 300-coded modules in the third year.

Please note that final-year L100 students are not permitted to take EC200-coded modules.

Final-year students are not normally permitted to take modules worth less than 15 CATS for credit.

BSc Economics and Industrial Organisation (L116/L112) Regulations

First Year Course Structure

You will take modules totalling between 138 and 147 CATS as follows: core modules worth 102 CATS and optional modules worth at least 36 CATS. Some first-year modules are pre-requisites for certain second- and final-year modules. Some optional modules require approval from the Director of Undergraduate Studies or his/her deputy. You are advised to take a balanced load across the autumn and spring terms, so if you take two 15 CAT modules, one of them should be in the autumn term and the other in the spring term.

What is required to pass the first year and progress to the second year?

The decision whether you have passed your first year and may be permitted to proceed to the second year is made by

a Faculty First Year Board of Examiners which sits in June and September each year.

For the degree of BSc (Hons) Economics and Industrial Organisation, the modules marked below in the table as 'Required Core Modules' must be passed (with a mark of at least 40%) in order to proceed to the second year. In addition, you must achieve a CATS weighted average of at least 40% across all modules. Find out more about First Year Boards of Examiners' Conventions. [warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/fyboe]

First-year students on this degree course must also take the compulsory Personal Development Module, which is non-credit bearing.

| Code | Required Core Modules | CATS |
|-------|---|-----------------------|
| EC108 | Macroeconomics 1 | 30 |
| EC109 | Microeconomics 1 | 30 |
| EC120 | Quantitative Techniques | 30 |
| IB132 | Foundations of Finance | 12 |
| Code | Optional Modules | CATS |
| EC104 | The World Economy: History and Theory | 30 |
| EC119 | Mathematical Analysis | 15 |
| EC132 | The Industrial Economy: Strategy | 15 |
| EC133 | Linear Algebra | 15 |
| EC134 | Topics in Applied Economics 1a | 15 |
| EC135 | Topics in Applied Economics 1b | 15 |
| EC138 | Introduction to Environmental Economics | 15 |
| | An approved language module | 24/30 |
| | Any other module on the List of Approved Modules for First Year Students (warwick.ac.uk/ec/current/ug/modules/year-1) | Minimum of 24 or 2x12 |

NB: We cannot guarantee that all optional modules listed in this Handbook will be available each year or that the same lecturers will continue to deliver modules.

The list of approved modules for first-year students is not exhaustive. If outside options not on the list appeal to you, please ensure that you complete the Unusual Options Request Form [warwick.ac.uk/ec/current/ug/resources/modules/unusual_options] and obtain permission from the department offering the module. Whether or not the outside option is approved, you must ensure that you register correctly for the module, following that department's procedure, but also registering on the eVision Module Registration (eMR) system. You should go to the UG Office if you have concerns about the modules you are registered to take. Note that normally you are permitted to take only 100-coded modules in the first year, with the exception of languages. IB modules must be taken at 12 CATS.

First-year students are not permitted to take modules worth less than 12 CATS.

Second Year Course Structure

Candidates for Honours take modules during the second and final years to make a total of 240 CATS as follows: in the second year, core modules worth 120 CATS and in the final year, core modules worth 60 CATS and option modules worth 60 CATS. The following restrictions apply:

- ▶ within the 60 CATS of optional modules taken in the final year, candidates must include no more than 30 CATS of 200-coded modules
- ▶ you are not permitted to take 100-coded modules in the second or final years, unless specified otherwise in information on Restrictions and Pre-requisites.

Certain combinations of modules are not permitted, and there are pre-requisites for some modules (see information on Restrictions and Pre-requisites).

| Code | Core Modules | CATS |
|-------|---|------|
| EC201 | Macroeconomics 2 | 30 |
| EC202 | Microeconomics 2 | 30 |
| EC226 | Econometrics 1 | 30 |
| EC208 | Industrial Economics 1: Market Structure | 15 |
| EC231 | Industrial Economics 1: Strategic Behaviour | 15 |

Final Year Course Structure

Candidates for honours take modules during the second and final years to make a total of 240 CATS as follows: in the second year, core modules worth 120 CATS, and in the final year, core modules worth 60 CATS and optional modules worth 60 CATS. The following restrictions apply:

- ▶ within the 60 CATS of optional modules taken in the final year, candidates must include no more than 30 CATS of 200-coded modules
- ▶ you are not permitted to take 100-coded modules in the second or final years, unless specified otherwise in information on Restrictions and Pre-requisites.

Certain combinations of modules are not permitted, and there are pre-requisites for some modules (see information on Restrictions and Pre-requisites). You are permitted to take only 30 CATS of WBS modules in your final year.

| Code | Core Modules | CATS |
|-------|---|------|
| EC326 | Industrial Economics 2: Practice and Strategy | 15 |
| EC337 | Industrial Economics 2: Market Economics, Competition and Regulation* | 15 |
| EC331 | Research in Applied Economics | 30 |

| Code | Optional Modules | CATS |
|-------|---|------------|
| EC301 | Mathematical Economics 2: Dynamics Uncertainty and Asymmetric Information | 15 |
| EC303 | The British Economy in The 20th Century | 15 |
| EC306 | Econometrics 2: Time series* | 15 |
| EC307 | Macroeconomic Policy in the EU | 15 |
| EC310 | Topics in Development Economics | 15 |
| EC312 | International Economics | 15 |
| EC313 | The International Economic System Since 1918 | 15 |
| EC314 | Topics in Economic Theory | 15 |
| EC318 | Labour Economics | 15 |
| EC320 | Economics of Public Policy | 15 |
| EC333 | Topics in Financial Economics: Theories and International Finance | 15 |
| EC334 | Topics in Financial Economics: Corporate Finance and Markets* | 15 |
| EC336 | International Trade | 15 |
| EC338 | Econometrics 2: Microeconometrics | 15 |
| EC339 | Applied Macroeconomics | 15 |
| EC340 | Topics in Applied Economics (3a) | 15 |
| EC341 | Mathematical Economics 2: Political Economy | 15 |
| EC343 | Topics in Applied Economics (3b) | 15 |
| EC345 | Behavioural Economics | 15 |
| | Any EC200-coded optional module* | 30 or 2x15 |
| | An approved language module | 30 |
| | Any other modules from either the List of Approved Modules for Second-year Students, [warwick.ac.uk/ec/current/ug/modules/year-2] or the List of Approved Modules for Final-year Students [warwick.ac.uk/ec/current/ug/modules/year-3] subject to regulations | 30 or 2x15 |

An asterisk (*) indicates that certain restrictions may apply to your choice of module.

NB: we cannot guarantee that all optional modules listed in this Handbook will be available each year or that the same lectures will continue to deliver the modules.

The lists of approved modules for final-year students are not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an Unusual Options Request Form [warwick.ac.uk/ec/current/ug/resources/modules/unusual_options] and obtain permission from the department offering the module. Whether or not the outside option is approved, you must ensure that you register correctly for the module, following that department's procedure, but also registering on the eVision Module Registration (eMR) system. You should go to the UG Office if you have concerns about the modules you are registered to take. Note that normally you are permitted to take only 200-coded or 300-coded modules in the final year.

Final-year students are not normally permitted to take modules worth less than 15 CATS for credit.

BSc/BA Economics, Politics and International Studies (LM1D/LLD2) Regulations

First Year Course Structure

Students take core modules totalling between 144 and 150 CATS as follows: core modules worth 120 CATS and option modules worth at least 24 CATS. Some first-year modules are pre-requisites for certain second- and final-year modules. Some optional modules require approval from the Director of Undergraduate Studies or his/her deputy. You are advised to take a balanced load across the autumn and spring terms, so if you take two 15 CAT modules, one of them should be in the autumn term and the other in the spring term.

What is required to pass the first year and progress to the second year?

The decision whether you have passed your first year and may be permitted to proceed to the second year is made by a Faculty First Year Board of Examiners which sits in June and September each year.

For the degree of BSc (Hons) Economics, Politics and International Studies, the modules marked below in the table as 'Required Core Modules' must be passed (with a mark of at least 40%) in order to proceed to the second year. In addition, you must achieve a CATS weighted average of at least 40% across all modules. Find out more about First Year Boards of Examiners' Conventions [warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/fyboe].

First-year students on this degree course must also take the compulsory Personal Development Module, which is non-credit bearing.

| Code | Required Core Modules | CATS |
|-------|--------------------------|------|
| EC107 | Economics 1 | 30 |
| EC120 | Quantitative Techniques | 30 |
| PO107 | Introduction to Politics | 30 |
| PO131 | World Politics | 30 |

| Code | Optional Modules (up to three modules, jointly worth between 36 and 45 CATS) | CATS |
|-------|--|---------------------------|
| EC104 | The World Economy: History and Theory | 30 |
| EC119 | Mathematical Analysis | 15 |
| EC132 | The Industrial Economy: Strategy | 15 |
| EC133 | Linear Algebra | 15 |
| EC134 | Topics in Applied Economics 1a | 15 |
| EC135 | Topics in Applied Economics 1b | 15 |
| EC138 | Introduction to Environmental Economics | 15 |
| PO102 | Political Research in the 21st Century | 30 |
| PO132 | Contemporary Themes in Comparative Politics | 15 |
| PO133 | Foundations of Political Economy | 15 |
| PO134 | Justice, Democracy and Citizenship | 15 |
| PO135 | Nine Ideas in International Security | 15 |
| | An approved language module | 24/30 |
| | Any other module on the List of Approved Modules (http://warwick.ac.uk/ec/current/ug/modules/year-1) for First-Year Students | Minimum of 24 (or 2 x 12) |

NB: we cannot guarantee that all optional modules listed in this handbook will be available each year or that the same lecturers will continue to deliver the modules.

The list of approved modules for first-year students on the Department's undergraduate webpages is not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an online Unusual Options Request Form [warwick.ac.uk/ec/current/ug/resources/modules/unusual_options] and obtain permission from the department offering the module. Whether or not the outside option is approved, you must ensure that you register correctly for the module, following that department's procedure, but also registering on the eVision Module Registration (eMR) system. You should go to the UG Office if you have concerns about the modules you are registered to take. Note that normally you are permitted to take only 100-coded modules in the first year, with the exception of languages. IB modules must be taken at 12 CATS.

First-year students in Economics are not permitted to take optional modules worth less than 12 CATS.

Second Year Course Structure

In the second year, you choose between an Economics major (leading to BSc) and a Politics and International Studies major (leading to BA). When entering the final year, there is then an option to choose a Bipartite pathway (leading to a BA). Candidates for Honours take modules totalling 120 CATS in their second year. Candidates may take a maximum of 30 CATS of optional modules from outside Economics and Politics in each of their second and final years.

Economics Major

You will take core modules worth 90 CATS and optional modules worth 30 CATS.

| Code | Core Modules | CATS |
|----------------------|--|------------------------|
| EC204 | Economics 2 | 30 |
| Code | Optional Core Modules in Economics (one from) | CATS |
| EC203 or EC226 | Applied Econometrics or Econometrics 1* | 30 |
| Code | Optional Core Modules in PAIS (one from) | CATS |
| PO201 | Political Theory from Hobbes | 30 |
| PO203 | Politics of International Development or | |
| PO219 | Theories of International Relations or | |
| PO230 | States and Markets: An Introduction to International Political Economy or | |
| PO231 | International Security | |
| Code | Optional Modules (totalling 30 CATS) | CATS |
| | A Second Year module in Economics or Politics and International Studies | 2 x 15 or 1 x 15 |
| | Any other module on the List of Approved Modules for Second Year Students [warwick.ac.uk/ec/current/ug/modules/year-2] | 30 or 2 x 15 or 1 x 15 |

NB: we cannot guarantee that all optional modules listed in this handbook will be available each year or that the same lecturers will continue to deliver the modules.

An asterisk (*) indicates that certain restrictions may apply to your choice of module.

The list of approved modules for second-year students on the Department's undergraduate webpages is not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an online Unusual Options Request Form [warwick.ac.uk/ec/current/ug/resources/modules/unusual_options] and obtain permission from the department offering the module. Whether or not the outside option is approved, you must ensure that you register correctly for the module, following that department's procedure, but also registering on the eVision Module Registration (eMR) system. You should go to the UG Office if you have concerns about the modules you are registered to take. Note that normally you are permitted

to take only 200-coded modules in the second year. Note that final-year students are not permitted to take PO200-coded modules.

Second-year students are not normally permitted to take modules worth less than 15 CATS for credit. Some modules may have some restrictions.

Politics and International Studies Major

You will take core modules worth 90 CATS and optional modules worth 30 CATS.

| Code | Core Modules | CATS |
|-------|--|------------------------|
| EC204 | Economics 2 | 30 |
| PO201 | Political Theory from Hobbes | 30 |
| Code | Optional Core Modules in PIAS (one from) | CATS |
| PO203 | Politics of International Development or | 30 |
| PO219 | Theories of International Relations or | 30 |
| PO230 | States and Markets: An Introduction to International Political Economy or | 30 |
| PO231 | International Security | 30 |
| Code | Optional Modules (totalling 30 CATS) | CATS |
| | A Second Year module in Economics or Politics and International Studies | 30 or 2 x 15 or 1 x 15 |
| | An approved language module | 30 |
| | Any approved module on the List of Approved Modules for Second -year Students [warwick.ac.uk/ec/current/ug/modules/year-2] | 30 or 2 x 15 or 1 x 15 |

NB: we cannot guarantee that all optional modules listed in this Handbook will be available each year or that the same lecturers will continue to deliver the modules.

The lists of approved modules for final-year students on the Department's undergraduate webpages are not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an Unusual Options Request Form [warwick.ac.uk/ec/current/ug/resources/modules/unusual_options] and obtain permission from the department offering the module. Whether or not the outside option is approved, you must ensure that you register correctly for the module, following that department's procedure, but also registering on the eVision Module Registration (eMR) system. You should go to the UG Office if you have concerns about the modules you are registered to take. Note that normally you are permitted to take only 200-coded modules in the second year. Note that final-year students are not permitted to take PO200-coded modules and will not be permitted to take EC200-coded modules from the 2019-2020 academic year.

Second-year students are not normally permitted to take modules worth less than 15 CATS for credit. Some modules may have some restrictions.

Final Year Course Structure

Final-year students may continue with the major chosen in year 2 or may opt to move to the Bipartite pathway (BA).

Economics Major (BSc)

Candidates for Honours take modules totalling 120 CATS, which comprises 30 CATS of core modules and 90 CATS of optional modules. If you are on the Economics major you must take a minimum of 90 CATS in EC-coded modules in your final year, including EC304 (30 CATS). This means that if you are on the Economics major you may only take 30 CATS of modules outside of the Department of Economics in your final year.

Within the 90 CATS of optional modules, two conditions must be met: i) at least 60 credits must be contributed by EC-coded modules and ii) at least 60 credits must be contributed by 300-coded modules. You may take a maximum of 30 CATS of optional modules from outside Economics and Politics in each of your Second and Final years.

| Code | Core Modules | CATS |
|-------|--|------------------------|
| EC304 | The Making of Economic Policy | 30 |
| Code | Optional Modules (totalling 90 CATS) | CATS |
| | A Final Year module in Economics AND | 30 or 2 x 15 |
| | A Second or Final Year module in Economics (see rule above) or | 30 or 2 x 15 |
| | A Final Year module in Politics and International Studies or | 30 |
| | An approved language module or | 30 |
| | Any other module on either the List of Approved Modules for second year students [warwick.ac.uk/ec/current/ug/modules/year-2] (except for PO200 coded modules), or the List of Approved Modules for Final-Year Students [warwick.ac.uk/ec/current/ug/modules/year-3], subject to regulations | 30 or 2 x 15 or 1 x 15 |

NB: we cannot guarantee that all optional modules listed in this Handbook will be available each year or that the same lecturers will continue to deliver the modules.

The Lists of Approved Modules for Second and Final Year Students is not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an Unusual Options Request Form [warwick.ac.uk/ec/current/ug/resources/modules/unusual_options] and obtain permission from the department offering the module. Whether or not the outside option is approved, you must ensure that you register correctly for the module, following that department's procedure, but also registering on the eVision Module Registration (eMR) system. You should go to the UG Office if you have concerns about the modules you are registered to take. Note that normally you are permitted to take only 200-coded or 300-coded modules in the final year, with limited exceptions. Note that final-year students are not permitted to take PO200-coded modules and will not be permitted to take EC200-coded modules from the 2019-2020 academic year.

Final-year students are not normally permitted to take modules worth less than 15 CATS for credit.

Politics and International Studies Major (BA)

Candidates for Honours take core modules worth 30 CATS and optional modules worth 90 CATS. At least 30 CATS of the optional modules must be contributed by 300-coded modules. You may take a maximum of 30 CATS of optional modules from outside Economics and Politics in each of your second and final years.

| Code | Core Modules | CATS |
|-------|--|------------------------|
| EC304 | The Making of Economic Policy | 30 |
| Code | Optional Core Modules (totalling 30 CATS) | CATS |
| | Any PO300-coded modules | 1 x 30 |
| Code | Optional Modules (totalling 60 CATS) | CATS |
| | A Second or Final Year module in Economics (see rule above) | 30 or 2 x 15 or 1 x 15 |
| | A Final Year module in Politics and International Studies | 30 or 2 x 15 or 1 x 15 |
| | And either an approved language module | 30 |
| | Or any other module on either the List of Approved Modules for Second-Year Students [warwick.ac.uk/ec/current/ug/modules/year-2] (except for PO200 coded modules or from the 2019-2020 academic year, EC200-coded modules), or the List of Approved Modules for Final-Year Students [warwick.ac.uk/ec/current/ug/modules/year-3], subject to regulations | 30 or 2 x 15 or 1 x 15 |

NB: we cannot guarantee that all optional modules listed in this Handbook will be available each year or that the same lecturers will continue to deliver the modules.

The lists of approved modules for second- and final-year students are not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an online Unusual Options Request Form [warwick.ac.uk/ec/current/ug/resources/modules/unusual_options] and obtain permission from the department offering the module. Whether or not the outside option is approved, you must ensure that you register correctly for the module, following that department's procedure, but also registering on the eVision Module Registration (eMR) system. You should go to the UG Office if you have concerns about the modules you are registered to take. Note that normally you are permitted to take only 200-coded or 300-coded modules in the final year. Note that final-year students are not permitted to take PO200-coded modules and will not be permitted to take EC200-coded modules from the 2019-2020 academic year.

Final-year students are not normally permitted to take modules worth less than 15 CATS for credit. Some modules may have restrictions.

Bipartite Pathway (BA)

Candidates for Honours take modules totalling 120 CATS, which comprises 30 CATS of core modules and 90 CATS of optional modules. Within the 90 CATS of optional modules, two conditions must be met: (i) at least 60 CATS must be contributed by EC-coded or PO-coded modules* and (ii) at least 60 CATS must be contributed by 300-coded modules. You may take a maximum of 30 CATS of optional modules from outside Economics and Politics in each of your second and final years, e.g. language modules.

| Code | Core Modules | CATS |
|-------|---|-------------------|
| EC304 | The Making of Economic Policy | 30 |
| Code | Optional Modules (totalling 90 CATS) | CATS |
| | Second or Final Year modules in Economics or Final Year modules in Politics and International Studies* | Min 60 CATS |
| | Or any other module, including languages, on the List of Approved Modules for final year students [warwick.ac.uk/ec/current/ug/modules/year-3] subject to regulations | Up to max 30 CATS |

* Within this 60 CATS you must take at least ONE EC-coded (15 CAT) module and at least ONE PO-coded (15 CAT) module.

NB: we cannot guarantee that all optional modules listed in this Handbook will be available each year or that the same lecturers will continue to deliver the modules.

The lists of approved modules for second- and final-year students are not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an online Unusual Options Request Form [warwick.ac.uk/ec/current/ug/resources/modules/unusual_options] and obtain permission from the department offering the module. Whether or not the outside option is approved, you must ensure that you register correctly for the module, following that department's procedure, but also registering on the eVision Module Registration (eMR) system. You should go to the UG Office if you have concerns about the modules you are registered to take. Note that normally you are permitted to take only 200-coded or 300-coded modules in the final year. Note that Final Year students are not permitted to take PO200-coded modules and will not be permitted to take EC200-coded modules from the 2019-2020 academic year.

Final Year students are not normally permitted to take modules worth less than 15 CATS for credit. Some modules may have restrictions.

BSc Mathematics and Economics (GL11) Regulations

Course co-ordinator: Dr Jonathan Cave

Please note that this Degree course is no longer accepting students via UCAS. Students are able to transfer onto the Degree.

The Examination Scheme for Mathematics and Economics:

- ▶ The first, second, and final years of study contribute to final degree credit in the ratio 10:40:50
- ▶ All modules are examined in the year in which they are taught in accordance with the patterns of assessment set out in

the appropriate departmental list.

▶ Final-year modules provided by the Warwick Mathematics Institute that are taught in the autumn term are examined in April, as are MA242 Algebra I and MA244 Analysis III. The remaining modules are examined in the summer examination period.

First Year Course Structure

The first year is in common with the Mathematics degree (UCAS no. G100), except that EC107 Economics 1 and ST112 Probability B are also core modules.

You may take an overload (maximum 150 CATS). You may choose to take EC108 Macroeconomics 1 and EC109 Microeconomics 1 as an alternative to EC107 Economics 1. You are not permitted to take EC106 Introduction to Quantitative Economics. You are permitted to take outside options and whether or not the outside option is approved, you must ensure that you register correctly for the module, following that department's procedure, but also registering on the eVision Module Registration (eMR) system.

What is required to pass your first year and progress to the second year?

Your first year counts 10% towards your final Degree Classification. The decision whether you have passed your first year and may be permitted to proceed to the second year is made by a Faculty First Year Board of Examiners which sits in June and September each year. It is run by the Faculty of Science. You will need to pass the Required Core modules (with a mark of at least 40%) in order to proceed to the second year. Details can be found on the Mathematics Department webpages. In addition, you must achieve a CATS weighted average of at least 40% across all modules. Find out more about First Year Boards of Examiners' Conventions.

Transfers to the L100 Economics degree course at the end of the first year

At the end of the first year, you may apply to transfer degree course from Mathematics and Economics (GL11) to Economics (L100). Such transfers are approved only in exceptional circumstances, and you should contact Dr Jonathan Cave for further information. If you transfer from Mathematics and Economics to Economics at the end of your first year you will undertake the Economics syllabus detailed in the BSc Economics (L100) regulations section of the handbook. You will graduate with a BSc in Economics, not a BSc in Mathematics and Economics.

Second Year Course Structure

The normal load is 120 CATS. The maximum load is 150 CATS. Candidates for Honours take six core modules and choose optional modules including modules totalling 12 CATS from List A (this is the listing of sufficiently relevant and rigorous modules used by the Warwick Mathematics Institute and can be found on the webpage. [warwick.ac.uk/fac/sci/math/undergrad/ughandbook/year2]) In the second year you will take 48 CATS of Mathematics core modules, 60 CATS of Economics core modules and between 12 and 72 CATS of optional modules, as shown in the table below.

During this year you will retain your Warwick Mathematics Institute Personal Tutor and are administratively part of the Mathematics Department. At the end of the year, you move to the Department of Economics for administrative and personal tutor purposes. The second-year exam board is run by the Department of Economics.

| Code | Core Modules | CATS |
|-------------------------|--|------|
| EC204 | Economics 2 | 30 |
| MA222 | Metric Spaces | 12 |
| MA251 | Algebra I | 12 |
| MA244 | Analysis III | 12 |
| MA225 | Differentiation | 12 |
| Code | Optional Core Modules | CATS |
| EC226 or EC220/21 | Econometrics 1* | 30 |
| | Mathematical Economics 1a and 1b* | 30 |
| Code | Optional Modules | CATS |
| List A | As List A for the Second Year of G100 Mathematics. Students taking EC226 as an optional core module should consider as recommended options, ST202 Stochastic Processes, and/or ST213 Mathematics of Random Events. Students taking EC220/21 as an optional core module should consider as a recommended option, MA209 Variational Principles | |
| List B | As List B for the Second Year of G100 Mathematics Please see the Mathematics website for more details. | |

*You are strongly encouraged to take EC226 Econometrics 1, as opposed to EC220/EC221 Mathematical Economics to ensure you are sufficiently prepared for your core year 3 module EC331 Research in Applied Economics.

Final Year Course Structure

For the final year of your studies, you will transit from the Warwick Mathematics Institute to the Department of Economics for the purposes of administration and personal tutoring. Candidates for Honours take one core module worth 30 CATS and optional modules worth 90 CATS (of which at least 60 CATS must be 300 coded and at least 60 CATS must be EC, MA or ST coded).

| Code | Core Modules | CATS |
|-------|-------------------------------|------|
| EC331 | Research in Applied Economics | 30 |

Optional modules for the final year include most EC200 (second year) and EC300 (final year) modules; (including EC226 Econometrics 1 but excluding EC203 Applied Econometrics) and MA200 and MA300 modules.

You are permitted to take outside options and whether or not the outside option is approved, you must ensure that you register correctly for the module, following that department's procedure, but also registering on the eVision Module Registration (eMR) system.

Final-year GL11 students are not permitted to take any 100-coded modules.

YOU ARE NOT PERMITTED TO TAKE MORE THAN 120 CATS IN THE FINAL YEAR.

Changing your Degree Course

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. They are as common and normal as wondering if you are in the right job or personal relationship. It is usually a bad idea to act on such doubts in a rush. You may need time to discover what your course is really like.

If you have persistent doubts about whether you are on the right degree course you should first consult with your Personal Tutor or Year Tutor or go along to the Academic and Pastoral Support daily drop-in sessions. If you decide that you wish to change to another degree course you should complete the degree course transfer form [warwick.ac.uk/ec/current/ug/resources/forms/student_application_for_transfer_of_degree_course.pdf]. This form should be returned by the end of week 2 of Term 1 to the Undergraduate (UG) Office and decisions will be made by the end of Week 3. After this deadline, the only other time when a transfer will be considered is after the end of the first year, when all exam results are available. All decisions will depend upon the exact change proposed.

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. No student from outside of the Department of Economics will be able to transfer directly into the second year of any of our Degree courses. Within the Department of Economics, it is sometimes possible to transfer from one of the degree courses to another. More details on this are given in the table below.

Please be aware that:

- ▶ requests are sometimes refused.
- ▶ approval of transfers at the end of the first year will always be subject to confirmation in the light of your examination results
- ▶ you cannot transfer onto the Mathematics and Economics degree course from any degree course other than Mathematics
- ▶ if your application to transfer course is successful, your timetable will probably be disrupted.

Internal transfers

This section refers to transfers between degree courses in which the Department of Economics is either the home Department or is involved as a joint degree partner Department.

Which of these transfers are possible?

- ▶ note that all transfers depend on availability of places.
- ▶ early transfers from Economics to Economics & Industrial Organisation (and vice versa) are straightforward. We do not impose any special conditions other than ensuring that you have thought about the consequences and are willing to take responsibility for the impact. Requests are normally refused only if they are so late that we believe you are more likely to struggle in your new course than in your old one.

- ▶ transfers out of Economics, Economics & Industrial Organisation and EPAIS altogether into courses administered by other departments are possible only with the specific agreement of the department to which you wish to transfer. If you obtain that agreement we will not normally refuse a request to transfer.

The grid below shows the criteria required for transfers into our various degree courses at the end of the first year.

| To: From: | Economics | Economics & Industrial Organisation | Economics, Politics & International Studies | Philosophy, Politics & Economics | Mathematics & Economics or MORSE | Economic Studies and Global Sustainable Development | Modern Languages and Economics |
|---|-----------|-------------------------------------|---|----------------------------------|----------------------------------|---|--------------------------------|
| Economics | | A | C | C | E | C | C |
| Economics & Industrial Organisation | A | | C | C | E | C | C |
| Economics, Politics & International Studies | B, C, D | B, C, D | | C | E | C | C |
| Philosophy, Politics & Economics | B, C, D | B, C, D | C | | E | G | G |
| Mathematics & Economics or MORSE | B, C | E | E | E | | E | E |
| Economic Studies and Global Sustainable Development | B, C, F | B, C, F | B, C, F | G | E | | G |
| Modern Languages and Economics | B, C, D | B, C, D | B, C, D | G | E | G | |

Key:

A This will be approved subject to you passing your first year at the first or second attempt (this is the same condition as for you to proceed to the second year of your existing degree course).

B This will be approved subject to three conditions (1) you must pass your first year at the first or second attempt, (2) you must obtain a mark of at least 65% in EC107 Economics 1 or EC106 Quantitative Economics at the first attempt and (3) you must agree to carry out recommended reading in macroeconomics and microeconomics over the summer vacation between your first and second years (please obtain reading lists from the module leaders for EC108 Macroeconomics 1 and EC109 Microeconomics 1). You may be referred to the Joint Degrees Officer who may indicate reading that is required.

C This will be approved only with the agreement of the relevant Department (Warwick Mathematics Institute for Mathematics and Economics; Department of Statistics for MORSE; Department of Politics and International Studies for EPAIS; Departments of Philosophy and Politics and International Studies for PPE; Department of Cross Faculty Studies for Economic Studies and Global Sustainable Development; School of Modern Languages for Modern Languages and Economics and all variations). You must obtain the relevant Department's permission and meet any special conditions imposed by them, including subject requirements; you must also pass your first year at the first or second attempt.

D If you are taking EC123 and EC124, this will be approved subject to passing EC120 overall. If you are taking EC121 and EC122, you are required to pass EC121 and EC122 with a mark in each of at least 65% at the first attempt.

E This will not normally be permitted.

F You must have taken Route B (EC120), including Mathematical Techniques (EC121/EC123), Statistical Techniques (EC122/EC124) and Computing and Data Analysis (EC125). If you are taking EC123 and EC124, this will be approved subject to passing EC120 overall. If you are taking EC121 and EC122, you are required to pass EC121 and EC122 with a mark in each of at least 65% at the first attempt.

G You must consult the relevant Departments, as these Degrees are not housed within the Department of Economics.

NB: You must normally have met the minimum entry standards for the degree course to which you wish to transfer or you may be asked to meet additional requirements as set by the Director of Undergraduate Studies or the Admissions Tutor.

External transfer

- ▶ If you wish to transfer to L100, L116 (L112) or LM1D (LLD2) during the first two weeks of your first year you must complete a transfer request form. This will be considered by the Director of Undergraduates Studies. Please note that

places are very limited and competitive and the Department rarely accepts transfers. Meeting the entry criteria does not guarantee you a place.

- ▶ Transfers from other departments into the second year on any of the Department of Economics Degree courses are not permitted.

Withdrawal from your course

Voluntary Year Out

You are permitted to make an application to take a voluntary year out away from your studies in order to gain work experience (as set out in University Regulation 36.1.10). Please refer to this link [warwick.ac.uk/services/academicoffice/studentrecords/students/placements/voluntary] to follow the process of taking a voluntary year out.

Temporary Withdrawal

A temporary withdrawal (TWD) is an approved period of time when you are not studying for your award and is governed by University Regulation 36.1. For more information, also see the guidance from the Academic Office.

You may request periods of temporary withdrawal for a variety of reasons and can find further details about this on the temporary withdrawal webpage. [warwick.ac.uk/services/academicoffice/studentrecords/twd] The last date of attendance on any temporary withdrawal request cannot be after the end of term 2. Any request to temporarily withdraw after this point will instead be considered by the Exam Board who will make a decision regarding sits or resits in examinations.

You may request, in the first instance, a maximum of 12 months of temporary withdrawal from your course of study. Periods of temporary withdrawal for less than 12 months are not permitted. In order to make a temporary withdrawal request, you should first talk with your Personal Tutor or Year Tutor and can discuss this in the Academic and Pastoral Support daily drop-in sessions. You must then complete an online Temporary Withdrawal Request Form [warwick.ac.uk/services/academicoffice/studentrecords/twd], which should be submitted along with the relevant medical or other evidence. The Director of Undergraduate Studies will recommend that the request be approved or declined and if it is recommended for approval, the request will be sent to the Academic Registrar for final approval or decline. Please note that if you are requesting temporary withdrawal on medical or health-related grounds you must supply a recent medical note in support of your request.

Note that requests for retrospective temporary withdrawal, typically so that you effectively restart the academic year when you return, will be considered only in exceptional circumstances. Such requests must include a clear rationale outlining why you were unable to make the request earlier. Retrospective temporary withdrawal can only be backdated by a maximum of four weeks for Tier 4 visa holders. If you are a Tier 4 Visa holder you should go to the Office for Global Engagement (warwick.ac.uk/services/ofge) to seek advice from an Immigration Adviser as a temporary withdrawal will affect your visa.

You should speak to Student Finance [warwick.ac.uk/services/academicoffice/finance] and Accommodation [warwick.ac.uk/services/accommodation] to notify them of your temporary

withdrawal once it has been confirmed.

During a period of temporary withdrawal or resit without residence, you are not permitted to attend lectures or module Support and Feedback classes, either formally or informally. 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.

Returning after a period of temporary withdrawal

If you are returning part-way through an academic year, e.g. at the start of the spring or summer term, you will be assessed on the basis of the syllabus you have personally followed during your period of residence or study at Warwick. 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.

Restarts

If you are a first year student, you may be permitted to restart your course if your first attempt had been affected by issues beyond your control (e.g. if medical problems or personal factors negatively affected your capacity to study). If you wish to restart, you should complete the restart request form [warwick.ac.uk/services/academicoffice/studentrecords/srforms/restart_form.pdf]. You will not normally be permitted to restart a course once you have taken your summer examinations. Under certain circumstances you may also be permitted to restart University the following year on a different course, should you find that your first choice was not the right one for you. If the restart is for a course in another department, you must get approval from the receiving department and should speak to that Department's Director of Undergraduate Studies.

If you are allowed to restart you will be treated as a new student when you return. For more information on restarting your course, please contact the Undergraduate Teaching & Learning Manager. Please note that there is no guarantee that a request to restart on a Degree course housed by the Department of Economics will be approved. We accept very few restart requests, due to capacity constraints. Restarts will only be considered at the start of the academic year or in the first 4 weeks of term 2. [warwick.ac.uk/services/academicoffice/studentrecords/students/restarts/] [warwick.ac.uk/services/academicoffice/studentrecords/students/restarts/]

Permanent withdrawal

If you feel that you would like to permanently withdraw from your course, whether after a period of temporary withdrawal or not, please make an appointment to see your Personal Tutor or Year Tutor or go along to the Academic and Pastoral Support daily drop-in sessions. Here, you be able to discuss this important decision and receive advice on the implications. If, after this discussion, you are resolved to withdraw from your course, you must complete the Permanent Withdrawal Form [warwick.ac.uk/services/academicoffice/studentrecords/srforms/permanent_withdrawal_form_2017_v4_master.pdf]. Please sign and send this form to the Director of Undergraduate Studies via the UG Office who will then arrange to inform the Academic Office of your departure. Please note that you should seek advice from Student Finance [warwick.ac.uk/services/academicoffice/finance] on any implications for your fee payments and also from Warwick Accommodation [warwick.ac.uk/services/accommodation]. International Students should contact the Office for Global Engagement [warwick.ac.uk/services/iso] for details on visa implications.

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 engaging with your course and so we ask that you meet ELEVEN Monitoring Points throughout each academic year. Meeting your monitoring points is crucial and the consequences of missing three or more of these monitoring points can be significant, as detailed in the next section (2.6.1). Different degree courses and years of study have differing monitoring points, detailed below:

| L100 - Year 1, L116 - Year 1 | | | |
|------------------------------|---|--|-----------------------|
| Autumn term | | | |
| Monitoring Point | Description | How to meet this point | Timing |
| 1. | Attendance at Department registration meeting | Scan your card at meeting | Week 0-1 |
| 2. | Meeting with Personal Tutor | Personal tutor and student to note the meeting on Tabula | Between weeks 1 and 5 |
| 3. | Attendance at module support and feedback class for EC108 | Tutor to note attendance on Tabula | Week 4 |
| 4. | Attendance at module support and feedback class for EC123 | Tutor to note attendance on Tabula | Week 6 |
| 5. | Attendance at module support and feedback class for EC109 | Tutor to note attendance on Tabula | Week 8 |
| 6. | Submission of Economics module evaluation | Via an online link to module evaluation | Week 10 |
| Spring term | | | |
| 7. | Attendance at module support and feedback class for EC108 | Tutor to note attendance on Tabula | Week 17 |
| 8. | Attendance at module support and feedback class for EC109 | Tutor to note attendance on Tabula | Week 19 |
| 9. | Attendance at test for EC124 | Your Tabula mark constitutes attendance | Week 21 |
| 10. | Submission of Economics module evaluation | Via an online link to module evaluation | Week 24 |
| Summer term | | | |
| 11. | Attendance at an examination | Your exam script constitutes attendance | Between weeks 35-37 |

L100 - Year 2, L116 (L112) - Year 2

Autumn term

| Monitoring Point | Description | How to meet this point | Timing |
|------------------|---|--|-------------------|
| 1. | Attendance at Departmental Welcome Back meeting | Scan your card at the meeting | Week 1 |
| 2. | Meeting with Personal Tutor | Personal tutor and student to note the meeting on Tabula | Between Weeks 1-5 |
| 3. | Attendance at module support and feedback class for EC202 | Tutor to note attendance on Tabula | Week 5 |
| 4. | Attendance at module support and feedback class for EC226 | Tutor to note attendance on Tabula | Week 7 |
| 5. | Attendance at module support and feedback class for EC202 | Tutor to note attendance on Tabula | Week 9 |
| 6. | Submission of Economics module evaluation | Complete module evaluation via the online link sent to you | Week 10 |

Spring term

| | | | |
|-----|---|--|---------|
| 7. | Attendance at module support and feedback class for EC202 | Upload your assessment via e-submission | Week 16 |
| 8. | Submission of Assessment 1 for EC226 | Tutor to note attendance on Tabula | Week 19 |
| 9. | Attendance at module support and feedback class for EC201 | Tutor to note attendance on Tabula | Week 21 |
| 10. | Submission of Economics module evaluation | Complete module evaluation via the online link sent to you | Week 24 |

Summer term

| | | | |
|-----|------------------------------|---|---------------------|
| 11. | Attendance at an examination | Your exam script constitutes attendance | Between weeks 35-38 |
|-----|------------------------------|---|---------------------|

L100 - Year 3, L103 - Year 4, L116(L112) - Year 3, L117 - Year 4, LV13 - Year 3, GL11 - Year 3, GL12 Year 4

Autumn term

| Monitoring Point | Description | How to meet this point | Timing |
|------------------|--|--|--------------------|
| 1. | Attendance at Departmental Welcome Back meeting | Scan your card at the meeting | Week 1 |
| 2. | Meeting with Personal Tutor | Personal Tutor and student to note the meeting on Tabula | Between Weeks 1-5 |
| 3. | Attendance at EC331 module support and feedback class | EC331 tutor notes attendance on Tabula | Either Week 5 or 6 |
| 4. | Attendance at EC331 module support and feedback class | EC331 tutor notes attendance on Tabula | Either Week 7 or 8 |
| 5. | Submission of assessment 1 (Literature Review) for EC331 | Submit your EC331 assessment via e-submission | Week 10 |
| 6. | Submission of Economics module evaluation | Complete module evaluation via the online link sent to you | Week 10 |

Spring term

| | | | |
|-----|---|--|----------------------|
| 7. | Attendance at EC331 module support and feedback class | EC331 tutor notes attendance in Tabula | Either Week 15 or 16 |
| 8. | Attendance at EC331 module support and feedback class | EC331 tutor notes attendance in Tabula | Either Week 18 or 19 |
| 9. | Attendance at EC331 module support and feedback class | EC331 tutor notes attendance in Tabula | Either Week 21 or 22 |
| 10. | Submission of Economics module evaluation | Complete module evaluation via the online link sent to you | Week 24 |

Summer term

| | | | |
|-----|------------------------------|---|---------------------|
| 11. | Attendance at an examination | Your exam script constitutes attendance | Between weeks 34-36 |
|-----|------------------------------|---|---------------------|

| LM1D (LLD2) - Year 1 | | | |
|-----------------------------|---|--|-----------------------|
| Autumn term | | | |
| Monitoring Point | Description | How to meet this point | Timing |
| 1. | Attendance at Department registration meeting | Scan your card at the meeting | Week 0-1 |
| 2. | Meeting with Personal Tutor | Personal tutor and student to note the meeting on Tabula | Between weeks 1 and 5 |
| 3. | Attendance at module support and feedback class for EC107 | Tutor to note attendance on Tabula | Week 3 |
| 4. | Attendance at test for either EC121 or EC123 | Your Tabula mark constitutes attendance | Week 4-6 |
| 5. | Attendance at module support and feedback class for PO131 | Tutor to note attendance on Tabula | Week 8 |
| 6. | Submission of Economics module evaluation | Complete module evaluation via the online link sent to you | Week 10 |
| Spring term | | | |
| 7. | Attendance at module support and feedback class for EC107 | Tutor to note attendance on Tabula | Week 17 |
| 8. | Attendance at test for either EC122 or EC124 | Your Tabula mark constitutes attendance | Week 20 or 21 |
| 9. | Attendance at module support and feedback class for PO107 | Tutor to note attendance on Tabula | Week 23 |
| 10. | Submission of Economics module evaluation | Complete module evaluation via the online link sent to you | Week 24 |
| Summer term | | | |
| 11. | Attendance at an examination | Your exam script constitutes attendance | Between weeks 35-37 |

| LM1D - Year 2 | | | |
|-------------------------|---|--|-----------------------|
| Autumn term | | | |
| Monitoring Point | Description | How to meet this point | Timing |
| 1. | Attendance at Departmental Welcome Back meeting | Scan your card at the meeting | Week 1 |
| 2. | Meeting with Personal Tutor | Personal tutor and student to note the meeting on Tabula | Between weeks 1 and 5 |
| 3. | Attendance at module support and feedback class for EC204 | Tutor to note attendance on Tabula | Week 3 |
| 4. | Attendance at module support and feedback class for PO201, PO203, PO219, PO230 or PO231 | Tutor to note attendance on Tabula | Week 5 |
| 5. | Attendance at module support and feedback class for EC204 | Tutor to note attendance on Tabula | Week 8 |
| 6. | Submission of Economics module evaluation | Complete module evaluation via the online link sent to you | Week 10 |
| Spring term | | | |
| 7. | Submission of assessment 1 for EC204 | Submit your EC204 assessment via e-submission | Week 15 |
| 8. | Attendance at module support and feedback class for PO201, PO203, PO219, PO230 or PO231 | Tutor to note attendance on Tabula | Week 19 |
| 9. | Attendance at module support and feedback class for EC204 | Tutor to note attendance on Tabula | Week 22 |
| 10. | Submission of Economics module evaluation | Complete module evaluation via the online link sent to you | Week 24 |
| Summer term | | | |
| 11. | Attendance at an examination | Your exam script constitutes attendance | Between weeks 36-38 |

| LM1D (LLD2) - Year 3, LM1H Year 4 | | | |
|-----------------------------------|---|--|-----------------------|
| Autumn term | | | |
| Monitoring Point | Description | How to meet this point | Timing |
| 1. | Attendance at Departmental Welcome Back meeting | Scan your card at the meeting | Week 1 |
| 2. | Meeting with Personal Tutor | Personal tutor and student to note the meeting on Tabula | Between Weeks 1 and 5 |
| 3. | Attendance at module support and feedback class for EC304 | Tutor to note attendance on Tabula | Week 5 |
| 4. | Attendance at module support and feedback class for EC304 | Tutor to note attendance on Tabula | Week 7 |
| 5. | Module support and feedback class presentation for EC304 | Give your presentation: marks recorded in Tabula constitute attendance | Between weeks 3-10 |
| 6. | Submission of Economics module evaluation | Complete module evaluation via the online link sent to you | Week 10 |
| Spring term | | | |
| 7. | Attendance at module support and feedback class for EC304 | Tutor to note attendance on Tabula | Week 17 |
| 8. | Attendance at module support and feedback class for EC304 | Tutor to note attendance on Tabula | Week 19 |
| 9. | Attendance at module support and feedback class for EC304 | Give your presentation: marks recorded in Tabula constitute attendance | Week 23 |
| 10. | Submission of Economics module evaluation | Complete module evaluation via the online link sent to you | Week 24 |
| Summer term | | | |
| 11. | Attendance at an examination | | Between weeks 36-38 |

Meeting your monitoring points and what happens if you miss them

As you progress through the academic year you will be able to see on your Tabula page how many monitoring points you have successfully met and how many you have missed. We ask that you meet the monitoring points as listed above. Please keep this tally in mind and inform the Undergraduate Office (economics.ugoffice@warwick.ac.uk) should you believe a mistake has been made in your monitoring points record on Tabula. You will also be prompted by the Undergraduate Office to check the accuracy of your monitoring points record at various points in the year.

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 or Student Support Services 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 likely to invoke Regulation 36 to begin termination of registration proceedings and your case will be handed over to the Academic Office.

Tier 4 visa students should be particularly aware of the consequences of missing monitoring points: the Academic Office is obliged to report to the UK Borders Agency of the Home Office if any students have been found not to be engaging with and attending their degree course. This has serious implications for your visa status.

Monitoring module Support and Feedback class absences

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

Your class tutors do not have the authority to give you permission to swap between groups.

At each module Support and Feedback meeting your tutor will record your attendance or absence and input this data into Tabula. This ensures we monitor your engagement with your course and attendance also forms part of your monitoring points. If you have been marked 'absent' you will see an 'Absent' flag appear on your Tabula page next to the module Support and Feedback 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 you can obtain from the Health Centre reception (www.uwhc.

www.uwhc.org.uk/Important-Info/Sick-Notes-and-Medical-Certificates [www.uwhc.org.uk/Important-Info/Sick-Notes-and-Medical-Certificates]). You should submit this via the Department's mitigating circumstances form on the Current Students section of the website within 3 days and can submit a maximum of 2 per academic year. Please note that the Department will monitor the number and frequency of episodes of self-certified illness. The Undergraduate Teaching & Learning Manager will decide whether or not your reason is valid and either condone or uphold your absence accordingly. If you believe an error has been made, you should contact the UG Office immediately.

If you are taking a module in another department, you should familiarise yourself with that particular department's procedures regarding module class/seminar absences. However, you should note that it is still the Department of Economics (your home department) who will either condone or uphold your absence accordingly.



Your Modules and Timetable

This section of the Handbook will provide further detail on module choices, registering for and changing your optional modules and your timetable.

- 38 Core modules**
- 38 Optional modules**
- 38 Approved options
- 38 Unusual options
- 38 A guide to non-economics departments
- 39 Key things to consider when choosing your optional modules**
- 39 Module availability
- 39 Your timetable
- 39 Timetable clashes
- 39 How your choice affects later years of your degree course
- 39 Policies of external departments on module registration
- 39 Autumn and spring term modules
- 40 Registering for your optional modules**
- 40 Pre-registration of optional modules
- 40 eMR (eVision Module Registration System)
- 40 Changing your optional modules**
- 40 Restrictions and pre-requisites**
- 44 Language modules
- 44 IATL interdisciplinary modules
- 44 Module evaluation
- 45 Annual module and course review



Core modules

As outlined in the previous section of the Handbook, in each year of your Degree you will be required to take a given number of core modules. You can find the core modules in each year for your Degree in the section on Degree Course Regulations [warwick.ac.uk/economics/current/ug/handbook/your-degree-course#degree-course-regulations]. In each year of your Degree, most students (excluding L116 in Year 2) can also choose a number of optional modules.

Optional modules

There are many modules available across the University and a Module Catalogue [warwick.ac.uk/services/aro/dar/quality/modules] is compiled to help you view them. If you are considering an external option (outside of Economics), you should go to the department concerned for more information about the module content and how to register with the department, without forgetting that you must still register your choice(s) on the eVision Module Registration (eMR) system. In some modules there are limits on numbers and applications have to be made by a given date. You must confirm with the relevant department that you are accepted for the module(s) and that the timetable is feasible for you. Note that some departments hold ballots and if your chosen option is one that is balloted then you must await on that result before confirming your choices. Most departments provide the information in online handbooks or on websites. **Note that eMR module registrations are binding after week 3 of Term 2.**

Approved options

These are external modules that students in the Economics Department have previously taken. The Department has therefore already approved them. Modules are only approved on the basis that they are of the appropriate level (e.g. "any approved Final Year option" means modules with 300 codes). Thus, for many degree courses and cohorts, the choice of options is wider than the department lists published.

Approved modules do not require you to complete an unusual module request form, but it is still your responsibility in choosing your modules to ensure that you have met all relevant pre-requisites and have obtained permission from the department offering the module. You must also ensure that the modules you choose meet your degree course regulations. Therefore, even if an external module is on the approved module list, there is no guarantee that you will be permitted to take it. Once confirmed by the Economics Department, you must then register with the external Department and on eMR.

NB – you will usually **NOT** be permitted to take 100-coded modules in your Second or Final Year.

View the lists of approved modules taught by other departments by year of study: L100 (Economics), L116/L112 (Economics and Industrial Organisation), LM1D/LLD2 (EPAIS), and Mathematics and Economics (GL11).

Note that some of the modules in the lists are core or optional core on some Economics-based degree courses.

Unusual options

If you wish to take an option module that is not listed as 'an approved option' under your degree course regulations, please submit an unusual option form [warwick.ac.uk/economics/current/ug/resources/modules/unusual_options]. You must make a case based on special individual circumstances, because permission will not necessarily be granted under normal circumstances. **Requests to take modules that contravene your degree course regulations will not be permitted and it is your responsibility to check this.** Your request will be considered on its merits, by the Director of Undergraduate Studies or his/her Deputy, who will make a decision, after checking for consistency and fair treatment. However, please note that a request to take an option module in order to obtain exemption from examinations for professional qualifications in the future will not be sufficient.

A guide to non-economics departments

The module code tells you which department is responsible for teaching any particular module. To obtain more details of the module you must go to the Undergraduate Office of the department concerned. Some of the Departments from which modules are often taken are listed below. For all other Departments, you should check the University webpage.

| Code | Department | Room | Building |
|------|--|--------------|-------------------------|
| CS | Computer Science | CS0.05 | Computer Science |
| EQ | Centre for Education Studies | C1.10 | Social Sciences |
| FR | French Studies | H4.42 | Humanities |
| GD | Global Sustainable Development | R3.23 | Ramphal |
| GE | German | H2.05 | Humanities |
| HI | History | H3.41 | Humanities |
| IB | Warwick Business School | 0.003 | Warwick Business School |
| IE | Centre for Professional Education | WA0.09 | Avon Building |
| IL | Institute for Advanced Teaching and Learning | First Floor | Senate House |
| IP | Liberal Arts | R3.23 | Ramphal |
| IT | Italian | H4.05 | Humanities |
| LA | Law | S0.07e | Social Sciences |
| LL | Language Centre | Ground floor | Humanities |
| MA | Mathematics | B0.03 | Maths and Stats |
| PH | Philosophy | S2.66 | Social Sciences |
| PO | Politics and International Studies | D0.27 | Social Sciences |

| | | | |
|----|------------|-------|-----------------|
| PS | Psychology | H1.41 | Humanities |
| SO | Sociology | E0.05 | Social Sciences |
| ST | Statistics | C0.02 | Maths and Stats |

Key things to consider when choosing your optional modules

When considering which optional modules to take, please ensure you take account of the following:

Module availability

For the current academic year we will be running the Economics modules listed on our website. Although we try to run all optional modules on the pre-registration lists, occasionally, we have to withdraw a module due to availability of staff. If this is the case, you will be informed as soon as possible.

Your timetable

The lecture timetable for Economics modules can be viewed here [warwick.ac.uk/economics/current/ug/resources/timetables]. Your personal timetable can be viewed through Tabula. It will be complete when you are registered for all modules, core and optional, and you have signed up to your module Support and Feedback classes and any other timetabled teaching.

Timetable clashes

Check your timetable for clashes as you select your modules and your times for module Support and Feedback classes. Make sure that you check the Spring term as well as the Autumn term and core modules as well as options, as sometimes lecture and module Support and Feedback class times are at different times in different terms. If there is a clash, you need to take action to resolve it. If a lecture for an optional module you wish to take clashes with a lecture for one of your core modules, this cannot be resolved and you will have to choose another option. But if it clashes with a module Support and Feedback class, or one of these class times clashes with another, you may be able to solve this problem. You can move yourself to another module Support and Feedback class in the first three weeks of term if places remain unfilled. Please note that your class tutor cannot permit you to switch groups and you must go to the UG Office if you need to change your class time. Keep your current timetable printed and close at hand, as some clashes can be resolved only by making (or re-making) the class allocations when everyone is together at a lecture.

Given the flexibility in options that we allow, it is impossible to guarantee that every permitted combination of options is feasible in terms of the timetable, particularly in the Final Year, where there is a lot of choice. Before finalising your choice of options, and particularly if your choice involves non-economics modules, you are advised to check the past year's timetable. Although the timetable will change from year to year, it is still the best available guide as to what will happen next year. When checking the timetable **it is very important that you check the whole of the year, and not just term 1**. In particular, Final Year students taking EC331 need to ensure that they can attend the class for their particular EC331 group across the two terms. If

you sign up for a module that you later discover your timetable does not permit you to take, there may be little that can be done to change your registration.

Timetabling complexities can delay the posting of module Support and Feedback class membership lists and times of meetings as well as forcing last-minute changes. Please check your email, Tabula and the current students [warwick.ac.uk/economics/current/] section of the economics website for information on lecture and class times and any enforced changes. If you have any queries, discuss them with the module lecturer (at the first lecture) or in the UG Office.

Attending the first lectures of optional modules is a good way of making sure you make the right choice.

How your choice affects later years of your degree course

In some cases your choice of first year options can affect your range of choices in other years. To give you an idea of what lies ahead, please see the full degree course regulations for the Second and Final Years of your degree course.

Policies of external departments on module registration

Some departments (Politics & International Studies, WBS, History, and Law, amongst others) limit the number of students allowed to take some modules; the situation is one of rationing. Places are allocated sometimes by ballots, sometimes on the basis of 'first come, first served.' To find out whether rationing is in operation on a module you wish to take, visit the department concerned as soon as you can. If there is no rationing, please make sure that you inform the relevant department's Undergraduate Office that you are registered on their module. If you are unsure about how to register for an external module, you should talk to that department's UG office. Once registered, you must then register all of your modules on eMR.

Autumn and spring term modules

All modules with an examination component, whether they are taught in the Autumn, Spring, or throughout the whole academic year, will be examined in the Summer term examination period.

For students in all years, we strongly advise you to take an approximately balanced CATS load across both terms. Should you wish to take an imbalance of CATS across terms, we advise that it is better to take the greater number of CATS in Term 1 rather than in Term 2, in order to leave the possibility of making amendments in Term 2. For Final-year students, we stipulate a maximum of 75 CATS per term. We advise that Final-year students do not take more than 60 CATS in Term 2.

Registering for your optional modules

The following section outlines the steps you must take to register your optional modules. Please read the following information carefully, as incorrect module registrations can have serious consequences.

Pre-registration of optional modules

Current economics students who will be entering their Second or Final years of study, and external students wishing to take an economics module as an option, are asked to pre-register their module choices. Pre-registration [warwick.ac.uk/economics/current/ug/resources/modules/registration] opens in the Summer Term and you will be told the weeks for which it will be open. If you are entering into your Second Year of study please complete the pre-registration form for 'second year students.' If you are entering into your Final Year of study, please complete the forms linked to your degree course. You will be contacted by email when this system is open and will receive guidance on making your module choices in the respective 'Exams and Beyond' sessions in term 3.

Other departments may have similar policies for pre-registration of modules and you should check with them for this information, in terms of when and how you can pre-register. Be aware that WBS modules fill up very quickly and places cannot be guaranteed to any students from Economics. You will need to register on my.wbs and eMR. If you wish to apply to study language modules as part of your degree course, you need to go in person to the Language Centre at the start of the Autumn term to register.

Please consider your choices carefully; it helps us to plan the timetable and other resources needed for each module, so gathering meaningful information on what you want to study next year is very important. There is no commitment on either side from pre-registration so you will be able to change your modules at the start of the academic year, and we cannot guarantee that a module will run in the next academic year.

eMR (eVision Module Registration System)

At the beginning of the Autumn term you will be asked to register your final module choices on the University-wide eMR. You must do this irrespective of whether your module choices have changed since pre-registration and irrespective of whether your module is approved.

Please note that you cannot take an external option unless you have been accepted on the module concerned by the department that offers it. When you have been accepted by the outside department, registered with them and check that you have fulfilled any conditions they set, you must also complete your online eMR. If you do not do this, you will not have fully registered for that module.

Changing your optional modules

The module registration system (eMR) closes in week 3 for Term 1 and week 17 for Term 2, so once you have chosen your optional modules, you will have a short window in which you can change them. You are not permitted to change between two modules that take place in the same term after eMR has

closed in the relevant term. For example, if you are taking a 15 CAT module in Term 1 and wish to change to another 15 CAT module that also occurs in Term 1, you will not be permitted to make the change once week 3 of Term 1 has finished. You can switch from a Term 1 module to a Term 2 module if this is done before the end of week 17. However, the following condition does apply.

You are not permitted to drop any module if either of two criteria apply: 1) you have already submitted assessed work for that module that is worth 10% or more of the total mark for that module or 2) it is now beyond the third week of Term 2 (week 17).

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 making a change, you must first find a place on a new module and if it is external, gain the permission of the relevant department and follow that department's registration procedures, complete an unusual option form if needed, before amending your online registration and informing the UG Office.

Before the end of week 3 of Term 2, it is your responsibility to make sure you are registered for the correct modules on eMR for both Terms 1 and 2. If you fail to do this, there can be serious consequences in terms of which exams you are required to sit.

Restrictions and pre-requisites

In each of your Second and Final years, you are required to take modules totalling 120 CATS.

You may not over- or under-load on CATS points in the Department of Economics.

It is important that you register for modules with the correct CATS weightings. As a reminder, WBS modules must be taken at 12 or 24 CATS in year 1 and at 15 or 30 CATS in your Second and Final Years (except for GL11). Please check the Your Modules and Timetable [warwick.ac.uk/economics/current/ug/handbook/your-modules-and-timetable] section for further information. You should check with the module leaders exactly what this will mean in terms of extra input from you, especially regarding the nature of the assessment methods. Furthermore, modules weighted at less than 15 CATS in your Second and Final Years are not permissible (excluding GL11). Certain combinations of modules are not permitted, while some modules require certain pre-requisites.

It is your responsibility to check that your choice of options satisfies these criteria. The UG Office will check your final choices of modules in the early part of the Autumn term. If your choices are found to contravene the degree course regulations and restrictions, you will be required to change your choices.

- ▶ In the Economics Department, First Year modules have codes of the type EC100, Second Year modules have codes EC200, and Final Year modules have codes EC300. Unless your degree course regulations specify otherwise, you will NOT usually be permitted to take Economics modules coded for a year of study other than your own.

► For quantitative modules in mathematical economics, statistics and econometrics, the module pre-requisites are specified in the pre-requisites table below. For non-quantitative modules not specified in the table, note that normally EC200 coded modules have the minimum pre-requisite that you should have taken EC108 and EC109, or EC107 or EC106. EC300 coded modules normally have the minimum pre-requisite that you should have taken either EC201 and EC202, or EC204.

► External students wishing to take economics modules should note that, typically, EC200-coded modules assume that students have taken appropriate EC100-coded modules and that EC300-coded modules assume that students have taken relevant EC200-coded modules. External students wishing to register for either an EC200 or an EC300-coded module should check with the UG Office on the nature of the appropriate pre-requisites.

| Code | Title | Pre-requisite(s) | May not be combined with | May not be taken by | Notes |
|-----------------|--|---|--------------------------|---|---|
| EC201 | Macroeconomics 2 | One of the following: 1. EC108 or 2. EC107 or EC136 with a mark of 65% plus guided reading in summer vacation | EC204 EC229 | LM1D (LLD2), GL11, PPE, L1L8, LA99, Languages and Economics | Point 2 is for transfers from PPE, EPAIS, GSD and Languages to L100 or L116 |
| EC202 | Microeconomics 2 | One of the following: 1. EC109 or 2. EC107 or EC137 with a mark of 65% plus guided reading in summer vacation | EC204 EC229 | LM1D (LLD2), GL11, PPE, L1L8, LA99, Languages and Economics | Point 2 is for transfers from PPE, EPAIS, GSD and Languages to L100 or L116 |
| EC203 | Applied Econometrics | One of the following: 1. EC121 and EC122 or 2. EC123 and EC124 or 3. IB122 (for WBS students) | EC226 | GL11, L100 and L116 (L112) | |
| EC204 | Economics 2 | One of the following: 1. EC106 or 2. EC107 or 3. EC108 and EC109 4. EC131 and EC229, with a mark of 60% in each, plus passes in IB121 and IB122 | EC201 EC202 | L100 and L116 (L112) and WBS students in their second year | Point 3 is for transfers from L100 or L116 to PPE or EPAIS |
| EC205 | Development Economics (Macroeconomics) | One of the following: 1. EC106 or 2. EC107 or 3. EC108 and EC109 or 4. EC131 and EC229 and IB121 and IB122 | | | |
| EC208 | Industrial Economics 1: Market Structure | One of the following: 1. EC120 (except MORSE and GL11) or 2. EC107/EC137 or 3. EC109 | EC335 | | |
| EC220/ EC221 | Mathematical Economics 1a and 1b | One of the following: 1. EC120 (except MORSE and GL11) and 2. EC106/EC107 for GL11 students | | | |
| EC226 | Econometrics 1 | One of the following: 1. EC121 and EC122 or 2. EC123 and EC124 or 3. EC106 or EC107 (for GL11 students) 4. IB122 (for WBS students) | EC203 | | GL11 students are encouraged to take EC226 |
| EC228 | Collective Decisions | One of the following: 1. EC106 or 2. EC107 or 3. EC109 or 4. EC131 | | | |

| Code | Title | Pre-requisite(s) | May not be combined with | May not be taken by | Notes |
|-------|---|--|--------------------------|---------------------|---|
| EC230 | Economics of Money and Banking | One of the following: 1. EC107 or 2. EC108 and EC109 or 3. EC131 with a mark of 65% in the final examination plus either 4. EC229 or EC204 as a co- or pre-requisite | IB253 and PO391 | | |
| EC231 | Industrial Economics 1: Strategic Behaviour | EC208 for all students except L100 | EC335 | | |
| EC233 | Development Economics (Microeconomics) | One of the following: 1. EC106 or 2. EC107 or 3. EC108 and EC109 or 4. EC204 | | | |
| EC236 | Topics in Applied Economics (2b) | | | | May only be taken by L100, L116, LM1D, GL11 V7ML, V7MP, V7MR, L1L8, Languages and Economics |
| EC301 | Mathematical Economics 2: Dynamics, Uncertainty and Asymmetric Information. | EC220 | | | |
| EC304 | The Making of Economic Policy | A Politics 200-coded Political Theory module | | | May only be taken by LM1D, V7ML, V7MP and V7MR students |
| EC306 | Econometrics 2: Time Series | One of the following: 1. EC226 or 2. ST218 (part A) and ST219 (part B) Mathematical Statistics | | | |
| EC307 | Macroeconomic Policy in the EU | One of the following: 1. EC201 and EC202 or 2. EC204 | | | |
| EC310 | Topics in Development Economics | One of the following : 1. EC201 and EC202 or 2. EC204 And either: 1. EC203 or 2. EC226 | | | |
| EC318 | Labour Economics | One of the following : 1. EC201 and EC202 or 2. EC204 And either: 1. EC203 or 2. EC226 | | | |
| EC326 | Industrial Economics 2 – Strategy and Practice | One of the following : 1. EC202 or 2. EC204 with EC208 and EC231 being recommended in addition. | | | EC231 and EC208 are recommended though not a formal pre-requisite. For those without EC231 or EC208, it is recommended that material covered in the EC208 and EC231 syllabus is the basis for private study during the summer vacation. |
| EC333 | Topics in Financial Economics: Theories and International Finance | One of the following : 1. EC201 and EC202 or 2. EC204 And either: 1. EC121 or 2. EC123 | IB253 | | |
| EC334 | Topics in Financial Economics: Corporate Finance and Markets | One of the following: 1. EC202 or 2. EC204 or 3. EC220 and EC333 or 4. ST339 or 5. IB253 | IB254 | | |

| Code | Title | Pre-requisite(s) | May not be combined with | May not be taken by | Notes |
|-----------------|---|--|--------------------------|---|---|
| EC335 | Managerial Economics | EC131 and EC229 | EC208 and EC231 | Any student who is not registered for BSc Management or BSc Accounting and Finance International Business, International Management, Law and Business | |
| EC336 | International Trade | One of the following: 1. EC201 and EC202 or 2. EC204 | | | |
| EC337 | Industrial Economics 2 - Market Economics, Competition and Regulation | One of the following : 1. EC202 or 2. EC204 with EC208 and EC231 being recommended in addition. | | | EC231 and EC208 are recommended though not a formal pre-requisite. For those without EC231 or EC208, it is recommended that material covered in the EC208 and EC231 syllabus is the basis for private study during the summer vacation. |
| EC338 | Econometrics 2: Microeconometrics | One of the following: 1. EC226 or 2. ST218 (part A) and ST219 (part B) Mathematical Statistics | | | |
| EC339 | Applied Macroeconomics | One of the following: 1. EC201 and EC202 or 2. EC204 | | | |
| EC340/ EC343 | Topics in Applied Economics (a) and (b) | One of the following: 1. EC201 and EC202 or 2. EC204 Plus one from the following: 1. EC203 or 2. EC226 | | | |
| EC341 | Mathematical Economics 2; Political Economy | EC220 | | | |
| EC345 | Behavioural Economics | EC202 or EC204 or EC238 | | | |
| IB132 | Foundations of Finance | | | | |
| IB133 | Foundations of Accounting | | | | |
| IB253 | Principles of Finance 1 | IB132 | EC333 | Students not in their second year of study (with the exception of final year L116 students) | |
| IB254 | Principles of Finance 2 | IB253 | EC334 | Students not in their second year of study (with the exception of final year L116 students) | |
| IB313 | Business Studies 1 | | | L100, L116, LM1D students | |
| ST217 | Mathematical Statistics (Parts A and B) | One from the following: 1. EC121 or 2. EC123 Plus one from the following: 1. EC124 or 2. ST101 Probability | | | |

Language modules

If you are interested in one of the exchange schemes with institutions abroad offered by the Department of Economics, or one of our partner departments in respect of joint degree students or at the University level, it is useful to take an appropriate language option. If you are going to France, Spain or Germany, it is a requirement to have taken an appropriate language option.

Language modules are offered by the University's Language Centre, and also by the French, German, and Italian Departments. You can find more details of the language modules on our website [warwick.ac.uk/ec/current/ug/modules/language]. However, you should also consult these departments for the full range of modules and prerequisites. Language Centre staff advise you to select the level most suitable for your background and existing language ability. However, this must be within the parameters of the rules below regarding the permitted level of modules taken in the Second and Final Year.

It is always best to start a language in your First Year. Some degree courses run by Economics, but not BSc Economics and Industrial Organisation (L116/L112), allow you to start an accelerated language module in your Second Year. You cannot start an accelerated language module (or equivalent, e.g. French 2, Japanese 2) in your Final Year.

The following rules govern the choice of all language modules in the Second and Final Years of all Economics courses within the Department (excluding the Modern Languages and Economics Degrees), regardless of whether the module is offered by Language Departments or the Language Centre. They are intended to ensure that, if languages are to make up a significant proportion of your final degree credit, you will have reached a level of proficiency in that language which measures up to the standards employers expect of a Warwick degree in an Economics-related subject.

- ▶ No more than 30 CATS of language options may be taken in each year.
- ▶ You may only take LL200 coded modules or higher in the Second Year.
- ▶ Final Year students: if you have not studied a language during your First or Second Year, you are permitted to take a language module in your Final Year, only if that language is at an advanced level (**above** accelerated beginner or equivalent, e.g. **above** Spanish 2, Chinese 2).*
- ▶ You cannot study two languages, so any language module taken must be in the same language as previous language modules and must show progression.
- ▶ A language module does not count as a 300-coded module, unless it is a level 6 module (e.g. French 5, Spanish 5 or above).
- ▶ A language option may not be taken in your first language under any circumstances.

* If you are an L116/L112 student wishing to begin a new language, you must start the language in the First Year.

IATL interdisciplinary modules

There are a number of undergraduate modules available to Second- and Final-Year Economics students which are delivered by the Institute for Advanced Teaching and Learning (IATL). If you wish to take an IATL module, you must choose to take the 15 CAT variety of the module. You are only permitted to take 15 CATS across your Second and Final Years combined. You should speak directly to IATL about the modules and gain their permission to take the module, as places are limited. You will also need to gain permission from us and should contact the Deputy Director of Undergraduate Studies with an unusual option form, who will review your request.

Module evaluation

We evaluate you by marking your coursework and exams. In turn, you evaluate us. In the final week of each of the Autumn and Spring terms you will be asked to fill in an online evaluation for each Economics module that you take. This gives you the opportunity to express your views on various aspects of the module. Feedback is most useful when it is provided in a considered and thoughtful way. Module evaluations at the end of Terms 1 and 2 are used as Monitoring Points.

Why is feedback collected?

We are seeking 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.

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 Undergraduate Studies, who summarises the main issues for the Department's Undergraduate 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.
- ▶ At the end of the year we produce an annual course report covering all the modules within the degree courses, identifying any positive features and issues for action where improvement is needed.
- ▶ Finally, sections of both module and course 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.

Annual module and course review

As part of our efforts to monitor the quality and standards of our degree courses, the Department engages in an annual process of review at the module level and at the course level. Annual Module Review and Annual Course Review are two linked and important processes. They form the cornerstone of the internal scrutiny of our degree courses.

Annual Module Review

At the end of each academic year, each module leader is required to complete a report on the operation of their module during that year, commenting on aspects such as the performance of the student cohort, any changes introduced that year and proposed for next year, any issues raised in relation to this module at the SSLC, and the data and comments generated by Module Evaluation. A summary section of the Report is then published, along with the Module Evaluation data, to the webpage for that module.

Annual Module Review Reports are considered by the Director of Undergraduate Studies, who then summarises key points and presents them to the Undergraduate Management Committee.

Annual Course Review

Annual Course Review is the process by which every course run in the Department is reviewed each year. One single annual course review report, relating to the previous academic year, is produced each Autumn term (excluding 2017, due to the Institutional Teaching and Learning Review 2017- warwick.ac.uk/services/aro/dar/quality/itlr2017/about [warwick.ac.uk/services/aro/dar/quality/itlr2017/about]). This report encompasses all of the undergraduate degrees (including the joint degrees, except for PPE which has a separate Annual Course Review Report) run in the Department. It is submitted to the University for further scrutiny. Annual Course Review examines issues such as recruitment and admissions, quality assurance procedures, cases of student plagiarism and cheating, changes made to and planned for the degree



Assessments and Examinations

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.

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Assessments and Examinations

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 [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.

Coursework and tests

We aim to give you the opportunity to reflect on your development and progress as you proceed through your degree at Warwick. Much of your time here will be spent engaged in coursework. This includes locating information, taking notes, carrying out calculations and analysis, preparing reports for class discussions, completing exercises, and writing essays and projects. To this end, we use a variety of different types of assessments.

Assessed and non-assessed coursework

Coursework can be either 'assessed' or 'non-assessed'.

Most assessments will give a mark that contributes to your First Year mark or Honours credit. These assessments are called 'summative' and they define the progress you have made towards the module's learning objectives. However, some coursework is informally assessed, and we call these 'formative' assessments, which provide you with feedback on your progress and advice on how to maintain or improve it, but the mark will not count towards the final module mark. For example, in some First Year modules, while formal assessment of your performance is via mid-term tests, coursework and a summer exam, some class assignments and essays are assessed informally so that both you and your tutor/lecturer can monitor your progress.

Assessment often combines both formative and summative elements, for example, when work is returned to you with a mark and feedback of one form or another. Only in end-of-year exams is assessment purely summative, though generic examination feedback is provided.

We give you more exercise sheets, tests and problem sets on the core modules in the first and second years to provide you with more continuous feedback on how you are performing against the standards we set and to allow you to reflect on your progress. It also gives you time to learn about the standards that will be applied to your coursework in the Second and Final Years, and allows you to make a few mistakes without damaging your prospects. During your Second and Final years, you will complete a mixture of summative assessments and exams.

Non-assessed coursework is not less important than assessed coursework, and is just as compulsory, forming an essential part of the learning process in all modules. You will benefit from it intellectually, psychologically, and in your examination performance. You need to submit all work, whether formal or informal, by the deadlines set. Working to deadlines is a skill which employers look for from graduates.

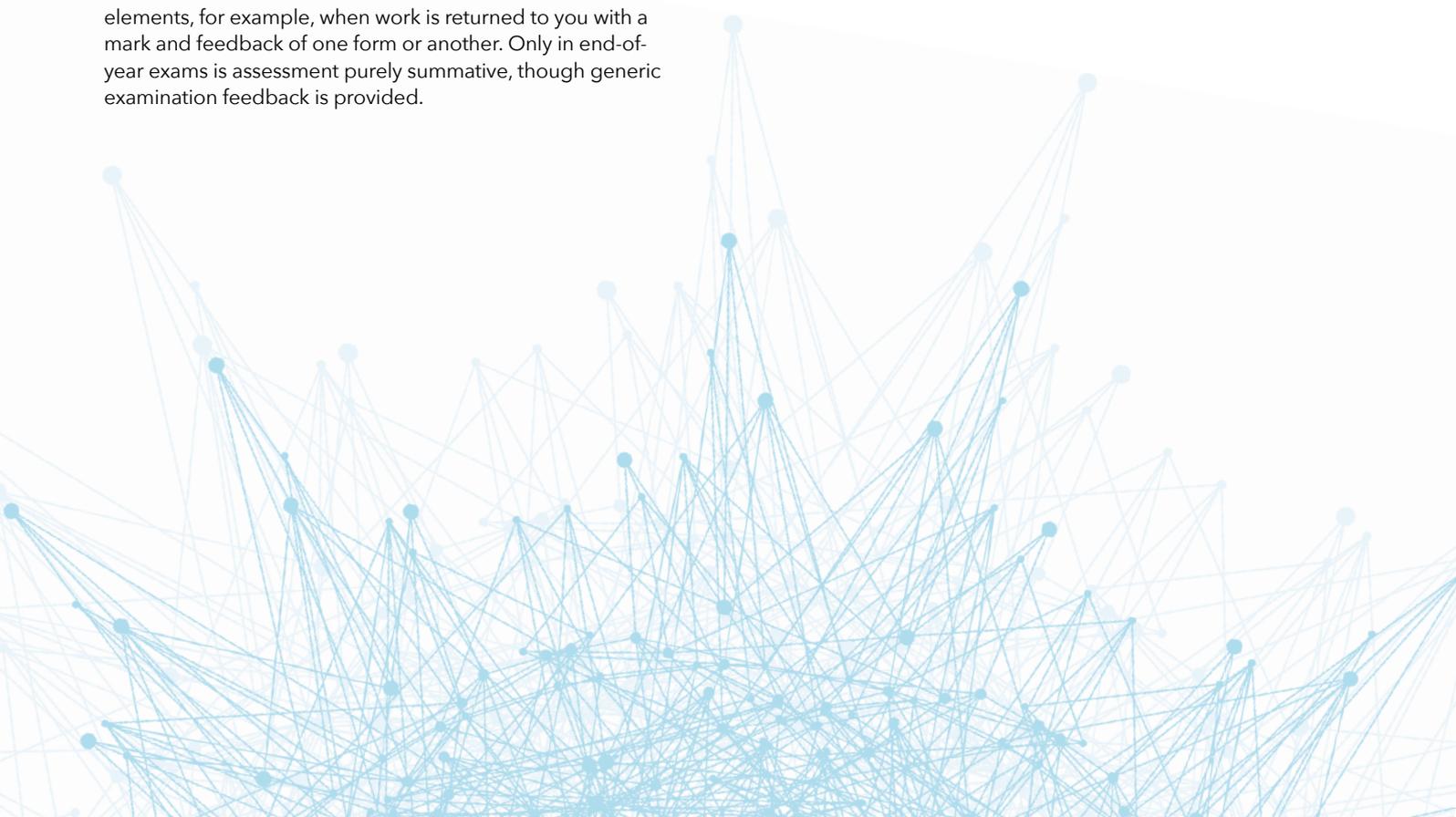
Make sure you use module Support and Feedback classes as well as Advice and Feedback hours to discuss assessment coursework.

Class tests

Many modules have mid-term tests, which are summative assessments that contribute to your final module mark. You can find details of the assessment weights for each Economics module on the module webpages. The timing of each test can be found on our timetable [warwick.ac.uk/economics/current/ug/resources/timetables] and on Tabula.

If you require special arrangements for tests, please contact the UG office to make us aware of this, providing the relevant documentation from Disability Services [warwick.ac.uk/services/tutors/disability/].

Please note that we will apply heavy penalties if a student is found cheating during a test.



Marking criteria

Performance is classified into five broad categories of: First; Upper Second (2.1); Lower Second (2.2); Third; Fail. There are a range of marks for each of the classes and the marking criteria are provided in the table below:

| Class (Marks) | Comprehension | Analysis | Critique | Presentation |
|---------------|---|---|---|--|
| First | Demonstrates command of the subject matter including, where appropriate, methodological, technical and scholarship skills. | Presents a tightly-focused, relevant and well-structured answer with full and accurate development of concepts/theories, and excellent use of evidence. | Understands and evaluates relevant arguments, debates and/or interpretations in a manner that demonstrates a developed capacity for independent thought. This may amount to an extension of existing arguments, debates and / or interpretations. | Provides a thorough and consistent deployment of techniques of academic writing with particular reference to structure, referencing/sourcing and spelling/grammar. |
| 2:1 | Demonstrates good appreciation of the subject matter including, where appropriate, methodological, technical and scholarship skills. | Presents a coherent and closely-argued answer with good structure, accurate use of concepts/theories, and good use of evidence. | Understands and evaluates relevant arguments, debates and/or interpretations in a manner that demonstrates a capacity for independent thought. | Provides a good deployment of techniques of academic writing with particular reference to structure, referencing/sourcing and spelling/grammar. |
| 2:2 | Demonstrates an understanding of core aspects of the subject matter including, where appropriate, methodological, technical and scholarship skills. | Presents an answer to the question taking into account appropriate structure, development of concepts/theories and reasonable use of evidence. | Understands and reproduces relevant arguments, debates and/or interpretations. | Acknowledges and employs techniques of academic writing with particular reference to structure, referencing/sourcing and spelling/grammar |
| Third | Demonstrates some familiarity with the subject matter including, where appropriate, methodological, technical and scholarship issues. | Shows an understanding of the question with some structure, knowledge of concepts/theories and use of evidence. | Demonstrates some awareness of relevant arguments, debates, and/or interpretations. | Shows awareness of techniques of academic writing with particular reference to structure, referencing/sourcing and spelling/grammar. |
| Fail | Demonstrates little evidence of familiarity with the subject matter including, where appropriate, methodological, technical and scholarship skills. | Demonstrates a poor grasp of the question with loose structure, little knowledge of concepts/theories and inadequate use of evidence. | Demonstrates little awareness of relevant arguments, debates, and/or interpretations. | Provides a poor demonstration of techniques of academic writing with particular reference to structure, referencing/sourcing and spelling/grammar. |

The 20-point scale

The 20-point scale is a University-wide marking scale that has been adapted from the 17-point scale, which was in place from 2010. It is based on a mapping of the five broad class categories into a 20-point marking scale, as set out in the table below.

These procedures do not apply to quantitative problems or short-answer questions, which are marked using the whole range of marks between 0 and 100. The 20-point marking scale applies to essay-type questions (both coursework and examination).

For example, an essay which is deemed to be an Upper Second class piece of work may be awarded only the mark of 62 or 65

or 68 within the range 60 to 69, according to whether the work is judged to be of low, medium or high worth, respectively, within the corresponding class. One of the motivations for the scale is to encourage essay markers to use higher marks within the first class range and lower marks in the fail range.

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

| Class | Scale | Mark | Descriptor |
|---------------------------|-------------------------|-----------|--|
| First | Excellent 1st | 100 94 | Exceptional work of the highest quality, demonstrating excellent knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills. At Final Year level: work may achieve or be close to publishable standard. |
| | High 1st | 88 | |
| | Upper Mid 1st | 82 | |
| | Lower Mid 1st | 78 | |
| | Low 1st | 74 | |
| Upper Second (2.1) | High 2:1 | 68 | High quality work demonstrating good knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills. |
| | Mid 2:1 | 65 | |
| | Low 2:1 | 62 | |
| Lower Second | High 2:2 | 58 | Competent work, demonstrating reasonable knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills. |
| | Mid 2:2 | 55 | |
| | Low 2:2 | 52 | |
| Third | High 3rd | 48 | Work of limited quality, demonstrating some relevant knowledge and understanding. |
| | Mid 3rd | 45 | |
| | Low 3rd | 42 | |
| Fail | High Fail (sub Honours) | 38 | Work does not meet standards required for the appropriate stage of an Honours degree. Evidence of study and demonstrates some knowledge and some basic understanding of relevant concepts and techniques, but subject to significant omissions and errors. |
| | Fail | 32 | Work is significantly below the standard required for the appropriate stage of an Honours degree. Some evidence of study and some knowledge and evidence of understanding but subject to very serious omissions and errors. |
| | | 25 | Poor quality work well below the standards required for the appropriate stage of an Honours Degree. |
| | Low Fail | 12 | |
| Zero | Zero | 0 | Work of no merit OR Absent; work not submitted; penalty in some misconduct cases. |

Submitting your work

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

e-submission

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

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

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

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

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

E-submission guidance

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

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

so any object such as graphs, figures or equations will have to be incorporated into your electronic document.

3. To submit your document online, once you have produced your final electronic file as e.g. a Word document, you will need to create a PDF document from that Word document. To create a PDF document you can download a copy of the free software PDF converter from ITS (www.warwick.ac.uk/services/its/servicessupport/software/pdfconverter [warwick.ac.uk/services/its/servicessupport/software/pdfconverter]) and follow the instructions.

4. Name the resultant PDF file as follows: module code-assignment number.pdf. For example, ec208-a1.pdf would be the name for your first assignment for EC208-Industrial Economics 1. ec307-a2.pdf would be the name for your second assignment for EC307- Macroeconomic Policy in the UK.

5. Check the final document before uploading to ensure it has been converted accurately.

6. Double check you are submitting the correct document and that you are submitting it to the correct module/assessment.

7. If you submit more than one document for your assignment these must be submitted simultaneously.

8. Upload the PDF via Tabula. If you have a technical problem with your submission then you should print off the error page and then email the PDF submission and error page to economics.ugoffice@warwick.ac.uk. However, given that you should have left enough time to resolve any difficulties, this will not be accepted as an excuse for a late submission.

Paper submission

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

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

Submission and evaluation are anonymous. Anonymisation is based on the University ID number on your library card. You must ensure that this number is printed on every page of your work. The UG Office will require your University library card when you submit your work. Your submitted work will then be recorded on the Departmental database.

Deadlines, Extensions, Exemptions and Absences

Deadlines

Each piece of work must be submitted by a particular date, as set by the UG Office and approved by the module leader. You will be given notice of these deadlines. The University's guidance to markers specifies a minimum of four term-time weeks' notice of deadlines. It is your responsibility to arrange your own schedule and manage your time accordingly. We advise you always to leave a safety margin in case of last-minute difficulties in obtaining books, printing files, computer issues and so on. Aim to submit the piece of work a day or more before the final deadline and if it is a piece of group work, double check with your group members that it has been submitted. **No reduction in late penalties will be made if you find you cannot upload the material before**

the deadline or if you thought that another member of your group was supposed to upload the work. It is your responsibility to ensure all work is submitted within the deadline. Also bear in mind that demand on the system is likely to be high in the last hours before the final deadline. Assessment deadlines for the academic year 2018-19 can be accessed through Tabula.

Late Submissions

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

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

| Day/Time Submitted | Submission Deadline | | | | |
|---|---------------------|------|------|-------|-----|
| | Mon | Tues | Weds | Thurs | Fri |
| After deadline Mon and Before deadline Tues | 5 | | | | |
| After deadline Tues and Before deadline Weds | 10 | 5 | | | |
| After deadline Weds and Before deadline Thurs | 15 | 10 | 5 | | |
| After deadline Thurs and Before deadline Fri | 20 | 15 | 10 | 5 | |
| After deadline Fri and Before deadline successive Mon | 25 | 20 | 15 | 10 | 5 |
| After deadline Mon and Before deadline successive Tues | 25 | 20 | 15 | 10 | 5 |
| After deadline Tues and Before deadline successive Weds | 30 | 25 | 20 | 15 | 10 |
| After deadline Weds and Before deadline successive Thurs | 35 | 30 | 25 | 20 | 15 |
| After deadline Thurs and Before deadline successive Fri | 40 | 35 | 30 | 25 | 20 |
| With a further five points for each day, excluding bank holidays and weekends | | | | | |

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

For problem sets, where solutions are discussed in module Support and Feedback classes immediately after submission, any late submissions will receive a mark of zero.

Extensions and Exemptions

If you submit work after the deadline, your work will be marked subject to a penalty and if you miss a mid-term test or final examination, you will be given a mark of zero in that assessment. However, during the year there may be times when you are unwell and this might occur in close proximity to assessment deadlines or on the day of a test or examination.

In order to receive an extension to an assignment or an exemption from a test or assignment, you will need to submit evidence to the Department. Even if you are taking a module

that is offered by a different academic department, it is still your home department (Economics) which makes the decision on an extension or an exemption.

Extension requests should be made via tabula by going to the relevant assessment link and from there you will be able to upload the relevant medical evidence. In all other cases (class/test/examination absences), mitigating circumstances evidence should be submitted via the mitigating circumstances form on the Department website. Further details regarding mitigating circumstances for examinations are given in section 4.11.4 [warwick.ac.uk/economics/current/ug/handbook/assessments-and-examinations#mitigating-circumstances]. Some Departments may have their own form for an extension or exemption, which might need signing by the UG Teaching and Learning Manager, once you have submitted evidence.

All extension and exemption requests are considered by the Undergraduate Teaching & Learning Manager, in consultation with the Director of Undergraduate Studies and not by your lecturer, class tutor or personal tutor. If you are thinking of asking for an extension or exemption, you should first ask yourself whether you could have reasonably foreseen the reason for your late submission or absence and taken avoiding action. If so, in fairness to those students in similar situations who took the necessary steps or precautions, your request is unlikely to be granted.

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

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

Extensions

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

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

For assessments that are spread over a long period of time, such as dissertations or coursework, there is an expectation that almost every student will encounter some difficulties in their lives during this period. As a result, it is anticipated that you will handle these situations without impacting on your final submission. Thus, low-level and short-term illnesses and factors such as problems with computers, will not be considered as a basis for an extension for this type of work. This differs from assessments which have a shorter time to complete. For problem sets, where solutions are discussed in module Support and Feedback classes immediately after submission, no extensions can be granted, but you may be condoned from the assessment, based on the evidence. The weighting would normally be passed onto the final examination. Information on solution availability can be obtained from module leaders.

Regularly refused reasons for extensions

If you are thinking of applying for a coursework extension or exemption from a test, you should be aware that, if your reason is the same or similar to those given below, your request is likely to be refused.

"I travelled abroad over the vacation and was unable to obtain references from local libraries."

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

"I travelled abroad over the vacation and as a result I returned late to the University or I had a poor internet connection whilst abroad."

Comment: The University requires you to be in residence in term time, and most assessments are submitted electronically. If you are concerned about poor internet connection you need to check before travelling whether this will be an issue.

"I have a last-minute invitation to an important job interview for which I need to prepare a presentation."

Comment: You knew you'd applied for the job, and building in some slack for interviews is just part of normal time management. You should plan to research and write assessed coursework with a margin to spare so that complications like this, which are predictable, don't put you into a spin. However, your request will be viewed sympathetically if you get several last-minute invitations to interviews in quick succession. If the interview or assessment centre falls on the day of a test and you have evidence that this event cannot be moved, we may be able to consider an exemption request.

"I had too many other important things going on and forgot to submit my essay on the right day, but my file is dated the day before the deadline, proving that my essay was ready beforehand."

Comment: You have to give the right degree of priority to your academic work. The date on a file is easily manipulated.

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

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

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

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

Exemptions

The Department cannot grant an extension to a test or reschedule the date of any test. If you are unable to take a mid-term test or your illness is of such long duration that it prevents you from submitting a piece of work within an appropriate extension, you can apply for an exemption, so that the work is condoned. The weighting of the assessment is normally passed onto your final examination for that module. In the case of WBS modules, if an assessment is missed or not submitted and you request an exemption based on mitigating circumstances, this will not be considered until the Exam Board. You will be given a mark of zero and this will only be condoned when the Exam Board meets.

Once again, all evidence should be submitted via the Department's mitigating circumstances form and should be submitted in a timely manner (one week for official documentation and 3 days for self-certifications).

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

These reasons for absences will not normally be condoned:

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

Please note that this list is not exhaustive.

If you are unable to give a presentation due to illness (for example in EC304 or EC331), your tutor will re-schedule your presentation.

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

Research in Applied Economics (RAE) final project

EC331 Research in Applied Economics (RAE) is a core module for Final Year students on L100, L116 and GL11 and is optional for some other Economics joint degrees. The module is unusual in the Department in that it is assessed entirely by coursework (three assessments and the final project). We have received feedback from External Examiners and employers that this is a valuable module in terms of challenging you, by providing a bridge into an MSc degree, and through giving you a platform to demonstrate the accumulation of learning from your economics degree.

RAE provides a vehicle for you to apply your knowledge and skills to a project of your own choosing in order to deepen and broaden understanding of that knowledge, develop expertise in a specific area of interest, build self-confidence through the development of an idea to fruition and discover how economic ideas can be applied to a specific problem.

Over the last years a number of our RAE students have been selected to present their final project at the Carroll Round [warwick.ac.uk/economics/prospective/ug/student-experience/carroll-round] – an International Conference for Undergraduate Research held at Georgetown University, alongside students from other leading Economics Departments around the world, including Harvard, NYU, LSE and Oxford. Others have had the opportunity to present their final project at the British Conference of Undergraduate Research [www.bcur.org/], the **Error! Hyperlink reference not valid.** [International Conference of undergraduate research] and the International Atlantic Economic Society [www.iaes.org/].

Good practice in assessment

Essay-writing guidance

Essays are often a major source of uncertainty for incoming students. To understand the criteria which your tutors will use to mark your written coursework, you should familiarise yourself with the information here. Not every module requires coursework in the form of essays, but the rules that apply to essays can often help in relation to other kinds of coursework too. Sources of advice on essay writing include:

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

During your first year, you will have the opportunity to develop a range of skills through the Personal Development Module (PDM) [warwick.ac.uk/economics/current/ug/resources/modules/pdm]. One compulsory session will be on academic writing, which will include how to structure and reference your essays, and another will be on referencing and plagiarism. Having participated in these activities, you will then be able to apply these skills across your modules in all years of your degree.

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

Presentation

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



Word limits

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

Academic Referencing

It is important that you, no matter what your background is, familiarise yourself with the approaches used at Warwick. The fact that you may not have written essays before coming to this University is not an acceptable excuse. You must take the initiative to ensure you have all the skills needed to produce good work as it is expected here, and the referencing and plagiarism tutorial that forms part of the PDM will help with this. Bear in mind that there will be slight differences between what departments require so do not assume that the approach will be exactly the same if you are taking a module in another department.

There are numerous online resources to help you grasp proper academic referencing including the Library [warwick.ac.uk/services/library], The Centre for Student Careers & Skills [warwick.ac.uk/services/careers/careers_skills] and Global PAD [warwick.ac.uk/fac/soc/al/globalpad/openhouse/academicenglishskills/writing/referencing]. We have a dedicated Economics Librarian coming to the Department regularly.

If you are ever in doubt about referencing and avoiding plagiarism speak to your module tutor or your Personal Tutor before you submit your piece of work.

When should you acknowledge sources

One of the most important skills to develop is a recognition of when you need to acknowledge a source. You should do this:

↳ When you quote directly using other people's words. Text taken directly from someone else must always be in quotation marks

- ▶ when you paraphrase the ideas, arguments or theories of others, including lecture material in your own words
- ▶ when you use evidence from the work of others to support your own arguments
- ▶ when you rework published data or use it as the basis of your own calculations
- ▶ when you include charts, tables and diagrams produced by other people. If the source you have taken the material from has copied it from someone else, you must reference both the original person and the source you have used yourself
- ▶ when you reuse material that comes from work you have previously submitted for assessment whether at Warwick or elsewhere.

In each of these cases you need to incorporate a specific citation into the text or tables of your coursework. You must also include the source in your bibliography, but it's not enough just

to include the source in a bibliography or list of references at the end.

How should you acknowledge sources?

There are many possible forms of citation. The one we favour takes the form of abbreviated references in the text (rather than footnotes or endnotes) coupled with a list of references with full detail at the end. Each text reference is limited to the author, date of publication and page reference. For example:

According to Howlett (1994, p. 3), the need for rapid mobilisation is a crucial reason why market institutions may not sufficiently adjust the allocation of resources to wartime priorities.

"We were five months in Palermo ... One day [Alfred] came down from the roof to tell me he had just discovered the notion of 'elasticity of demand'" (Mary Paley Marshall, cited by Keynes, 1951, p. 334).

The original application of rational expectations to macroeconomics is usually attributed to Lucas (1972).

Avoid the use of footnotes to add extra comments and asides. If what you need to say matters it should go in the text. If it doesn't belong in the text, leave it out. If you are required to or choose to use footnotes as the means of referencing, you should include the full reference in the footnote, as well as in the bibliography.

What goes in the bibliography?

Complete references belong at the end of the essay. These should contain precisely those articles and books that you cite in the text, no more and no less. In particular, markers will be alert to you including references to sources that you have not used and have only listed to make your bibliography appear larger.

Your references might comprise books, chapters and journal articles, alphanumerically by author and publication date, with the book title or journal title underlined or in italics, and article or chapter titles in quotation marks. The principle here is that it's the library catalogue entry that gets italicised or underlined. Place of publication and publisher are optional for University coursework though not if you aspire to publishable scholarship. Note that if you cite articles or chapters you should also give first and last page numbers. For the above examples:

Howlett, W.P. (1994). "The Wartime Economy, 1939-1945." In Floud, R., and McCloskey, D., eds, *The Economic History of Britain Since 1700*. 2nd edn, vol. 3, 1-31.

Keynes, J.M. (1951). *Essays in Biography*. 2nd edn.

Lucas, R.E. (1972). "Expectations and the Neutrality of Money." *Journal of Economic Theory*, vol. 4, 103-24.

For further guidance on reference style, consult a well-known economics journal such as the *Economic Journal*.

When you don't need to acknowledge sources

Any textbooks you do use should be included as a reference in your bibliography at the end of your coursework. However, you don't need to give references for ideas and theories which have passed into the public domain and appear in any number of textbooks: for example "Economic theory suggests that demand curves for normal goods are negatively sloped." The

same logic means that you can refer to a vacuum cleaner as a Hoover, even if it is made by Panasonic or Miele, because the Hoover Corporation failed to register its name as a trademark before it entered the public domain.

Some examples of misuse

Citations and references can be misused. Here are some points on which to take care.

- ▶ An essay is an exercise in writing, not in using other people's words. This means that, unless something is extremely effective, you should not quote. You can summarise the thoughts of others, but make sure that the writing is your own style. We want to know what you think.
- ▶ Don't use citations as a substitute for argument. What gives your argument authority is logic and evidence, not the number of scholars you can find who agree with you, so don't pad the bibliography with material you haven't used. It won't impress the marker. The marker does want to know that you have read widely, but to read widely without understanding benefits no one. Using large quantities of references can sometimes actually signal to the marker that you do not really grasp the topic in detail. Use references selectively as proof of your good faith as a scholar, not to batter down disagreement or bury points of difficulty.
- ▶ Only cite what you yourself have used. For example, you may read something that itself refers to another source. Thus Gordon (1998), *Macroeconomics*, p. 490, discussing excess volatility in aggregate consumption, refers to an article by Marjorie Flavin (1981) in the *Journal of Political Economy*.

Suppose the point matters to your essay. Whom do you cite: Flavin or Gordon? If you cite only Flavin it makes you look good: here's a student who seems to have gone into the subject in depth. But you run the risk of making an inappropriate citation: you have to trust Gordon; was his purpose in making the citation really the same as yours? The correct form is "Flavin (1981), cited by Gordon (1998, p. 490)". That makes Gordon, not you, responsible should the citation prove incorrect or inappropriate. Better still, if the point really matters, go to the original reference and read it yourself. Then you can cite it confidently without risk of being caught out.

It is particularly important to note when a table, chart or diagram has been reused by someone you are citing. You must include reference to the source you used but also show that the author themselves took the material from someone else.

Marking, moderation and feedback

Marking and moderation

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

We want to reassure you that the marking and moderation for

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

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

Return of marked assessed work

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

Please also see the University Policy on the Timing of the Provision of Feedback to Students on Assessed Work [warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat/assessment/timeliness].

Feedback on your assessed work

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

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

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

Other types of feedback

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

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

Querying of assessed work marks

University regulations state that you may not query a mark awarded on a piece of assessed work, including an examination, on the basis of academic judgement. We will reject any requests by you to have your work reviewed on the basis that you disagree with the marker's evaluation of your performance, whether it is based on the mark or the feedback. You are entitled to approach the module leader or lecturer to discuss your performance in the assessment, but please note what you must do prior to this, as outlined in the previous section [warwick.ac.uk/economics/current/ug/handbook/assessments-and-examinations#feedback-on-your-assessed-work]. However, you are not permitted to ask your lecturer or tutor to re-read your work or comment on the mark/feedback and certainly not to lobby for a re-mark.

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

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

Plagiarism

What is plagiarism?

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

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

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

A significant amount of unacknowledged copying shall be deemed to constitute prima facie evidence of plagiarism, and in such cases the onus will be on you to establish otherwise. The university uses Turnitin as its plagiarism detector and all submitted work is analysed by Turnitin. The reports indicating

the amount of your work that is similar to or taken from other sources is available to the marker, together with a reference to the original source.

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

All of the practices on the following list constitute plagiarism:

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

The Department provides information regarding academic referencing and how to do it and you should check the Academic referencing [warwick.ac.uk/ec/current/ug/handbook/assessments-and-examinations/#academic-referencing] section of the Handbook for details of this. In the first year, students are also required to participate in a compulsory Plagiarism Tutorial, as part of the Personal Development Module. You will find this a good source of information to understand what plagiarism is and how to avoid it in practice. Further sources of information are also available through the Library and our dedicated Librarian.

Why is plagiarism penalised?

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

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

How is plagiarism penalised?

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

As a summary of our Departmental plagiarism procedure, if a marker decides that he or she suspects plagiarism in a piece of coursework, he or she will report it to the Director of Undergraduate Studies, or his/her deputies. A review of the work will take place, and you will be invited to a meeting to discuss the work and the allegation. The Director or Deputy Directors of Undergraduate Studies will then make a recommendation to the Head of the Department about whether plagiarism has occurred and the penalty to be exacted. Where the Head of Department decides an offence has occurred and exacts a penalty, there are a number of different types of penalty available to the Department, with a maximum penalty of a mark of zero on the relevant piece of assessed work. Alternatively, in cases involving students beyond their first year of study, in cases where the plagiarism offence is felt to be severe, or in cases where a student has previously been found guilty of some form of cheating, the Head of Department may report the matter to the Academic Registrar for consideration by an Investigating Committee of the Senate. If the Committee finds an offence has been committed, it has the power to impose a mark of zero for the entire module unit or some more severe penalty. At each point you have rights of representation and defence which are described in the regulation and departmental procedure.

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

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

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

Please note that if the Department finds that you have committed plagiarism, but you believe the Department's decision to be incorrect, you have the right to refer the matter to the Investigating Committee. A meeting of the Investigating Committee will then consider the case and take a decision as to whether it believes cheating has taken place or not. If it determines cheating has taken place, the Committee will

decide on an appropriate penalty, which may or may not be the penalty previously imposed by the Department.

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

Good practice and unfair practices

It is not plagiarism to cite without attribution ideas and theories that have passed into the public domain. The more widely you read and research your coursework, the quicker and better you will know what is and is not in the public domain, and the more safely you will be able to determine what can go without a supporting reference.

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

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

Copying or paraphrasing lecture notes, even with quotation marks and citations, is something we would especially discourage. When you copy from a published source at least you have the security of knowing that the work that you are copying has been scrutinised by referees (of journals) and reviewers (of books). Lecture notes are not subject to independent scrutiny and have no such guarantees of quality. Notes provided by lecturers should be only a starting point of your research, not your finishing point. Again, work based on lecture notes will not get a good mark.

Helping others to plagiarise or collaborate?

Discussing your work with your colleagues can be a positive and fruitful learning experience. Often it is enhanced by showing your colleagues what you have done. However, there is no good reason for another student to ask to borrow a file on which your essay or project work is recorded. If your work is copied by another student, and the copying is detected, you lay yourself open to accusations of abetting or colluding with their cheating, or even of engaging in cheating yourself. The same will occur if you do not use the material yourself but pass it on to a third person, because without your involvement the cheating would not have been able to take place.

Collaboration, or working cooperatively with other students, is an excellent way of acquiring knowledge. Teamwork enables you to cover material more quickly and more efficiently. Having to explain things to others clarifies them and fixes them in your mind. But collaboration can give rise to concerns. Sometimes

students fear that collaboration may lead to accusations of plagiarism, in the sense of passing off others' work as your own.

We think there is a clear distinction between the cooperative acquisition of knowledge and the copying of another's work and submitting it as your own. Your module tutor may supply you with further guidance. If you find yourself in a situation where cooperation with another student has become so close that you find yourselves working towards a joint result, discuss it with your tutor before submitting your work.

Other forms of cheating

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

- ▶ purchasing an essay or asking someone else to write it for you - this is a form of plagiarism
- ▶ concealing information on or near your person during a test or exam and referring to this information during the test or exam
- ▶ by using electronic devices to retrieve information in a test or exam. Please note that if you are found to have an electronic device in an examination, you will receive a mark of 0%.
- ▶ copying another student's work or communicating with other students in a test or exam
- ▶ arranging for another student to take a test or exam on your behalf
- ▶ continuing to write after you have been told to stop writing in a test or exam
- ▶ submitting any falsified documentation.

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

Cheating in a class test is dealt with in the Department, but may be passed onto the Academic Registrar and the Investigating Committee. If an invigilator suspects you of cheating in a class test, the invigilator should let you know that they will be submitting a report to the Director of Undergraduate Studies.

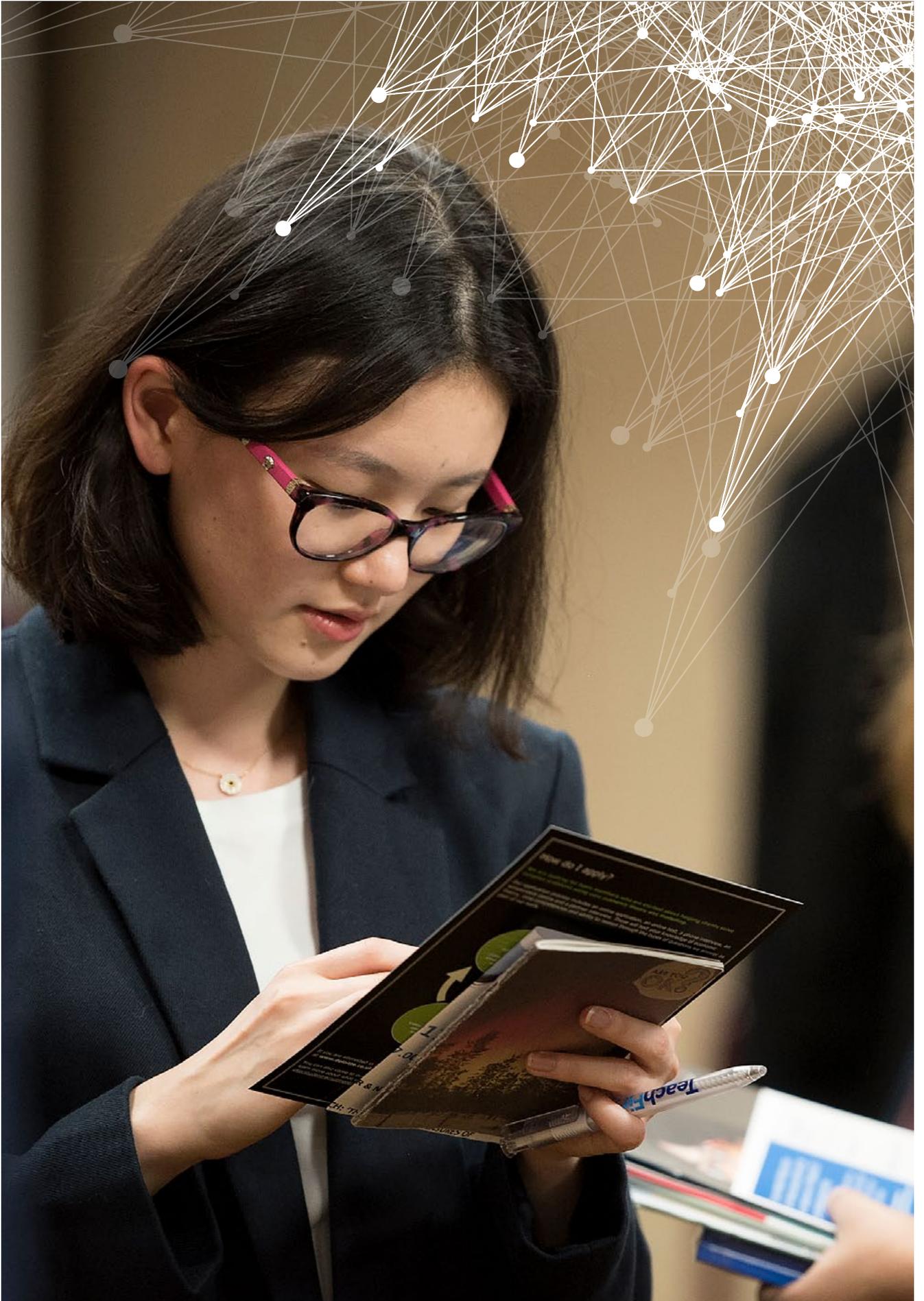
Once the invigilator has warned you that a report will be made, you will be allowed to complete the test. The investigative process and penalties are then the same as those set out for plagiarism and other forms of cheating in coursework.

Where should I go for advice on these matters?

If you have read all of the above and are still not sure what constitutes plagiarism, collusion or other forms of cheating, you should seek advice in good time from either the module leader, your module tutor, or your Personal Tutor. You can also access resources via the Personal Development Module's Plagiarism Tutorial and the Library. For advice on the Department's Plagiarism Procedure, please refer to the Department's Quality Assurance Manager.

Examinations

Most of your assessment will be in the form of University examinations. For each exam, you are required to bring your student ID card and place it on your desk, so that your identity can be checked during the examination. You should avoid



bringing a bag with you to the examination room, as you will not be permitted to bring it into the exam with you. The use of PDAs or mobile phones, or any other hand-held devices that facilitate wireless communication is not permissible in examination conditions. If you are found to have an electronic device in an examination or test, even if it is switched off and hasn't been used, the penalty will normally be a mark of 0% on that examination and can be even more severe.

Examination methods

Many First and Second Year Economics modules are assessed under a 'standard scheme' which combines a closed-book, unseen examination contributing 80% of the credit for the module, with other pieces of assessed coursework contributing 20%. The number of pieces of coursework can vary from one module to another; this is indicated in the module descriptions. Some non-standard schemes apply, and you are advised to check the individual module webpages for the definitive information.

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

Examination dates and timetable

For non-finalist undergraduates, there are two examination periods, with the main exams being held in May/June and resit exams held in September. For finalists, there is only one examination period, in May/June. For more information on the exam periods, please see the Examinations Office website [warwick.ac.uk/services/academicoffice/examinations]. Please note that undergraduate examinations are scheduled centrally by the Examinations Office and, as such, the Department has no control over which exams are held on which day.

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

Special arrangements for exams

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

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

Good practice in exams

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

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

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

Other pointers for good practice in examinations, include:

- ▶ familiarising yourself with what happens in the exam room by reading the Examination Regulations 10.2 [warwick.ac.uk/services/gov/calendar/section2/regulations_examregs/#10.2]
- ▶ familiarising yourself with the rubric beforehand and doing what the rubric asks (the rubric for each module can be found on the module webpage - it is better to use this source for accurate exam rubric rather than using past papers, as that may be out of date)
- ▶ not wasting time writing out the question - but do write down the question number
- ▶ striking out any material that is not to be read (e.g. unwanted attempts)
- ▶ showing your working in mathematical/quantitative answers - enough to be awarded method marks if you get the wrong answer. In any case full marks ought not to be awarded for correct 'bottom line' answers - we are also interested in checking reasoning and understanding

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

Bilingual Dictionaries

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

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

Exam boards, progression and resits

Exam Boards in each of the three years fulfil different roles. The Final Year Exam Board is the most important, in the sense that as long as you pass and proceed through the earlier boards (and most students do!) then it is only in this final board that your degree class is determined.

Examination boards are obliged to adhere to Examination Regulations.

The examination regulations are designed to establish quality standards for all Warwick degrees and to ensure equity of treatment across all candidates.

The First Year Board of Examiners

The first year of all single and joint honours degree courses in Economics (except for Mathematics and Economics) is a qualifying year. If you fail to progress to the second year at the first attempt in June you have the right to make one further attempt, which normally involves a resit exam in early September.

Results are considered by a Board of Examiners for the Faculty of Social Science: i.e. decisions are taken at the level of the Faculty, not the Department. The Board's members are representatives of each department in the Social Science Faculty and the current Chair of the Board is the Director of Undergraduate Studies in the Department of Economics. Please note that all marks are provisional and may be raised or lowered by the exam board.

The criteria for proceeding are as follows: A candidate who achieves passes in whole modules weighted at 80 credits, who has also passed in all required modules and has also achieved an overall average mark of 40 should proceed. Note also that at the June examination board, a candidate who is not permitted to proceed, but has achieved an average of at least 40%, will be required to resit all failed required core modules (where the module mark is based 100% on the examination). Students should note that EC121/EC122/EC123/EC124/EC125 are part of the over-arching module EC120, which must be passed overall and thus if the overall mark in EC120 is at least 40, you are not permitted to resit a failed component. Furthermore, a resit in EC120 includes only Mathematical and Statistical Techniques (i.e. not EC125).

You will find full conventions on the examinations website [warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/fyboe]. The Board meets after the June examinations. At this time, the decisions available for each candidate on an Honours degree and taking first year exams for the first time are normally for the candidate:

- ▶ to proceed to the second year
- ▶ to resit exams in failed modules, normally in September.

If you have failed the criteria for proceeding to the second year, you will be given the chance to resit your exams only once. Marks are capped at 40 and only the exam will be taken into consideration (not assessments). The First Year Board of Examiners may recommend that you withdraw from the University, but you still have the right to resit. Secretaries to First Year Boards of Examiners will inform you of the modules that you are required to resit and when the resits are (normally September). If you fail your resits, you will normally be asked to withdraw from the University. Under defined circumstances you have the right to appeal against this decision. More information on the appeals process can be found online (warwick.ac.uk/services/academicoffice/examinations/students/appeals [warwick.ac.uk/services/academicoffice/examinations/students/appeals])

There is a second meeting of the Board after the September examinations. At this time, the decisions available to the Board, for each candidate on an Honours degree and resitting first year exams, are normally for the candidate:

- ▶ to proceed to the second year
- ▶ to be required to withdraw. In this case, you may be considered for an Exit Award and receive a Diploma of Higher Education.

Medical and other documented information affecting performance is noted in June, but will usually affect decisions only at the September Board. This is because any student who is unable to take the examination on a required core module in June through illness, is offered the chance to sit that exam as a first attempt (i.e. retaining the right to resit in the event of failure) in September. Please note that if you are able to

proceed to the second year after the June Exam Board, you are not permitted to sit an exam in September as if for a first attempt, even if you were ill.

It is very important that you submit documentary support for any mitigating circumstances affecting your performance via the mitigating circumstances form [warwick.ac.uk/economics/current/] and do so before the Examination Boards begin to meet, which usually begins in the last week of June. Evidence that is not provided in a timely manner and with no justification for the delay will not be considered by the Exam Board. Further information can be found in the Mitigating Circumstances Section [warwick.ac.uk/economics/current/ug/handbook/assessments-and-examinations#mitigating-circumstances] of the Handbook.

The Second Year Board of Examiners

The Second Year Board of Examiners comprises a subset of full-time members of the academic staff in the Department of Economics. It makes recommendations that are subject to confirmation by the Senate.

The Second Year Board does not classify candidates. Its only purpose is to consider whether and how candidates should proceed to the final year. The Board usually meets in the first week of the summer vacation. Please note that all marks are provisional and may be raised or lowered by the exam board. The decisions available to it are normally for each candidate:

- ▶ to proceed to the final year of an Honours degree course
- ▶ to resit failed modules the following June without residence, only if you are not permitted to proceed to the final year (where the module mark is based 100% on the examination) - marks capped at 40%.*
- ▶ to proceed to a pass degree
- ▶ to be required to withdraw. In this case, you may be considered for an Exit Award and receive a Diploma or Certificate of Higher Education.

*If a student fails to pass 60 credits of modules and if the average is below 40%, students are permitted to resit failed modules 'without residence' which means that they do not attend the University but return the following June to resit specified examinations.

In case of illness or other very special circumstances, a first attempt may be declared null and void and a subsequent first sit allowed. The University publishes rules on progression [warwick.ac.uk/services/academicoffice/examinations/students/failing_exam_assessment/] for intermediate year students.

Medical and other documentary evidence potentially affecting performance is noted by the Second Year Board and carried forward to the Final Year Board. It is not normally considered by the Second Year Board in any detail, unless special circumstances make it relevant to the Board's decision. It is very important that you submit documentary support for any mitigating circumstances affecting your performance via the mitigating circumstances form [warwick.ac.uk/economics/current/] and do so before the Examination Boards begin to meet, which usually begins in the last week of June. Evidence that is not provided in a timely manner and with no justification for the delay will not be considered by the Exam Board. Further information can be found in the Mitigating Circumstances Section [warwick.ac.uk/economics/current/ug/handbook/assessments-and-examinations#mitigating-circumstances] of the Handbook.

The Final Year Board of Examiners

The Final Year Board comprises a subset of full-time members of the academic staff in the Department of Economics, together with external examiners appointed by the Senate. It makes recommendations that are subject to confirmation by the Senate.

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

- ▶ Professor Tim Worrall, University of Edinburgh
- ▶ Professor Saqib Jafarey, City, University of London
- ▶ Professor Ian Preston, University College London
- ▶ Dr. Stephen Heblich, University of Bristol

Please note that all marks are provisional and may be raised or lowered by the exam board. The Board usually meets in the last week of the Summer term and considers the results of each candidate's second- and final-year modules. The decisions available to it are normally for each candidate:

- ▶ to be awarded an Honours degree of First, Upper second, Lower second or Third class
- ▶ to be awarded a Pass degree
- ▶ to resit specified failed modules the following June, without residence, in order to be awarded a Pass degree
- ▶ to fail. In this case, students may be eligible for an Exit Award, either via a Certificate of Higher Education or a Diploma of Higher Education.

The Examination Board works with a set of conventions that determine your degree class in a consistent and fair way. The conventions are based partly on the average mark across all modules and partly on the profile of marks across modules. The conventions are harmonised for use in all degree courses within each Faculty and are available online [warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions].

All undergraduates currently studying in the Department will be graduated under the 'harmonised' conventions. Degree classification is related not only to your overall average over your modules, but also to the profile of marks. There are no limits on the numbers of candidates who can obtain a particular degree classification.

m conventions have a language of their own. Read them carefully. Most of your questions will be answered by the fine print.

Medical and other documentary evidence potentially affecting performance across your Second and Third Years is considered by the Final Year Board. It is very important that you complete the mitigating circumstances form [warwick.ac.uk/economics/current/] if you need to submit any evidence that supports mitigating circumstances affecting your performance and that you do this before the Examination Boards meet, which starts in the last week of June. Evidence that is not provided in a timely manner and with no justification for the delay will not be considered by the Exam Board. Further information can be found in the Mitigating Circumstances Section [warwick.ac.uk/economics/current/ug/handbook/assessments-and-examinations#mitigating-circumstances] of the Handbook.

You may also wish to read guidance on the marking scales used in the University.

If you fail a module you will not normally be allowed to resit it. In case of illness or other very special circumstances a first attempt may be declared null and void and a subsequent first sit allowed. If you fail your degree overall, you will normally be permitted to resit failed exams the following summer, without residence (which means without attending at the University), in a final attempt to obtain a pass degree (an honours degree is no longer possible).

Please see the Senate Examination and Degree Regulations on Pass degrees [warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/n_passdegrees] for more information.

Mitigating Circumstances

Detailed guidance on how to submit a case for mitigating circumstances and the evidence required to substantiate a case is available here [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 [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 ideally 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 [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 [warwick.ac.uk/economics/current/msc/resources/mitcirc]. For UG students the Mitigating Circumstances Officer is the UG Teaching and Learning Manager.

We are aware that in some cultures it is considered shameful or embarrassing to disclose the details of these kinds of circumstance to those outside one's family. This is not the case in the prevailing UK culture and you should be aware that the Department and the University are fully supportive of students in difficult circumstances and want to assist if at all possible. If you feel inhibited from talking to a Personal Tutor, Director of Academic and Pastoral Support or UG Teaching and Learning Manager, you may also consider talking to a member of the SSLC, the Students' Union, the Dean of Students or a member of staff in Student Support for initial, informal advice. Be assured that we treat all information in a confidential manner and our electronic filing system is secure. If you believe that your mitigating circumstances submission contains sensitive personal information and/or highly confidential evidence, you may submit your mitigating circumstances marked "strictly confidential and for the attention of the Chair of the mitigating circumstances panel only".

Exam anxiety

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

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

Mitigating Circumstances Panel

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

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

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

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

Possible action by the Exam Board

For severe mitigating circumstances the Exam Board might recommend the candidate sits examinations (as for the first time) in September or the following May/June or offer a further opportunity for re-examination. In the case of first year students, mitigating circumstances are considered and recommendations are made by the Faculty First Year Board of Examiners. In the case of the Second Year Exam Board, it may be recommended that no action is required in terms of progress decisions, but the circumstances will be carried forward and be considered when determining the degree classification at a future meeting of the Board of Examiners. Please note that the Exam Board will not change any marks, whether module or average marks for any student, even if there are mitigating circumstances. The role of the Exam Board is to determine progression and Degree Class.

Reasonable Adjustments

Long term chronic conditions (normally greater than a term in duration and that are likely to continue) and disabilities are dealt with under the reasonable adjustments [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 [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 [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 [warwick.ac.uk/services/qualops/disability/policy].

Discretion

Although the Examination Boards follow standard guidelines, in exceptional circumstances, they can exercise discretion when awarding a particular class of degree to take into account relevant individual circumstances such as health. However, the Boards do not exercise discretion lightly or arbitrarily, nor do they alter marks. Exercising discretion may mean placing more weight than usual on some parts of your performance than others - for example, on the final year, if the second year was known to be affected by illness. However, even in such cases, the module and average marks are not changed. Please note that if both Honours years are affected by mitigating circumstances, there is little the Exam Board can do in terms of exercising its discretion, as the Exam Board does not have any information on academic performance in one of the Honours year that was unaffected by mitigating circumstances.

Any departure from guidelines is always based on properly documented evidence (usually a medical certificate or counsellor's report), and taking into account the need to treat all candidates consistently and fairly. Thus the Boards do not (and do not have the right to) waive rules or adjust marks without good reason. In particular, the Boards will not award a higher degree class just because of illness if there is insufficient evidence in your record to justify the higher class.

External Examiners

One or more external examiners (i.e. examiners of professorial or equivalent status from another university) must be present at the Final Year Board and must confirm its decisions. One of the most important functions of external examiners is to ensure that the Board's decisions are fair. External Examiners also contribute towards the upkeep of standards of marking by moderating a sample of student assessments.

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.

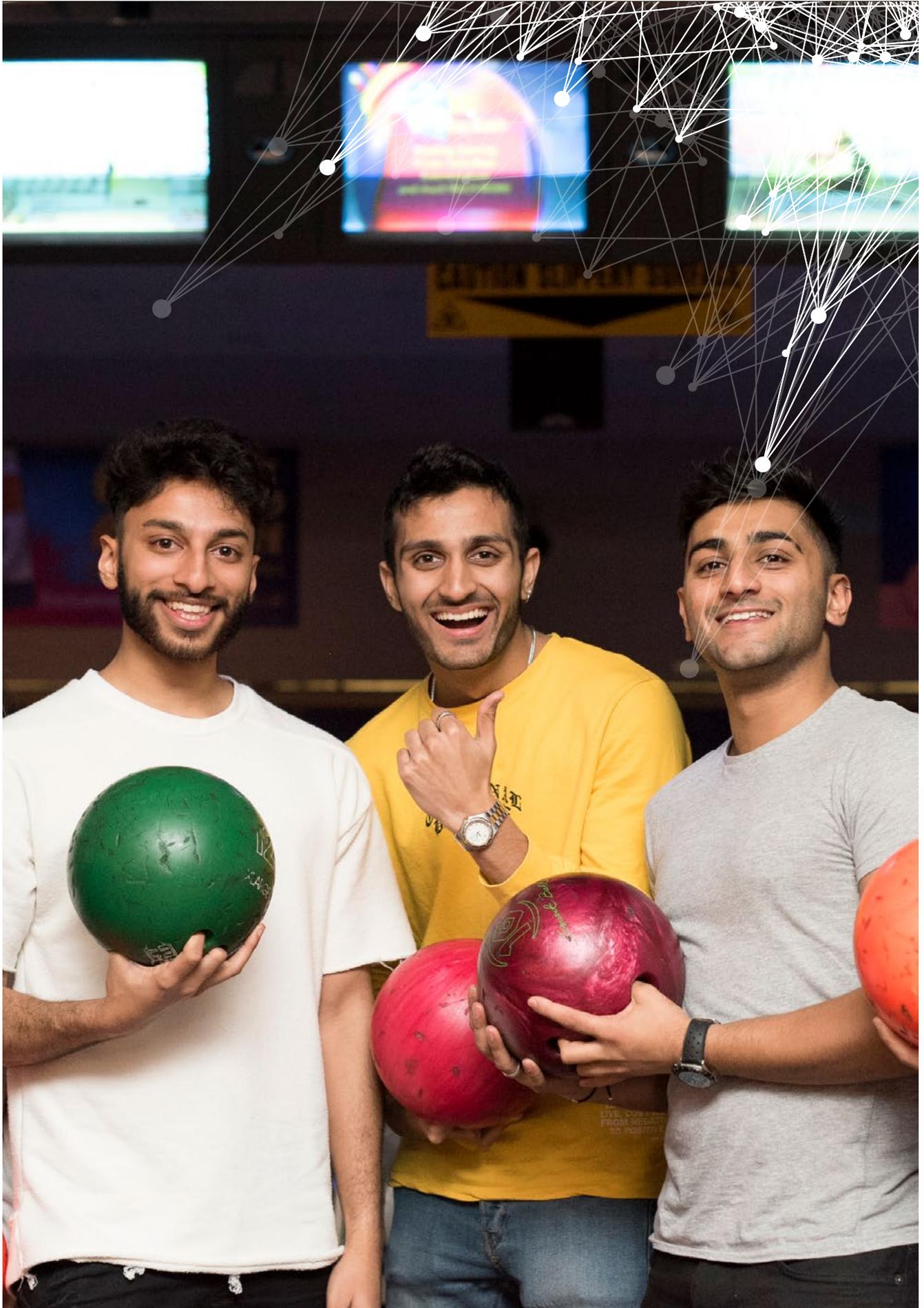
External Examiners also write a report on their views of the quality and standards of the assessments and examinations conducted in the Department and on the administrative processes behind this. The Department considers these reports at the Undergraduate Management Committee, sends a formal response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

For more information on the role of External Examiners, please see the website of the Quality Assurance Agency [www.qaa.ac.uk/].

Prizes

The Department of Economics awards several prizes throughout the three years for outstanding performances. Previous examples have included the Deutsche Bank Prize for the top performing first-year student in Economics and the Department Examiners' Prize for the Best Performance in Research in Applied Economics. The current prizes awarded are the following:

- ▶ Oliver Hart prize for the best performing students in the first and second years (£100 cheque).
- ▶ Peggy Ford Memorial Prize for final year students for outstanding performance in economic history (£25 cheque).
- ▶ Rohin Modasia Prize – An enterprising approach to economics in application to the real-world business or public sector – i.e. a practical project or a practical application of the subject making a potential usable contribution towards the wider community (promoting sustainability, alleviating poverty etc) (£150 cheque).
- ▶ Departmental Examiners' Prize for final-year students for best performance in EC331 Research in Applied Economics (£100 cheque) and best performance in economics-based degrees (not EPAIS or PPE) (£100 cheque). The award winner(s) are chosen by the Final Year Board of Examiners and may share the prizes in some years.
- ▶ Shiv Nath Prize (£100 cheque) for final-year students for best performance in BSc or BA in Economics, Politics and International Studies.



Examination feedback

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

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

If you are a student in the Economics Department or on one of our joint degrees, you will automatically be sent a copy of your exam script, if and only if you have failed a module **and** must resit it in order to progress to the next year. No other exam scripts will be made available to students. Tutors and lecturers will not be able to provide further individual feedback or explanation and you will not be able to use the script to challenge marks. Please note that the moderation process may have had the effect that the final mark on your script does not coincide exactly with the marks given to each part.

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

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

The appeals process

First year and intermediate-year appeals

First-year and intermediate-year undergraduates have the right to appeal only against a decision that they be required to withdraw from their course of study, and then only if they are in possession of relevant evidence which was not available to the Board of Examiners when its decision was reached. You are required to complete a form if you wish to appeal and should consult the Examinations website [warwick.ac.uk/services/academicoffice/examinations/students/appeals]. An appeal must be lodged in writing within 10 days of the publication of the exam results.

Final year appeals

Under certain defined circumstances, final-year undergraduate students may appeal against the award of a particular degree class or if they have not been awarded a qualification. You are required to complete a form if you wish to appeal and should consult the Examinations website [warwick.ac.uk/services/academicoffice/examinations/students/appeals]. An appeal must be lodged in writing within 10 days of the publication of degree results.

- ▶ The appeal procedures may not be used to challenge the academic judgement of examiners nor to dispute marks awarded in individual modules or pieces of work.
- ▶ Further appeals information and forms can be found on the Academic Registrar's webpages [warwick.ac.uk/services/academicoffice/examinations/students/appeals].



Your Feedback and Concerns

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Your feedback to us

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

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

- ▶ Module Evaluations twice a year
- ▶ your Personal Tutor or Year Tutor
- ▶ being involved in the Student Engagement Group
- ▶ attending a focus group
- ▶ Advice and Feedback hours of the Directors of Academic and Pastoral Support (DAPS)
- ▶ the Student-Staff Liaison Committee (SSLC)
- ▶ the National Student Survey (NSS) in the final year
- ▶ Departmental online feedback form [warwick.ac.uk/ec/current/shared/feedback-form]

The Head of Department, Professor Jeremy Smith, is also happy to hear thoughts from you regarding all operations within the Department. You may reach him via email: jeremy.smith@warwick.ac.uk or via his PA Gill Gudger: G.E.Gudger@warwick.ac.uk.

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

What is a complaint?

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

A complaint may relate to:

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

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

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

The University has a three-stage complaints resolution procedure. The information below outlines in brief how to make a complaint, but you are asked to consult the Student Complaints Resolution Procedure [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 Year Tutor, who will help you refer the issue to the appropriate authority. If you do not feel comfortable doing this, you may contact the Students' Union Education

Officer [education@warwicksu.com] or the Student Advice Centre [www.warwicksu.com/advice/] for support.

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

Formal channels (Stage 2)

In cases where you have raised an issue in Stage 1 of the complaints process with a member of the Department and have not received a response with which you are satisfied, or in cases which are significantly serious or complex to be dealt with informally, you should then put your complaint in writing (within 10 University working days of receiving the Stage 1 response) to the Quality Assurance Manager by emailing economics.quality@warwick.ac.uk. You will then receive an initial response to inform you that your complaint has been received, and your complaint will 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 [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 three months of the conclusion of the complaints procedure at the University, and complainants are subject to eligibility criteria.



Pastoral Care and Welfare

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77 Wellbeing Support Officer

77 **References and referees**

77 **University support**





Personal Tutor System

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

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

The Director of Academic and Pastoral Support is Dr Christian Soegaard. You can find details of who the Year Tutors are and how to contact them on the Pastoral support webpages [warwick.ac.uk/ec/current/ug/resources/services-and-support/directors-of-academic-and-pastoral-support]. The Welfare Officer is Ann Simper who is also the UG Coordinator and is located in the UG office in S0.98.

Your Personal Tutor

You will be allocated a Personal Tutor (PT), who is the member of academic staff to whom you can turn for confidential advice regarding personal or academic matters. New students can find out who has been assigned as their Personal Tutor on Tabula. Your Personal Tutor is an important contact with the Department and University.

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

- ▶ How your modules are progressing - which subjects you enjoy and which you find more challenging, and prioritising your workload.
- ▶ Changing modules.
- ▶ Gaining feedback on your academic progress and areas that can be improved.
- ▶ Gaining feedback on your personal development, such as skills that you should develop.
- ▶ Your non-academic achievements to help your tutor write your reference.
- ▶ Your wish to go on an exchange or take up another study abroad opportunity - Personal Tutors will be asked to provide a reference for you if you apply for such schemes.
- ▶ Concerns about application forms for internships/jobs.
- ▶ Asking about references and how to request them.
- ▶ Gaining advice on further study, such as Master's Degrees.

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

You will normally retain the same Personal Tutor throughout your undergraduate career. If your Personal Tutor goes on study leave or is seconded temporarily elsewhere, you will be allocated a temporary replacement except when the interests of continuity suggest a permanent change would be better.

If you wish to change your Personal Tutor for any reason you must contact the UG Office.

Year Tutors

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

- ▶ Any medical or personal circumstances that are affecting your ability to study and/or engage in your degree course. Any evidence should be submitted via the mitigating circumstances form.
- ▶ Any additional support that you may require from University Support Services.
- ▶ Any concerns you have over your attendance.
- ▶ Any issues relating to Departmental or University rules and regulations.
- ▶ Temporary or Permanent Withdrawal queries.
- ▶ Any problems relating to plagiarism.
- ▶ Concerns that you may not wish to raise with your Personal Tutor.

In addition to this, the Year Tutor may ask to meet with you if the Department or University has concerns about your attendance or engagement on your degree course; in particular if you are missing too many Monitoring Points. The Director of Undergraduate Studies has overall responsibility for the academic progress of all Undergraduate Students and the Director of Academic and Pastoral Support and the Year Tutors will work with him/her and be involved pro-actively in making contact with students who appear to be experiencing difficulties.

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

The Directors of Academic and Pastoral Support

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

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

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

Daily drop-in sessions and the Welfare Officer

Your wellbeing is important to us and we are always here to help you. We have introduced daily Wellbeing Drop-in [warwick.ac.uk/services/mentalhealth/wellbeing/dropin/] sessions where you are welcome to call by and speak with one of the members of our Academic and Pastoral Support team. The drop-in sessions are daily between 10-11am and 2-3pm in Room S0.97. Our Welfare Officer - Ann Simper - will also be holding drop-in sessions twice per week. If there is something troubling you, or hindering you from focusing on your studies please do make contact. One of the members of the team will be able to signpost you to the appropriate person or service.

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

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

The University has a very detailed webpage describing how Warwick operates its welfare system that you also may wish to access:

Wellbeing Support Services [warwick.ac.uk/services/supportservices]

References and referees

When you apply for jobs, postgraduate training and scholarships, 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, many class tutors are graduate teaching assistants, completing their PhDs and they will not be able to provide you with a reference and instead 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 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), let them know why you are applying, and keep them informed of your triumphs and tragedies. 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.

Student Voice and How to Get Involved

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Student voice

There are a number of ways in which you can get involved in the life of the Department, and contribute towards our successes. This is an interesting and fantastic opportunity for you to develop some skills that you might not ordinarily use. Through contributing in this way you can demonstrate your resourcefulness, adaptability and willingness in your CV.

Student-Staff Liaison Committee (SSLC)

SSLCs are committees made up of elected student representatives and members of staff. They provide an accessible arena for you to discuss issues connected to teaching, learning and student support with staff. They also provide an opportunity for us to consult with you and receive feedback on new proposals. The SSLC should always be consulted on any major changes to course structures or content.

The Economics SSLC can make recommendations to the Economics Undergraduate Management Committee (UMC), and the Chair of the SSLC is invited to attend the UMC.

What kind of issues does the SSLC discuss?

The SSLC provides you with the opportunity, as a student, to raise any issues you would like to bring to our attention. The agenda of the SSLC is varied and determined on request by students and staff of the Department. It includes issues such as:

- ▶ **Teaching issues** - e.g. lecture and module Support and Feedback class content or timing, new module development.
- ▶ **Education quality** - difficulties on availability of the expected standard by the staff or other facilities like content for a module.
- ▶ **Assessment issues** - e.g. marks distribution, examination policy, feedback mechanism, and results appeal, degree classification.
- ▶ **Library** - e.g. issues with availability of course books, power sockets, quiet areas for study.
- ▶ **Student Careers & Skills** - e.g. CV checks, economics-centred career advice.

Please note that the above list is not exhaustive. The SSLC is a platform to address any issue that is deemed to be important in improving the teaching quality and overall student experience in Economics.

Membership of the Economics Undergraduate SSLC

There is one main SSLC for all undergraduate level degree courses within the Department. There are a maximum number of student SSLC members per year and per degree course based on the total number of students that are part of the course. In certain cases there may be more than one member in the same year and degree course to ensure due representation. The exact number varies annually and you will be informed about this at the beginning of the academic year. However, every effort is made to ensure the maximum number of members are accommodated.

New student representatives from each degree course in years 2 and 3, together with the Chair and Secretary are elected during the summer term and new first year student representatives are elected during the first two weeks of the Autumn term. We encourage you to take part in the elections,

either by voting or by standing as a candidate and to be aware of who your representatives are. Once you are a member of the SSLC, your membership will be rolled over to the next academic year if you have attended sufficient meetings. This will be determined during the summer term. Representatives from our joint Degrees are also invited to sit on the Economics SSLC and representatives from EPAIS are invited to sit on the Politics SSLC.

The committee is led by an SSLC Chair and Secretary, elected from amongst and by the student SSLC representatives. For a full list of the duties of the Chair and Secretary of the SSLC see the SSLC webpage [www.warwicksu.com/sslc/] and Handbook.

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

Information about the Economics SSLC can be found on the SSLC Webpage [warwick.ac.uk/ec/current/ug/resources/get-involved/sslc].

Meetings and attendance

There are two SSLC meetings every term, making it a total of five-six meetings per academic year. They are placed evenly through term in order to conduct effective follow-ups on any issues as required. Each meeting is to be kept within 90 minutes, unless pressing matters demand an extension.

As the committee only meets twice a term, representatives are expected to be present at all meetings. In the event of absence or an early departure, all members are expected to send their apologies to the SSLC Secretary, before the meeting, clearly stating the reason for their absence. This will be kept on record for future reference. In extenuating circumstances, with prior information, one absence may be condoned. If a student representative misses more than one meeting, the attendance policy dictates that the said representative must be re-elected into the committee and will not be allowed to extend their membership to the following year. This is subject to a case-by-case review and exceptional circumstances are taken into consideration.

Agenda, minutes and annual reports

The meeting details, agendas, minutes, annual report and any other publications relating to the current and previous year's SSLCs can be found on our website [warwick.ac.uk/ec/current/ug/resources/sslc/].

How to get involved in the SSLC

- ▶ Stand as a candidate in the autumn term elections for First Year students or in the summer term elections for returning students.
- ▶ Vote for your preferred candidates in the elections.
- ▶ Use the electronic forum for discussing SSLC matters outside of normal meetings.
- ▶ Follow the official Economics Undergraduate SSLC

Facebook page. SSLC members are added to this page and are encouraged to invite any economics students to join. The aim of the page is to allow free-flowing discussions on issues about the Department; it should not be used for derogatory or irrelevant purposes.

- ▶ Submit an item for the agenda of the SSLC meeting by contacting one of your SSLC representatives.
- ▶ Keep up to date with the agenda and minutes of your SSLC meeting.

Please remember that personal problems or grievances are not a matter for the SSLC; these should instead be addressed by following the Department's Complaints and Grievances Policy.

For more detailed information and previous minutes and agendas please see the SSLC information on the Economics website [warwick.ac.uk/ec/current/ug/resources/sslc/].

Economics Student 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.
- ▶ 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 Term 1 via the Department's Ambassador webpage [warwick.ac.uk/ec/current/ug/resources/get-involved/studentambassadors].

Economics Careers Representative

Each year the Department has a student careers representative. As a Careers Representative you will communicate Careers and Skills information to fellow students at all levels of study in the Department. This is done through Facebook and notice boards, as well as involvement in SSLC meetings and other careers events, both Department-specific and general. Regular liaison with Careers and Skills will facilitate early knowledge

of campus events, visiting organisations, paid jobs and career planning innovations, such as new software and other initiatives. This position is organised through the Centre for Student Careers and Skills and opportunities will be advertised through my.Advantage [myadvantage.warwick.ac.uk/students/login?ReturnUrl=%2f].

Warwick Economics Society

Warwick Economics Society is one of the longest standing academic Students' Union societies and one of the largest on campus with more than 1200 members. 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. Find out more at www.warwickeconomicsociety.com

Warwick Economics Summit

Warwick Economics Summit 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. The most recent Summit welcomed distinguished speakers such as Martin Wolf, Spencer Dale and Dr Irene Guijt. In the past, the Summit has hosted Nobel Prize-winning academics such as George Akerlof and John Nash, along with key policy makers such as Andrew Bailey. 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. Find out more at www.warwickeconomicssummit.com/

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

Undergraduate Mentor Scheme

We run an Undergraduate Mentor Scheme [warwick.ac.uk/ec/current/ug/resources/get-involved/mentorscheme] each year in order to further enhance the student experience. The scheme helps First Year students to integrate more swiftly into the Department and University life. It also provides opportunities for Second and Final Year students to get involved and enhance their CV and skills.

If you are interested in becoming a mentor, recruitment takes place at the end of Term 2 each year for the following academic year. There is an application to complete and if you are selected you will be required to attend a training session.

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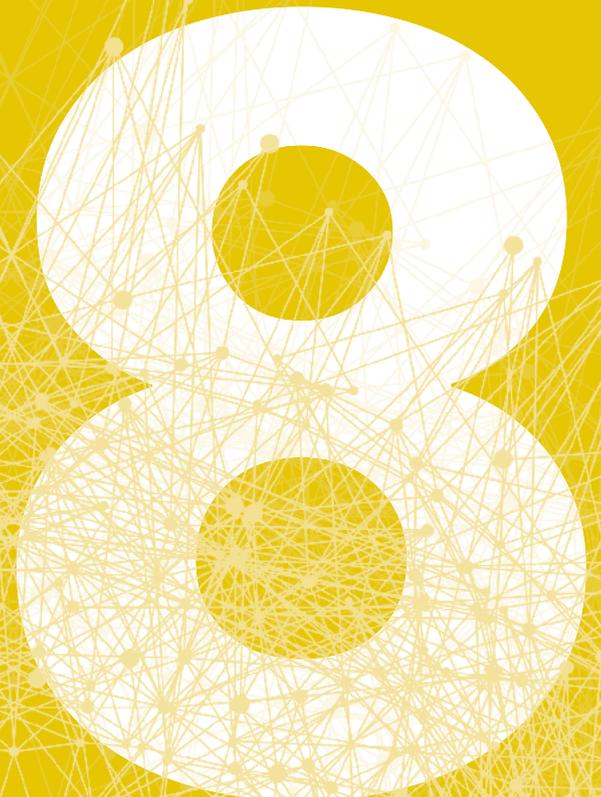
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Personal development

We want to provide you with opportunities outside of the curriculum to develop your skills and provide good preparation for your future and so we invest resources in your personal development.

The Development Review Meetings

We are always interested in what you think and the feedback you provide helps us to improve our systems and develop new initiatives. Our students have told us that they want more one-to-one contact with members of staff, especially in their final year, when they are thinking about applications for jobs, undertaking further study and understanding how they can make improvements on their second year performance. All of this is part of your personal development.

In response to this demand, we have introduced Development Review Meetings [warwick.ac.uk/ec/intranet/teaching/drm], where every finalist is offered the opportunity to meet with a member of staff for up to 30 minutes to discuss your progress so far, ask any questions you might have about your future plans and generally discuss and receive feedback on your personal and academic development. Furthermore, to ensure that all students benefit from such an invaluable opportunity, these Development Review Meetings are a compulsory part of your Final Year.

Personal Development Module (PDM)

For BSc Economics, BSc Economics and Industrial Organisation, and BSc/BA Economics, Politics and International Studies students, in the First Year you will be required to take a compulsory skills development module, called the Personal Development Module (PDM). With the graduate job market becoming more competitive than ever, it is crucial that you are active in enhancing your personal and professional development. Having an excellent academic record is essential for your future career, but you will also need to demonstrate active engagement in developing your personal and professional skills.

The aim of this module is to provide you with opportunities to take part in a wide variety of activities that will help you to develop and apply your academic knowledge and enhance your CV, by demonstrating an active engagement in becoming an effective learner. There will be opportunities to attend sessions that prepare you for interviews and assessment centres, and a chance to engage with senior academics and top names in a range of areas.

This is a non-credit bearing module, which is made up of three different areas: Economics-based activities; Careers activities; and Skills-based activities. The module is compulsory and in order to pass it, you must attend a sufficient number of sessions within each area, some of which are compulsory. The result of this module will appear on your official University transcript. Further information is available on the Personal Development Module [warwick.ac.uk/ec/current/ug/resources/modules/pdm] webpage, along with the answers to the most frequently asked questions. You will also receive information about this module during the student experience presentation at induction.

Skills acquired through your modules

Below you will find some of the key skills and experiences we think you are acquiring from your Warwick degree. You might be able to cite some of these in your applications and/or interviews. More importantly, we hope that the list might be something you can base your reflections on as you review what your studies mean to you and how you have grown personally, academically and professionally during your time at Warwick.

As you go through your degree course and as you consider the various skill sets below, you might want to reflect on how the level of difficulty of the tasks set for you has increased from the start of the First Year. You may also want to think about how your capacity to approach complicated problems, to reason and to communicate your answers and views has grown. It is useful to relate this to the context of the teaching and learning environment you have experienced.

Has your degree challenged you? In what ways? Have you risen to the challenges? How? Are you able to impress potential employers or course selectors, not just with the knowledge you have gained, but also with your development as an independent learner? Are you ready to tackle the challenges ahead with a good set of skills and capacities? What features of your particular specific degree course at this particular University have enabled you to grow and develop?

In designing and delivering your degree course and modules, we aim to enable you to develop in a variety of ways, as indicated by the different skill sets below. In particular, we have introduced a compulsory module for first year students which will provide you with opportunities to take part in a wide variety of activities that will help you to develop and apply your academic knowledge and enhance your CV, by demonstrating an active engagement in becoming an effective learner. We also aim to enable you to reflect on your learning and development as you proceed.

In your First and Second Years, your contact hours are greater than in the Final Year as we think that the opportunity for you to have contact, discussion and feedback through module Support and Feedback classes is especially important. We also give you more exercise sheets, tests and problem sets on the core modules in the First and Second Year to enable you to have more continuous feedback on how you are performing against the standards we set. In some universities, assessment is solely by way of end-of-year (or even end-of-course) exams.

Our tradition is to give some weight to other forms of assessment, partly to reduce the pressure of final exams. These also enable you to gauge your progress over time from the comments and marks you receive at regular intervals. Having compulsory module Support and Feedback classes and a regular timetable of strict submission deadlines over your degree course is an important signal to potential employers that our graduates are conscientious and work well under the pressure of deadlines.

We recognise and celebrate the fact that you are all different and will develop differently through study. We try to offer a learning framework which permits and encourages this. But we also hope that at the end of your time at Warwick you will all share some common characteristics which we think are important in our graduates. We hope that you will be able to approach complex problems in a rigorous, careful and analytical way; that you will have a command of both theoretical and empirical techniques for solving problems; that you will be able to work jointly with others towards finding solutions to problems; and that you will be able to communicate your understanding to both specialists and non-specialists alike.

Skill Set 1: Cognitive skills

- i. **Analytical thinking and communication:** Your study of Economics requires you to develop a deep understanding of often complicated issues using a variety of analytical frameworks, tools and approaches and to communicate your understanding in a variety of ways, including through verbal, graphical, mathematical and statistical techniques. You have to demonstrate your ability to understand formal analysis and communicate your understanding through: engagement and contributions in module Support and Feedback classes and group project presentations, completion of exercise sheets, problem sets, and non-assessed essays, and through tests and formal examinations.
- ii. **Analytical reasoning:** Some key concepts in Economics have wider significance in aiding analytical reasoning: e.g., the ceteris paribus method, counter-factual analysis, the concepts of opportunity cost, trade-offs, and comparative advantage.
- iii. **Critical thinking:** Developing the habit of questioning received ideas, forming judgements and making evaluations, e.g. comparing Keynesian with neo-classical approaches to macro; evaluating the case for or the efficiency of government interventions.
- iv. **Creative thinking:** e.g., if there is no model to explain some observed behaviour, we need to develop an appropriate model. Economics provides tools with which to build models of behaviour.
- v. **Strategic thinking:** e.g., through game theory with multi-agent decision making where payoffs depend on the endogenous actions of others.
- vi. **Problem solving:** Knowing how to approach various types of problem, determining whether a solution exists.
- vii. **Abstraction:** Judging how to balance simplification against 'realism.' Knowing how to isolate separate effects of different factors – as with marginal or ceteris paribus effects.
- viii. **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.
- ix. **Analysis of institutions:** Understanding the roles of institutions and through political economy analysis of the origins and behaviour of these institutions.
- x. **Analysis of incentives:** Understanding economic motivations of individuals and the limits of economic explanations.
- xi. **Concepts of simultaneity and**

endogeneity: Understanding complex inter-reactions between economic variables and behaviours.

- xii. **Analysis of optimisation:** Understanding choice and decision-making based on analysis of the interplay of preferences, objectives and constraints.
- xiii. **Understanding of uncertainty and incomplete information:** Probability, expectation and risks asymmetric information.

Skill Set 2: Subject-specific and professional skills

- i. **Research skills:** Use of library and internet as information sources. Knowledge of how to locate relevant data, extract appropriate data and analyse and present material.
- ii. **Numeracy and quantitative skills:** Use of mathematics and diagrams; statistical analysis of data.
- iii. **Data-based skills:** Downloading, filtering, managing, coding and analysing data.
- iv. **IT skills:** Word processing, spreadsheets, specialised econometric and statistical packages, drawing and equation-writing skills and internet applications.

Skill Set 3: Key general skills

- i. **Written communication skills:** Through submission of essays, problem sets, module Support and Feedback class work, tests, projects and examination scripts.
- ii. **Oral communication skills:** Through participation in module Support and Feedback classes and group work.
- iii. **Team work skills:** Through engagement in group project work and in module Support and Feedback classes.
- iv. **IT skills:** as above under Skill Set 2 (iv).
- v. **Mathematical, Statistical, data-based research skills:** As above under Skill Set 2 (i), (ii), and (iii).

Skill Set 4: Subject knowledge and understanding

- i. **Economic Principles:** Knowledge and understanding of core concepts and methods in micro and macro economics.
- ii. **Applied Economics:** Knowledge and understanding of standard economic models and quantitative techniques with application to problems arising in public policy and the private sector.
- iii. **Economic information:** Knowledge of economic trends and patterns; understanding of problems and solutions in economic measurement.
- iv. **Research and debate:** Familiarity with contemporary theoretical and empirical debates and research outcomes in some more specialised areas of economics. Understanding of how to approach an economic problem from the perspective of a researcher in economics.

A useful exercise you might want to conduct is that of identifying how your different module choices contribute to the acquisition of these different skills.

Undergraduates as researchers

The Carroll Round

The Carroll Round [carrollround.georgetown.edu/] is an annual international economics conference at Georgetown University that provides a unique forum for research and discussion among the world's top undergraduates. The goal of the Carroll Round is to foster the exchange of ideas among leading undergraduate international economics and political economy students by encouraging and supporting the pursuit of scholarly innovation in the field.

We have a strong track record of supporting exceptional final-year students to participate in this conference, usually in connection with their final projects for the EC331 Research in Applied Economics module. The work produced by our students is of such high calibre that since 2007, 22 of our students have presented papers at the Carroll Round, with a Warwick Economics undergraduate being awarded the prize for Outstanding Participant and Paper in 2011, 2012, 2015, 2016 [warwick.ac.uk/ec/current/modules/ec331/carrollround/manage/2016_mihaly_abel.pdf] and 2017 [warwick.ac.uk/ec/news/2017/5/warwick_economics_undergraduates_honoured_at_prestigious_carroll_round]. You can read some of the past reports from Carroll Round attendees on the Carroll Round website [warwick.ac.uk/ec/prospective/ug/student-experience/carroll-round].

Those eligible to be considered for participation in the Carroll Round will be contacted in the Autumn term.

The International Atlantic Economic Society (IAES)

The International Atlantic Economic Society [www.iaes.org/] holds two conferences and has two refereed publications each year. It has a 'Best Undergraduate Paper' competition and provides an opportunity for undergraduate students to submit their work and if successful, present their work and network with top economic researchers in the North American Conference. Warwick Economics has a fantastic history of past winners of this prestigious award, including winning it in 2015 [warwick.ac.uk/ec/news/2015/8/two_recent_graduates_in_running_for_iaes_best_undergraduate_paper] and 2016 [warwick.ac.uk/ec/news/2017/1/economics_undergraduate_adam_brzezinski_reflects_on_his_experiences_as_winner_of_the_best_undergraduate_paper_at_iaes_conference].

British Conference of Undergraduate Research (BCUR)

The British Conference of Undergraduate Research [www.bcur.org/about/] is an annual conference for undergraduate students held at different universities across the UK. Students submit papers, posters and other work, which is peer-reviewed and authors of accepted papers are invited to the conference. Each session at the conference is delivered by undergraduate students and it provides a fantastic opportunity for students to network with students from other disciplines, universities and countries. Papers and posters from Warwick Economics students have been accepted regularly since the conference began in 2010.

The International Conference of Undergraduate Research

The International Conference of Undergraduate Research [www.icurportal.com/] was launched in 2013 and is an annual two-day conference run and sponsored by the University of Warwick and Monash University. It provides undergraduate researchers with a unique opportunity to present and discuss

their own research - in any discipline in real-time, without having to leave their home university, through an advanced video-conferencing system. It provides a fantastic opportunity for students to consider perspectives from around the world and in different cultures and contexts and to consider global and regional trends in a range of research fields.

The Undergraduate Research Scholarship Scheme (URSS)

The URSS [warwick.ac.uk/services/scs/experience/urss] offers you the opportunity to:

- ▶ take part in original research
- ▶ achieve substantial outcomes
- ▶ develop a range of research and transferable skills
- ▶ work as a member of a research team or department and develop an awareness of the research environment
- ▶ enhance discipline-specific skills or knowledge
- ▶ where possible, participate in interdisciplinary work.
- ▶ The URSS opens for applications in December, in preparation for projects undertaken in the summer, and is open to all undergraduates, usually non-finalists. The scheme provides living expenses (up to £1,000) and skills development training. You will be supervised by an academic member of staff throughout the project.

Reinvention: A Journal of Undergraduate Research

Reinvention: a Journal of Undergraduate Research is an online, peer-reviewed journal, dedicated to the publication of high-quality undergraduate student research. The journal welcomes academic articles from all disciplinary areas. All articles in this journal undergo rigorous peer review, based on initial editor screening and refereeing by two or three anonymous referees.

Reinvention is published through the Institute for Advanced Teaching & Learning, a Warwick department designed to support commitment to teaching and the development of innovative courses and modes of delivery which have a real impact on student experience. Find out more on the Reinvention website.

Student Careers and Skills

The Centre for Student Careers and Skills exists to enable you to devise and implement plans which will help you get where you want to be in terms of work and careers once your studies here are over. Support is available to you regardless of which year you are in (and indeed after you graduate), whether your ideas are common or unusual and wherever you are in your career thinking, from being extremely focused to having no ideas at all. Support includes:

- ▶ A Careers Consultant linked to each department. You can make a 30-minute appointment to talk through your ideas, or attend one of the workshops organised specifically for Economics students. Our Careers Consultant also runs drop-in sessions each Friday during term time.
- ▶ The Centre for Student Careers and Skills [warwick.ac.uk/services/scs] website contains up-to-date careers information designed specifically for Warwick students, and the popular blog is at careersblog.warwick.ac.uk

[careersblog.warwick.ac.uk/]

- ▶ A huge range of opportunities to meet organisations and employees, from large careers fairs to alumni meetings to employer-led skills events.
- ▶ Support with finding internships and other work experience.
- ▶ Skills development workshops and opportunities.
- ▶ Support with the practical process of application, including bookable 20-minute application form/CV checks and mock interviews.

Details and booking for all events and appointments run by Student Careers and Skills [warwick.ac.uk/services/scs] are at myAdvantage [warwick.ac.uk/services/scs/services/myadvantage/].

Phone: 024 7652 4748

Email: careers@warwick.ac.uk

Fax: 024 7652 4220 **Visit:** Learning Grid, Ground Floor, University House (Weekdays 10.00am – 6.00pm, reduced hours in vacations)

An Economics Careers Facebook page [www.facebook.com/pages/Economics-Careers-at-Warwick/123158147739379] has been created and is maintained by your careers representatives to keep you up to date.

The University Library

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

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

- ▶ Use the Get Started online Library orientation programme to find out how to use the library effectively.
- ▶ Use the Library Catalogue to find what you need, using the “Library Search” textbox on the Library [warwick.ac.uk/services/library/] home page. The Catalogue contains details of the books and journals (print and electronic) held by the Library.
- ▶ Most electronic resources are available from any PC with internet access, so you can use them from home. Usually, you'll need your University username and password (the one you use to login to a PC on campus) to access these.
- ▶ Use My Library Account to renew and reserve items via the internet. You will find the link to your Library Account near the top of the Library home page.
- ▶ The Library webpages for Economics [warwick.ac.uk/services/library/subjects/social-sciences/economics/] contain high-quality information relevant to your area of study. A good way to get started on a topic is to use Key Electronic Resources for Economics. The Library also provides useful online tutorials for Economics students and a guide to databases.
- ▶ DataStream is one of the main sources for finding macroeconomic time series or data on equity markets, bonds, futures, exchange rates and interest rates. DataStream is only available at a dedicated PC on Floor 1 in the Library. At busy times you may need to book to use the terminal. You will also find a very wide range of international macroeconomic time series, plus UK social survey data, on

the UK Data Service (UKDS), available online through the Library's list of databases.

- ▶ If you are seeking a useful book or journal article that Warwick does not have, we can often obtain it for you from another library. The Article Reach scheme allows you to obtain journal articles from some other libraries. Document Supply is a more comprehensive scheme for borrowing books or obtaining articles from academic and national libraries in the UK. Collect a form from the Library or download it from the Document Supply section of the website, under ‘Using the Library’, and obtain your supervisor’s signature.
- ▶ If you are having trouble finding what you need, there is an Economics Academic Support Librarian to help you. Library contact details appear below.

The Learning Grid, which is part of the Library, is located in University House. The Learning Grid is open 24 hours a day, seven days a week and offers a range of resources, including access to IT facilities and a collection of reference-only key textbooks. There are also Learning Grids in the Rootes Building and in the Town Hall in Leamington Spa, and a postgraduate support facility called the Postgraduate Hub in Senate House (see following information).

Contacting the library

General Enquiries

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

t: +44 (0)24 7652 2026

e: Library@Warwick.ac.uk/email

Economics Enquiries

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

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

t: +44 (0)24 7657 2712

e: Helen.Riley@Warwick.ac.uk

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

Information Technology (IT) Services

Your email address

Once you have registered with IT Services and your account has been activated you will have a usercode, password and an email address which is usually in the format **initials.surname.number@warwick.ac.uk**

This address will be your ‘official’ University email address which we will use, in the future, for all email communications. It will be your responsibility to ensure that you check this email account. You can access this account via Insite [warwick.ac.uk/insite] or via webmail at warwick.ac.uk/mymail [warwick.ac.uk/mymail].

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 coming to the drop-in centre on the first floor of the Library. Further information on how to contact IT Services can be found at warwick.ac.uk/helpdesk [warwick.ac.uk/helpdesk]

Computer security

Any computer attached to a network is susceptible to attacks from viruses and spyware. IT Services provide free anti-virus and firewall software [warwick.ac.uk/services/its/servicessupport/software/antivirus/] to help keep your computer safe.

Open access areas

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

Printing

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

You will also need enough credit in your printing account to print to other printers in the University. You can buy printer credits online with a debit or credit card or check your credit at warwick.ac.uk/printercredits [printercredits.warwick.ac.uk/]. Any credit remaining in your printer account will be lost when you leave the University. No refund of remaining credit will be given.

Printing costs are as follows:

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

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

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

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

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

Software

The University has a wide range of software for economists. Besides generic software, such as Microsoft Office, email and web browsers, the econometric software we use includes Stata, Eviews, and SPSS. You will be given appropriate guidance on software use when the time comes. It is very important that you download and have access to STATA [warwick.ac.uk/services/its/servicessupport/software/list/stata].

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

Bloomberg room

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

Microsoft Windows and Apple Mac software

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



Access to Economic Datasets Online

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

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

CASWEB (Census Area Statistics on the Web) [casweb.mimas.ac.uk/] provides access to UK census data and associated geographical boundary data.

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

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

Software to download

It is now possible to download several of the software package offered by IT Services. Details can be found at warwick.ac.uk/software/list [warwick.ac.uk/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 Economics Computer Support Staff on extension 23501 or visit room S0.83.

Private Tutoring Policy

Purpose of Policy - To clarify our position on private tutoring arrangements between Graduate Teaching Assistants and undergraduate and postgraduate students.

Applicability - Applicable to all undergraduate and postgraduate students based within the Department of Economics and all Graduate Teaching Assistants employed to teach on Economics modules.

Point of Contact for Policy Queries - Quality Assurance Manager in Department of Economics.

Policy Content

1. We actively discourage private tutoring arrangements between undergraduate/postgraduate students and class tutors who are completing their PhDs, but do not prohibit it. Other staff employed in the Department are not permitted to engage in private tutoring with students from Warwick.
2. If you are experiencing study difficulties you are encouraged to make full use of University and Departmental resources, such as advice from your Personal Tutor, Year Tutor, and other academic staff, Study Support Sessions on year 1 and 2 core modules, Revision Sessions and the guidance provided by the Centre for Student Careers and Skills, which should be sufficient to meet your needs.
3. However, we recognise that private tutoring arrangements are likely to persist; hence the Department imposes the following regulations:
 - a. A tutor 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.
 - b. A tutor undertaking private tutoring is not permitted to access any materials not available to other students registered for the module.
 - c. Any private tutoring arrangement must not be conducted on University premises, with the exception of within campus student accommodation.
 - d. The tutor 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.



Study Abroad Opportunities

This section of the Handbook provides information for Warwick students looking to study abroad and also for students who will be studying at Warwick for up to 1 year as part of their Degree.

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Erasmus Exchange

The Department is currently an active member of the EU's Erasmus programme which offers opportunities for students in EU countries to study abroad at other universities in EU countries. If you are enrolled on: L100, L116 (L112), LM1D (LLD2), and GL11, you are able to apply to spend a full academic year abroad between your second and final years of study, with placement providers who are partners of the Economics Department.

If you are successful in gaining a placement with an Erasmus partner, your degree programme becomes a four-year programme, and assuming you pass sufficient modules, the title of your course changes to add the suffix 'with Study Abroad' to the existing title (e.g. BSc Economics with Study Abroad).

On returning to Warwick the final year of studies continues in the normal way. You will be expected to produce a Returner's Report for the Department in addition to the one you have to provide to the International Student Office.

The Department offers a choice from a range of universities for undergraduate students. These are:

- ▶ Universiteit Antwerpen (Belgium) [www.uantwerpen.be/en/]
- ▶ Universiteit van Amsterdam (Netherlands) [english.uva.nl/]
- ▶ Université Paris 1 Panthéon-Sorbonne (France) [www.univ-paris1.fr/]
- ▶ Sciences Po - L'Institut d'Études Politiques (IEP) de Paris (France) [www.sciencespo.fr/en/]
- ▶ Université Catholique de Lille (France) [www.univ-catholille.fr/index-UK.asp]
- ▶ Ludwig-Maximilians-Universität München (Germany) [www.en.uni-muenchen.de/index.html]
- ▶ Universität Mannheim (Germany) [www.uni-mannheim.de/1/english/]
- ▶ Universität Konstanz (Germany) [www.uni-konstanz.de/en/]
- ▶ Universidad Carlos III de Madrid (Spain) [www.uc3m.es/Home]
- ▶ Universitat Autònoma de Barcelona (Spain) [www.uab.es/english/]
- Universitat Pompeu Fabra (Barcelona, Spain) [www.upf.edu/en/]
- ▶ Ca'Foscari in Venice (Italy) [www.unive.it/nqcontent.cfm?a_id=10497]
- ▶ Università Commerciale Luigi Bocconi in Milan (Italy) [www.unibocconi.eu/wps/wcm/connect/Bocconi/SitoPubblico_EN/Navigation+Tree/Home/]
- ▶ University of Economics Prague (Czech Republic) [ozs.vse.cz/english/]

We also have places with worldwide partners in Canada, China, Mexico, Malaysia, Japan and Australia. More information can be found on the Study Abroad website: warwick.ac.uk/study/studyabroad/ [warwick.ac.uk/study/studyabroad/]

Financial aspects

As a Warwick student, you will pay a reduced fee to the University of Warwick while studying abroad. The precise figure is liable to change and so it is best to check with the International Student Office. You receive the student loan to which you are normally entitled. If you receive any grants or bursaries for studying your degree at Warwick, these will continue while you are studying abroad. You are also offered an Erasmus travel grant. You may also be eligible to apply for some funds from the institution that is hosting you.

As this is an exchange scheme you do not pay fees to the host university. You will have to pay for your travel to and from the university; your accommodation while living in the country and living expenses. If you are a citizen of an EU country you are also advised to ensure you have your EHIC health card with you. However, all students are strongly advised to take travel and health insurance for the duration of their stay abroad.

Eligibility

To be considered for an Erasmus placement through the Department of Economics, you should:

1. Be in the first term of your Second Year in either BSc Economics, BSc Economics and Industrial Organisation, BSc/BA Economics, Politics and International Studies, BSc/BA Philosophy, Politics and Economics or BSc Mathematics and Economics. Students studying BSc/BA Economics, Politics and International Studies, BSc/BA Philosophy, Politics and Economics and BSc Mathematics and Economics are also eligible to apply for Erasmus through the other departments contributing to their degree; different departments have different rules for applications.
2. Be achieving 60% or above across your First and Second Year modules. In some cases a student achieving a lower score in some modules can be considered if they are achieving high-level grades in other modules. This is judged on a case-by-case basis.
3. For study in France, Germany or Spain, you need to have language skills at or above Level 5 on Warwick's Language Centre programme of courses; this is equivalent to skills beyond A Level. Universität Konstanz is the exception as it is happy to accept students who have attained Level 4, i.e. A Level equivalent; they will put you on an intense German course when you arrive. For other institutions, you will need to gain a working knowledge of the local language in order to live there effectively.

Please note: Each application is judged holistically so if you have a weakness in one area, for example, in terms of language skills, this may be counter-balanced by other strengths such as experience living or studying abroad or living independently in a challenging context in the past.

Please note: PPE students should only apply to one Department.

We will also take into account the view of your Personal Tutor in terms of your suitability to undertake a year abroad as well as your general attendance and performance so far. Thus, you are advised to discuss your desire to study abroad with your Personal Tutor as soon as possible.

Programme of study while on Erasmus placement

Whilst on your Erasmus placement you are expected to take the equivalent of a full year's study at Warwick. Here you would take 120 CATS worth of modules; this is equivalent to 60 European Credit Transfer System (ECTS) points. The detailed programme of study must be approved by the Erasmus Coordinator once you are on placement but should reflect the degree course you are enrolled on at Warwick. For example, we would expect those taking BSc Economics to take most of their modules while on placement in Economics, at least 50%. However, we are prepared to allow some flexibility in choice of modules. In particular, Warwick recognises the ECTS of short language courses that you may take while abroad, even if the host institution does not include these on your transcript for your year with them; do ensure you come back with a certificate from the module if you have taken such a course.

Students studying BSc/BA Economics, Politics and International Studies, BSc Mathematics and Economics or BSc/BA Philosophy, Politics and Economics should discuss the precise balance between different subject areas with their various departments.

Modules taught in English are available at the host institutions, though to a lesser degree at Lille and Paris Sorbonne than at the other universities. In some cases, Warwick students have taken modules at Master's level but have coped quite well. You should aim to balance your studies across the two semesters, i.e. 30 ECTS/30 ECTS or 20 ECTS/20 ECTS/20 ECTS for universities with trimesters. However, this is not always possible given the range of modules available. You do need to recognise the workload implications of having imbalanced semesters and also ensure that you take a total of 60 ECTS of modules across the year as a whole.

Assessing your Erasmus performance

Transcripts of the marks you attain during your Erasmus placement are forwarded to us. A sub-committee of the Final Year Examination Board reviews these marks to ascertain whether you have passed the appropriate number of ECTS points. You need to pass a minimum of 45 ECTS to be considered to have passed the year. The marks you achieve do not count towards your final Warwick degree classification. However, an unsatisfactory performance may be taken into account by Final Year Boards of Examiners in considering cases at the borderlines of degree classes.

Failure to achieve the appropriate number of ECTS points will result in your reverting to your original degree course. We do not, however, ask a higher standard from Final Year students at Warwick, irrespective of whether it is their third or fourth year - they are judged by the same standards. Job prospects are substantially improved where an academically successful year abroad can be shown.

The second part of our assessment of your performance during your Erasmus year is the Returner's Report which you are asked to complete for the Department upon your return to Warwick. This report is in addition to any reports you provide to the Study Abroad office. It is intended to help you reflect on your placement experiences and to demonstrate what you have learned and how you have developed during the year abroad. Without the submission of this report, you cannot be considered for the 'with Study Abroad' degree title. Previous students' Returner's Reports are available for you to read.

How to apply

The application process opens in October and details on how to apply are communicated to you at an introductory session. If you miss this session, contact the Director of Visiting and Erasmus Students who can provide you with the relevant resources.

There is a two-stage process. First you apply to the Economics Department to be selected as one of the students to study abroad. If you are selected, you then have to apply directly to the institution abroad that you hope to study at. You will receive support in making this application from the Department and the Study Abroad office. It is rare for a student to be rejected by the foreign university, but it is best for you if you ensure that your application is accurate and submitted on time.

Please use the application form here [warwick.ac.uk/ec/current/ug/resources/projects-opportunities/erasmus/applicationform]; email completed forms to Undergraduate Office via: economics.ugoffice@warwick.ac.uk.

Contacts

For queries about Erasmus and other Study Abroad opportunities through the Economics Department contact the Undergraduate Teaching & Learning Manager.

The International Office oversees all Study Abroad and can help you with general queries regarding the process. For questions about Erasmus, contact the Office for Global Engagement on erasout@warwick.ac.uk or on 024 7657 4429.

Exchanges to Australia

Background

We will take into account the view of your Personal Tutor in terms of your suitability to undertake a year abroad; your general attendance and performance so far. Thus, you are advised to discuss your desire to study abroad with your Personal Tutor as soon as possible. In terms of performance you will need to show good performance in assessments (2:1 minimum) as we will not get your exams results on time to confirm the decision. The Australia term starts in July therefore we will take your performance in assessments into account as well as the exams.

For the year abroad successful applicants will pay a reduced tuition fee to the University of Warwick – check with the Study Abroad office for the current rate. Tuition fees will not need to be paid to Monash University under the reciprocal exchange agreement.

All other expenses incurred during the year at Monash will be met by you. This includes travelling to and from the university; your accommodation while living in the country and living expenses.

You are strongly advised to take travel and health insurance for the duration of your stay abroad. The Australian government has made it compulsory for students travelling to the country to have insurance before they arrive, this can cost £300-500. In addition for Australia, you will have to pay for a visa which costs around £800. However, this visa permits you to do up to 20 hours paid work during the term and work full-time during the vacations.

On returning to Warwick the final year of studies continues in the normal way. You will be expected to produce a Returner's Report for the Department in addition to the one you have to provide to the Study Abroad office.

Please note that the Application process is exactly the same as the Erasmus exchange explained earlier.

What to study and how assessment works

You will be expected to study the equivalent of a full year's academic load at Monash. Study programmes will be agreed before you leave the UK. Thus, you need to access the resources of the university to determine which modules you will be taking. Students on an Economics programme will be expected to take at least 50% of their modules in Economics subjects. Students studying BSc/BA Economics, Politics and International Studies, BSc Mathematics and Economics or BSc/BA Philosophy, Politics and Economics should discuss the precise balance between different subject areas with their various departments.

Performance at Monash will be monitored, and candidates performing at a satisfactory level will be permitted to graduate with the following suffix to their degree: 'with Study Abroad'. A Returner's Report will be required from candidates on these schemes. You will need to pass 6 Units (=120 CATS).

Please note that as Monash is in the Southern Hemisphere, its seasons are reversed to those of Europe. Consequently you will start your study there in July, just weeks after you will have completed your Second Year at Warwick. The summer vacation at Monash runs through December and January.

Other study abroad opportunities

You can also apply for Study Abroad opportunities offered at a University level, for example to study in South Korea or Japan for a year. There are also a range of summer school opportunities, many of them outside Europe, that you can apply for without altering your programme of study at Warwick. Applications for these schemes are handled by the Study Abroad office, but you will be supported by the Economics Department if you make such applications. You will also need to speak to your Personal Tutor about these applications as they are likely to be approached to provide a reference for your application.

Contacts

For queries about Erasmus and other Study Abroad opportunities through the Economics Department contact the Undergraduate Teaching & Learning Manager.

The Study Abroad office oversees all Study Abroad and can help you with general queries regarding the process. For questions about studying at Monash University, contact the Study Abroad office on worldwide@warwick.ac.uk or on 024 7652 4133. They can also provide details of exchange opportunities in East Asian universities that are available for Warwick students.

Information for Visiting students

Much of the information in the earlier sections of the Handbook will be relevant for you, so we would advise you to familiarise yourself with it, in particular section 1 [warwick.ac.uk/ec/current/ug/handbook/introduction], which introduces you to the Department its key contacts and section 3 [warwick.ac.uk/ec/current/ug/handbook/your-modules-and-timetable] which covers details about the modules and timetable.

On arrival, visiting students should report to the Department of Economics at the start of Term 1 or Term 2 to meet with the Teaching and Learning Manager or the Director of Erasmus and Study Abroad programmes.

Academic year

Our system differs from most continental universities in that the year is split into three terms, each of ten weeks. These run October – December, January – March, and April – June. Most of the teaching takes place in the first two terms, with examinations taking place in May/June.

Modules

Visiting students can take First, Second and Final year modules in Economics. Be aware that some modules will have pre-requisites and that you will need to be able to show you have appropriate knowledge and skills in order to take these modules. Typically, you will have to confirm your choice with your home university. They will have to accept what is a feasible pattern here and the fact that modules may be changed or not run in a specific year. As modules for different years are taught in the same slots in the week, you may find if you mix Second and Final Year modules that there will be clashes. Please note that our modules are in economics, not in business studies. It is sometimes possible for you to take some modules run by WBS or other departments. However, this depends upon the consent of the member of staff teaching the module, and it is not possible to make any commitments in advance. We cannot accept, as Economics-based students, those who wish to do a majority of non-EC coded modules.

In this Department, modules run either for one term or the whole year. In both cases however, you are only examined at the end of the year, i.e. in the third/Summer term. It is, however, possible to enrol as a visiting student for only one or two of the terms. Not all modules are available to students who are with us only for the Autumn and/or the Spring terms. If you are only here for one term and are interested in taking a year-long module, you will only be able to take the term 1 part of the module.

It is likely that if you only study the modules for one or two terms that you will receive fewer credits than students studying it for the entire year. Check the booklet for Assessment methods for part-year students for details. The booklet is available from the Office for Global Engagement. Students who come for more than one term are not permitted to change modules after the third week of the first term they are studying here.

Number of modules: Our own students do a certain amount of modules each year; these must add up to 120 CATS (60 ECTS) and it is a government requirement that visiting students fit as closely as possible with the amount of study undertaken by a Second or Final Year student. It may mean that visiting students accrue more credits than are required by their home university. Each module will usually consist of two one-hour lectures a week, and usually a module Support and Feedback class either weekly or fortnightly. Some Final Year modules do not have module Support and Feedback classes.

Assessment

For Second and Final year modules, our students will usually do some coursework during the year followed by the Summer examination counting for the majority of the final mark. Unless a visiting student is present for the entire academic year, module marks for visiting students are based on assessed work. Visiting students should be aware that this will be the case. Help in essay writing and other study skills for your time at Warwick are available from the Library, Careers & Skills and within the Assessments and Examination section of this UG Handbook (section 4) [warwick.ac.uk/ec/current/ug/handbook/assessments-and-examinations]. You are advised to read this section to find out further information about assessments in the Economics Department.

Extension request for coursework:

In principle the rules applying to you if you are a visiting or incoming study abroad student are the same as for other students. In practice we treat visiting students a little differently for two reasons.

- 1) Most Warwick degree students do not face formal assessed coursework deadlines and penalties for late submission affecting their degree classification until their second year. Therefore, they have had a whole first year to learn about good practice, library access, the computer network, juggling home and overseas travel and family commitments and so on. Visiting students may face assessed coursework deadlines almost immediately on arrival, with less opportunity to adjust beforehand.
- 2) Warwick degree students are working to obtain a Warwick degree. Visiting students are here to work for a degree for their home institutions, partly to gain broader educational benefits from living and studying in another country.

In considering visiting students' requests for short assessed coursework deadline extensions the Department will start from the same rules as those applying to Warwick degree students. However, we will also take into account the two factors listed above. We will not agree to such requests automatically or without a case being made. However, we will agree visiting students' requests for extensions, particularly concerning those first items of coursework normally submitted in December and January, more readily than similar requests from Warwick degree students.

As well as extensive online support these two services also offer short courses and face-to-face advice. Visiting students are encouraged to make use of this support soon after arriving at Warwick and certainly well before they have to write their first essay. While you may feel you have strong scholarly skills, it can be important to get in tune with expectations for academic work at this university.

Contact

Dr Dennis Novy
Director for Erasmus and Visiting Students (Economics)
D.Novy@warwick.ac.uk

Examinations

Visiting and Erasmus students coming for just the autumn term; just the spring term or the autumn and spring terms but not the summer term, will not take examinations. Thus, when registering for a module, normally you will put in 'VA' (which means Visiting Assessment) or another alternate assessment indicator.

Any Visiting or Erasmus students studying in the Department either for the spring and summer terms or for the entire year, will take the examinations. Thus, at the start of the year you need to register for the standard form of assessment just like permanent students in the Department. If this is not done it can lead to difficulties at the examination time.

For some modules there will be separate examinations for second years and for finalists. The finalist's examination will usually come first. For such modules, all Visiting and Erasmus students must ensure that they are registered for the finalist examination (as opposed to the non-finalist option).



Monitoring points for outgoing and incoming study abroad students

Whether you are a student visiting Warwick or a Warwick student studying abroad, you have responsibilities to the Department in which you are studying.

Warwick students studying abroad will need to meet 11 Monitoring points during the year, so that we are assured of your wellbeing, attendance and engagement with your Degree course. The consequences of missing too many Monitoring points can be severe, including the removal of 'With Study Abroad' from your Degree title. The Monitoring points that you must meet are listed below:

| Economics based students on Erasmus and Study Abroad placements L100 - YEAR 3, L116 (LL12) - YEAR 3, LM1D (LLD2) - YEAR 3, GL11 - YEAR 3 | | | |
|---|---|--|-------------|
| Autumn term | | | |
| Monitoring Point | Description | How to meet this point | Timing |
| 1. | Email contact with Erasmus Coordinator in Economics | Email or respond to the email from the Erasmus Coordinator or their deputy | Week 1 |
| 2. | Email contact with Erasmus Coordinator in Economics | Email or respond to the email from the Erasmus Coordinator or their deputy | Week 3 or 4 |
| 3. | Submission of mid-term diary/blog entry | Send your diary or blog to the Erasmus Coordinator by email | Week 6 |
| 4. | Email contact with Erasmus Coordinator in Economics | Email or respond to the email from the Erasmus Coordinator or their deputy | Week 8 |
| 5. | Email contact with Erasmus Coordinator in Economics | Email or respond to the email from the Erasmus Coordinator or their deputy | Week 9 |
| 6. | Submission of end of term diary/blog entry | Send your diary or blog to the Erasmus Coordinator | Week 10 |
| Spring term | | | |
| 7. | Email contact with Erasmus Coordinator in Economics | Email or respond to the email from the Erasmus Coordinator or their deputy | Week 17 |
| 8. | Email contact with Erasmus Coordinator in Economics | Email or respond to the email from the Erasmus Coordinator or their deputy | Week 21 |
| 9. | Submission of mid-term diary/blog entry | Send your diary or blog to the Erasmus Coordinator by email | Week 19 |
| 10. | Submission of end of term diary/blog entry | Send your diary or blog to the Erasmus Coordinator by email | Week 24 |
| Summer term | | | |
| 11. | Submission of final report on placement | Send your report to the Erasmus Coordinator by email | Week 39 |

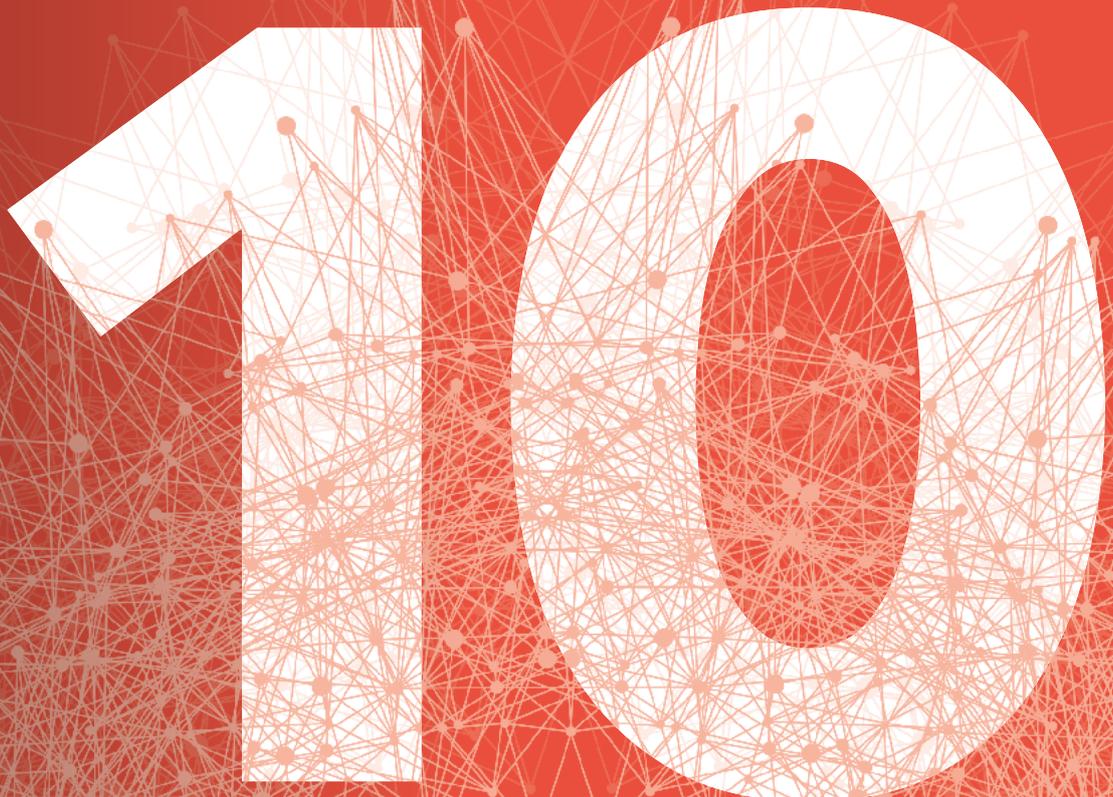
As an incoming student, you have some responsibilities to the Department, just as we have some responsibilities to you. We want to ensure that you are coping with your work and engaging with your course while you are with us. In the table below, you will find a list of 11 Monitoring points across the three terms. You must ensure that you meet each one of the Monitoring points during the time that you are with us. If you miss too many, we will get in contact with you to check on your wellbeing and we will also inform the Office for Global Engagement about our concerns regarding your attendance and engagement. The Monitoring points are listed below:

| Economics based students on incoming Erasmus and Study Abroad placements | | | |
|--|---|--|---------------|
| Autumn term | | | |
| Monitoring Point | Description | How to meet this point | Timing |
| 1. | Confirmation of module choices with UG Teaching & Learning Manager in Economics | | Week 1-3 |
| 2. | Meeting with Personal Tutor | Personal tutor and student to note the meeting in Tabula | Week 1-5 |
| 3. | Attendance at module support and feedback class for economics module | Tutor to note attendance in Tabula | Week 3 or 4 |
| 4. | Attendance at module support and feedback class for economics module | Tutor to note attendance in Tabula | Week 5 or 6 |
| 5. | Attendance at module support and feedback class for economics module | Tutor to note attendance in Tabula | Week 7 or 8 |
| Spring term | | | |
| 6. | Meeting with Personal Tutor | Personal tutor and student to note the meeting in Tabula | Week 15-19 |
| 7. | Attendance at module support and feedback class for economics module | Tutor to note attendance in Tabula | Week 16 or 17 |
| 8. | Attendance at module support and feedback class for economics module | Tutor to note attendance in Tabula | Week 18 or 19 |
| 9. | Attendance at module support and feedback class for economics module | Tutor to note attendance in Tabula | Week 20 or 21 |
| 10. | Attendance at module support and feedback class for economics module | Tutor to note attendance in Tabula | Week 22 or 23 |
| Summer term | | | |
| 11. | Attendance at an examination | Your exam script constitutes attendance | Term 3 |



General Information

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Dignity at Warwick

We are committed to ensuring a working and learning environment in which all University members (staff and students) are treated fairly and with dignity and respect, and where bullying and harassment are not tolerated.

All staff and students have the right to be treated fairly, a responsibility to encourage a culture of dignity and respect and to challenge inappropriate behaviour. It is expected that we all contribute to ensuring that the University continues to be a safe, welcoming and productive environment, where there is equality of opportunity, fostered in an environment of mutual respect and dignity.

We are all responsible for ensuring that individuals do not suffer any form of harassment or bullying. We encourage the constructive discussion of differences of views and to raise issues with the relevant individuals before they escalate.

The Dignity at Warwick Policy [warwick.ac.uk/services/equalops/dignityatwarwick/dignity_-_may_2018_.pdf_-_as_on_the_web.pdf] outlines unacceptable behaviours and the process of reporting and dealing with inappropriate behavior.

Department of Economics Respect Charter

We treat all of our colleagues and students with respect, please ensure you do the same in return.

Respect does not cost anything.

Please be mindful, if your behaviour towards staff is unacceptable, we may not be able to help you.

Health and safety

We consider that high standards of health and safety are of paramount importance in enabling us to achieve our objectives. We view compliance with legal requirements as the minimum acceptable health and safety standard. We are committed to planning, reviewing and developing health and safety arrangements 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 [warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy].

The Head of Department, Professor Jeremy Smith, holds the ultimate responsibility for health and safety within the Department but may delegate maintenance, monitoring, development and implementation of health and safety policy and practices to the Economics Departmental Health and Safety Officer (DHSO), Sarah Duggan (room S1.139, Tel : 024 765 24930).

You should inform the DHSO of any situation that you consider a real or potential hazard or shortcomings in health and safety arrangements. The situation will be added to our risk register, the risk evaluated and reasonably practicable measures should be put in place to eliminate or reduce the risk.

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

Information on fire evacuation procedures, first aid and emergency contact details can be found on laminated notices in all rooms allocated to the Economics Department. You should also familiarise yourself with the evacuation procedure for other buildings on campus where you have lectures and seminars.

Other policies and regulations

- ▶ Children on Campus (warwick.ac.uk/services/healthsafetywellbeing/guidance/childrenandyoungpeople)
- ▶ Data Protection Policy (warwick.ac.uk/services/legalservices/dataprotection)
- ▶ Personal Conflict of Interest Policy (warwick.ac.uk/services/humanresources/internal/policies/conflictinterest)
- ▶ Smoking Policy (warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy)
- ▶ University Calendar (warwick.ac.uk/calendar)
- ▶ Warwick Student Community Statement (warwick.ac.uk/quality/categories/wscs)
- ▶ Regulation 3: Regulations governing the use of University Computing Facilities (warwick.ac.uk/regulation31)





Department of Economics

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 warwick.ac.uk/economics

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