

**The Department of Economics
Undergraduate Exchange Student
Module Handbook: 2023 – 2024**

Table of Contents

Contents

Table of Contents	2
Economics Undergraduate Exchange Module Handbook.....	3
Economics Community Values	4
Information for Visiting students	4
Modules	5
Credit Accumulation and Transfer Scheme (CATS).....	6
Credit Load.....	7
Choosing Your Modules.....	7
Pre-Requisites	8
Choosing modules from external departments.....	8
Assessment	9
Extension request.....	9
Examinations	10
Monitoring Points	10
Academic Guidance	12
Module Application and Registration System (Autumn Term)	10
Glossary of Terms.....	10

Economics Undergraduate Exchange Module Handbook

The Economics Module Handbook provides information regarding modules available to Exchange students at Department of Economics. Economics welcomes lots of exchange students annually, and while with us you study modules alongside our full-time Undergraduate students.

We will do our best to help you register on your preferred modules, but we are unable to guarantee places on modules. Module registration is subject to availability and registration is not guaranteed.

Whilst every effort is made to ensure that the information presented in this module catalogue is current, there may be unavoidable changes during the academic year.

If you have any questions, please contact our friendly and experienced Undergraduate Programme team on:

Email

Economics.ugoffice@warwick.ac.uk

Community Values

The Department of Economics is 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 of any sort is not tolerated. No-one should make derogatory comments about another person's appearance, race, culture, sexuality, gender, or disability. Bullying can take the form of physical assault, emotional abuse, or unwanted physical contact.

We treat everyone with respect

Everyone in our community has the right to be treated with dignity and respect, regardless of their status, rank, grade, belief, or any protected characteristic.

Whilst we uphold freedom of expression, ensuring the right of people to express views (within the law) that are unpopular or controversial, we do not accept those views being expressed in ways which do not respect others.

Say No to Bullying and Harassment

If you encounter behavior which is not acceptable to you, please contact Jo Turrall, who will liaise with our Departmental Dignity at Warwick representative, and refer to the Dignity at Warwick policy for guidance.

The University strives to achieve fair and equal representation for all in its community. Further information on policies, training and resources is available on the [University's Equality, Diversity and Inclusion website](#).

Information for Visiting students

On arrival, visiting students should report to the Department of Economics at the start of Term 1 or Term 2 to meet with the Programme Manager or the Director of Student Opportunities.

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 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 Warwick Business School or other departments. However, this depends upon the consent of the department 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 Student Mobility office. 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 number 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.

Link to the modules page - <https://warwick.ac.uk/fac/soc/economics/current/ug/modules>

Credit Accumulation and Transfer Scheme (CATS)

Warwick uses the [Credit Accumulation and Transfer Scheme \(CATS\)](#) to express credit weightings for each unit of learning. Credit is expressed in quantified form so that achievement in different contexts can be broadly compared in terms of intellectual depth (level) and relative volume (number of credits). In common with other UK universities, the University of Warwick equates 2 Warwick credits to 1 ECTS credit. For example:

The CAT Scheme equates 1 credit (or credit point) with 10 hours of learning effort or notional learning time, used as a measure of volume. Notional learning time is the number of hours which it is expected that a learner (at a particular level) will spend, on average, to achieve the specified learning outcomes. This might comprise a variable combination of contact time, (lectures, seminars, labs etc.) and self-directed learning time (background reading prior to classes, research for written assignments, and examination preparation). Thus, a module allocated 30 credits or 'CATS points' should require students to commit approximately 300 hours of work to achieving the learning outcomes for the module.

In common with other UK universities, the University of Warwick equates 2 Warwick CATS credits to 1 European Credit Transfer System (ECTS) credit. For example:

12 CATS = 6 ECTS	15 CATS = 7.5 ECTS
24 CATS = 12 ECTS	30 CATS = 15 ECTS

Modules are typically available at either 12 CATS or 15 CATS or 30 CATS (full year students only) in Economics.

Credit Load

The recommended course load for exchange students is the following for each period of study, dependant on whether you register for 12 CATS or 15 CATS modules, or a combination of the two:

Autumn Term only:	Standard 48 CATS Minimum 36 CATS Maximum 60 CATS	(4 x 12 CATS modules) (3 x 12 CATS modules) (5 x 12 CATS modules)
Autumn and Spring Terms:	Standard 96 CATS Minimum 84 CATS Maximum 96 CATS	(8 x 12 CATS modules) (7 x 12 CATS modules) (8 x 12 CATS modules)
Spring only:	Standard 48 CATS Minimum 36 CATS Maximum 60 CATS	(4 x 12 CATS modules) (3 x 12 CATS modules) (5 x 12 CATS modules)
Spring and Summer Terms:	Standard 60 CATS Minimum 48 CATS Maximum 72 CATS	(5 x 12 CATS modules) (4 x 12 CATS modules) (6 x 12 CATS modules)
Full Academic Year:	Standard 120 CATS Minimum 96 CATS Maximum 120 CATS	(10 x 12 CATS modules) (8 x 12 CATS modules) (10 x 12 CATS modules)

It is recommended that you take the standard load rather than the maximum load.

You must be registered for minimum 3 modules per term at minimum 36 CATS to ensure you meet the requirement to be considered a full-time student at Warwick.

Choosing Your Modules

Economics offers a diverse and exciting range of modules. While you are with us, you'll be studying alongside our full-time Undergraduate students.

When considering your module choices, you might like to think about the following:

Pre-requisites: Most Economics modules require a pre-requisite because it builds on prior learning. Check out the information on pre-requisites via this link <https://warwick.ac.uk/fac/soc/economics/current/ug/modules> for guidance on prior learning requirements.

Taking modules with a different year code: Modules are coded by year, for example 2nd year modules are coded EC2XX and final year modules are coded EC3XX.

Size of module and timetable: The challenge of timetabling without clashes is something that we, along with all other departments, aspire to. Seminar timetabling processes attempt to accommodate the maximum number of people on a module, but naturally larger modules will have more seminar options. Although this should not be a key driver of module choice you should be aware that choosing a larger module can potentially give you more flexibility around seminars to help fit around other commitments.

What is a pre-requisite?

A pre-requisite is a requirement(s) that needs to have been fulfilled before you can register on a module, for example a specific level of prior learning you must have studied to successfully follow a module.

Why do some modules have pre-requisites?

Modules that have pre-requisites require that you've studied previous modules/courses as the module builds on the prior learning and the pre-requisites ensure that you will have enough existing knowledge or understanding of the subject to be successful on that module.

Choosing modules from external departments

Can I take modules outside of Economics Department? How many?

You can select modules from external departments. However, 50% of your module's selection must be from Economics.

How do I register for modules outside Economics Department?

If you would like to choose a module in an external department (outside Economics) you will need to check with the relevant department if they have space and approval by the other department. It is your responsibility to ensure the assessment method is correct. Once confirmed you can list the module in the online module choice form available on the webpage.

Can I study anything at all? How do I find out about modules I can study?

Other Warwick departments can tell you about the modules they offer to students external to their department so you should contact their Undergraduate teams directly. Some departments that Economics students have studied with before including (but are not limited to):

IATL (Institute for Advanced Teaching and Learning): see

http://www2.warwick.ac.uk/fac/cross_fac/iatl/activities/modules/ugmodules/

WBS: see <https://www.wbs.ac.uk/contact/>

PAIS (Politics and International Studies): <http://www2.warwick.ac.uk/fac/soc/pais/people/>

Law: <https://www2.warwick.ac.uk/fac/soc/law/aboutus/contacts/>

Is there anything else I should consider when applying for modules outside Economics?

Be aware that by studying in a different department you may experience different teaching styles, different student support and different assessment requirements, which you will need to adapt to. You will submit assignments to other departments through different systems so will need to allow time to get up-to-speed with their systems too. Also be aware that if you are taking modules that are aimed at different year groups (for example if you are a finalist and are taking modules aimed at 2nd year students), if the module has an exam, your exam may be timetabled at a different time to the rest of your exams.

Assessment

Every module is approved with a set of characteristics, including a specified credit weight, defined intended learning outcomes, and assessment methods (which may include a choice of assessment methods).

The achievement of learning outcomes is tested and measured by one or more assessment tasks; a module might have only one piece of assessment (for example a written exam or a long essay), or a module may be assessed by a number of different assessment tasks (for example a group work presentation and a class test, or an assessed essay and an exam etc.).

For Second and Final year modules, our students will usually do some coursework during the year followed by the summer examination counting for most 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). You are advised to read this section to find out further information about assessments in the Economics Department.

Standard Assessments

Standard Assessments are assessment methods that have been formally approved for all students undertaking the module. This assessment method must be selected unless an exchange student cannot complete the normal assessment tasks due to the duration of their study period.

Visiting Assessments

Visiting Assessments are alternative special arrangement assessment methods that have been formally approved for inbound exchange students who study at the University for part of a year. For example, a student who studies at Warwick for Autumn term only, will be unable to sit the Summer term examination, and so an alternative 'Visiting Assessment' method is required.

Extension requests for coursework

In principle the rules applying to you if you are a visiting or incoming study abroad student is 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 consider 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. 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

Senior Teaching Fellow Taha Mohavedi

Director for Student Opportunities (Economics)

Taha.Mohavedi@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 Incoming Visiting Students

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 13 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.	Attendance at Department Welcome Meeting	Tutor to note attendance in Tabula	Week 1
2.	Confirmation of module choices with UG Programme Manager in Economics	Online form submitted to Programme Manager	Week 3
3.	Attendance at module support and feedback class for economics module	Personal tutor and student to note the meeting in Tabula	Week 5
4.	Attendance at module support and feedback class for economics module	Tutor to note attendance in Tabula	Week 7

Economics based students on incoming Erasmus and Study Abroad placements

Autumn term			
5.	Attendance at module support and feedback class for economics module	Tutor to note attendance in Tabula	Week 9
6.	Attendance at module support and feedback class for economics module	Tutor to note attendance in Tabula	Week 10
Spring Term			
7.	Attendance at the Spring Term Departmental Welcome	Tutor to note attendance in Tabula	Week 15
8.	Attendance at module support and feedback class for economics module	Tutor to note attendance in Tabula	Week 16
9.	Attendance at module support and feedback class for economics module	Tutor to note attendance in Tabula	Week 18
10.	Attendance at module support and feedback class for economics module	Tutor to note attendance in Tabula	Week 20
11.	Attendance at module support and feedback class for economics module	Tutor to note attendance in Tabula	Week 22
Summer Term			
12.	Attendance at a synchronous revision class	Tutor to note attendance in Tabula	Week 31
13.	Attendance at an examination	Your exam script constitutes attendance	Week 35-38

Academic Guidance

Exchange students have access to a wide range of support for academic guidance.

Your Exchange Co-Ordinator:

Taha Mohavedi is the Director of Student Opportunities for Economics and is on hand to provide dedicated support and academic guidance throughout your studies at Economics. If you would like assistance or advice in selecting modules or building your perfect learning plan, contact Jo Turrall jo.turrall@warwick.ac.uk.

Your Personal Tutor:

On arrival, you will be allocated a Personal Tutor. Becoming part of the learning community at Warwick and making the most of your studies brings lots of opportunities, new ways of working, and sometimes challenges, that your Personal Tutor can guide you on. Personal tutoring is one of the ways in which the University builds a learning community and supports your learning development.

Personal Tutors are academic staff whose key responsibilities in this role are to be an accessible and approachable departmental point of contact. They aim to provide responsive academic and routine wellbeing support and guidance that supports your learning development and experience.

Typical things you might want to discuss with your Personal Tutor include:

- Making the transition into your exchange studies at Economics.
- Tips on how to feel part of your department, your knowledge of discipline(s) and the wider university.
- How to develop your skills and abilities as an independent learner.
- Advice on any learning feedback you have received or about how to develop your academic performance.
- Advice on where to find out about development opportunities and other sources of support (including wellbeing) which you might need.

Module Leaders:

Every module has a Module Leader. The Module Leader is responsible for ensuring that the module is taught and assessed to the highest academic standards, with up-to-date and relevant course material. Module Leaders bring all elements together into a rewarding and productive educational experience. If you have any questions on specific modules, contact the Module Leader for guidance.

Module Application and Registration System (Autumn Term)

The eMR (evision Module Registration System) will open during Welcome Week and will close during week 2. Full dates confirmed during the month prior to you joining.

Module Application and Registration System (Spring Term)

The eMR (evision Module Registration System) will open first week of term 2 and will close end of week 3 (Friday of that week).

Module selections can be confirmed by completing our module choice form. Link to this form is - <https://warwick.ac.uk/fac/soc/economics/current/ug/resources/visitingstudentsmodules>

Inbound exchange students will receive information and guidance via email regarding module application and selection prior to arrival at Warwick.

Students will need to submit the module choice form online and UG office will add the modules to the module registration system.

Glossary of Terms

Academic Credit

Credit is a measure of the quantity of learning contained in a module or course. Students are awarded credits when they complete and pass a module and achieve the learning outcomes at a threshold level. The number of credits awarded is the same for every student who passes the module and extra credits cannot be given to reward good or excellent performance. The level of achievement in a module - how well a student has done - is captured in the module mark.

Credit does not tell you how "difficult" a module is - this is captured by the level of the module (EC1xx, EC2xx etc.).

CATS

Warwick uses the Credit Accumulation and Transfer Scheme (CATS) to express credit weightings for each unit of learning.

Course

A coherent programme of study leading to a named qualification/award. Includes degrees, diplomas, certificates. Courses are made up of modules.

Department

An academic department is a division of a university or school faculty devoted to a particular academic discipline. Economics is a department of the University of Warwick.

Exchange Student

A student that temporarily attends a university in a different country, while a student from that University switches places with them. There must be a reciprocal exchange agreement in place between both Universities, and the students will return to their main University of study at the end of the reciprocal exchange programme. The students are fully enrolled in classes for one term to one academic year but are not admitted to the University in a degree-seeking status.

Faculty

An academic department is a division of a university or school faculty devoted to a particular academic discipline. WBS resides in the Faculty of Social Sciences.

HE

HE stands for “Higher Education”. The University of Warwick is a higher education institution.

Lectures and Seminars

Students will typically be taught via a mixture lectures and seminars. Lectures tend to be in larger groups, typically in groups of 200 - 450, and seminars (alternatively known as tutorials) are classes taught in smaller groups of around 20. You will have around 15 hours of contact time each week, and on top of this will be expected to complete around 20 hours of independent study. Independent study may include preparing for seminars and lectures by reading set texts or working through problem sets, participating in group work, writing essays and reports as well as revising for tests and examinations.

Module

A block of study leading to specified learning outcomes which are assessed. Modules are allocated credit points based on the notional amount of student learning time. Examples of our modules are ‘*Project Management*’, or ‘*International Business Strategy*’.

Term

The academic year is split into three 10-week terms at Warwick, starting in the autumn: See the University [term dates](#). They are referred to as Autumn Term (10 weeks), Spring Term (10 weeks) and Summer Term (10 weeks).

Visiting Student

A student that temporarily attends a university in a different country outside of an exchange agreement. The students will return to their main University of study at the end of the Visiting programme. The students are fully enrolled in classes for one term to an academic year, but are not admitted to the University in a degree-seeking status and are subject to Warwick tuition fees.