ECONOMICS AT WARWICK

MRes/PhD HANDBOOK 2013/14

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

The MRes/PhD programme is a 6 year programme, which formally consists of two separate degree programmes. The first two years of taught coursework lead to the award of the MRes degree (for candidates satisfying all of the requirements). Those students, who pass the MRes at a sufficiently high level of performance, then proceed to the PhD programme. We aim to provide students with a professional training in modern economics, including tools and techniques of analysis as well as knowledge, and an opportunity to apply this in extended research. Our objective is to produce doctoral students able to pursue careers at the highest level in academia, government agencies or consultancies.

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

The MRes/PhD programme in economics aims to provide students with unsurpassed preparation for the demands of research-driven careers in academia and in the public and private sectors. We are confident that this new programme will meet and exceed your expectations and we strive to accomplish this goal.

If, after reading this Handbook, you have any queries, then please feel free to contact me on r.macchiavello@warwick.ac.uk or by coming to see me in Room S2.98. Alternatively you may contact Dr Thijs van Rens (email: J.M.van-Rens@warwick.ac.uk, Room S2.105).

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

Dr Rocco Macchiavello
Director MRes

Dr Thijs van Rens
Director PG Research

Please note: the rules, regulations policies and information summarised in this handbook are believed to be correct at the time of compilation but there may be inadvertent inaccuracies. They are designed to be a guide, not a definitive account, and reference is made, where appropriate, to the official University documents. If there are discrepancies then the latter take precedence. Please refer to the on-line version of the MRes handbook for the most up to date information.
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The Economics Department

The University of Warwick Department of Economics was created in 1965, the same time as the University itself. In the last 50 years since its founding, the Department has become widely regarded as one of the top economics departments in the United Kingdom and Europe. Both economics research and coursework emphasize modern economic analysis and quantitative methods, the key underpinnings of the Department since its inception. The Department is an academic home to 70 people, including 25 professors. It has approximately 1,200 undergraduate students and 300 graduate students. Some 60 percent of students attending are from the UK or the European Union. We host a number of prominent research centres, which themselves underscore our breadth. We are the home to research centres that focus on finding the ingredients needed for people, businesses and nations to compete in a global economy; on enhancing the understanding of economic theories that underscore our real-world dilemmas; and on analyzing the art and science of decision-making, which lies at the heart of all economic pursuits.

The Economics Department is responsible for designing and delivering high-quality courses which enable students to achieve high standards of learning, by providing appropriate teaching and learning resources, monitoring students’ progress, assessing students’ work and providing feedback to students which helps them learn.

Students are autonomous learners and active participants in their education. They take responsibility for managing their learning, and their engagement is demonstrated in many ways:
• in attending all prescribed lectures, seminars, classes, meetings with their Personal Tutors/Supervisor(s).
• in preparing for and participating in classes or carrying out their own research
• in directing their own learning beyond that specified by their teachers
• in completing formative and summative assessment tasks
• in monitoring and reflecting on their own progress
• in taking the initiative in seeking support when necessary from the Department and the wider University (e.g. Director of Graduate or Undergraduate Studies, Centre for Student Career and Skills, Students’ Union, Senior Tutor, Disability Coordinator)

Departmental contacts

The Head of Department has overall responsibility for managing the Department of Economics. The key academic staff with roles relating to the MRes programme are:

Professor Abhinay Muthoo
Head of Department
a.muthoo@warwick.ac.uk
024 7652 3054
Room: S1.32

J. Peter Kane
IT Support Officer
p.kane@warwick.ac.uk
024 7652 3301
Room: S2.136

Dr Rocco Macchiavello
Director of MRes Programma
r.macc@warwick.ac.uk
024 7615 1085
Room: S2.124

Mr Dr Dijs van Rens
Director of PG Research
dj.vanrens@warwick.ac.uk
024 7615 1423
Room: S2.305

Mrs Natalie Deven
Postgraduate Coordinator (Research)
024 7652 3796
Room: S2.95

Key administrative staff

Ms Maryanne Heafy
Postgraduate Teaching and Learning Manager (Research)
024 7652 8172

Mrs Natalie Deven
Postgraduate Coordinator (Research)
Room: S0.90

Mrs Mandy Eaton
Postgraduate Co-ordinator
m.eaton@warwick.ac.uk
024 7652 3048
Room: S0.91

Mrs Sue Rattigan
Postgraduate Secretary
s.rattigan@warwick.ac.uk
024 7652 3027
Room: S0.91

Ms Caroline Woodhouse
Teaching Programmes Assistant
caroline.woodhouse@warwick.ac.uk
024 7652 3027
Room: S0.91

Mr Andrew Taylor
IT Manager
Andrew.Taylor@warwick.ac.uk
024 7652 3501
Room: S2.134

Mr Neil Gatty
Senior IT Support Officer
n.gatty@warwick.ac.uk
024 7652 3501
Room: S2.134

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The full staff list for the Department is at:
www2.warwick.ac.uk/fac/soc/economics/staff/

Meetings and seminars

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

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

The department seeks to provide regular exposure to latest world class research by inviting external speakers to regular weekly seminars. Research seminars and lunchtime workshops are the key regular events around which the research life of the department revolves. In addition to formal modules, MRes/PhD students are expected to attend at least one research seminar series in their field. The Department also holds five specialised weekly seminars. You will find further information in the following link: www2.warwick.ac.uk/fac/soc/economics/news_events/events/

External speakers, whose work is mainly empirical, are invited to speak in the CAGE seminar series held on Wednesdays at 4pm and speakers whose work is theory-based (covering all topics of economic, econometric and applied theory) are invited to speak at the CRETA seminar series held on Wednesdays at 5pm. The Political Economy seminar series are held on Tuesdays at 4pm. Internal lunchtime workshops, given by staff members and PhD students, are held on Tuesdays, Wednesdays and Thursdays.

Economics Society

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

Facilities

Completing a PhD (and doing research at the highest level more broadly) is an extremely rewarding, yet challenging and at times very frustrating, activity. Throughout the programme your main asset will be your peer group. Uncountable long lasting partnerships and friendships have been formed during the PhD years discussing research and ideas. To facilitate this MRes/PhD students have the exclusive use of a common room in room S2.127. This room is equipped with comfortable chairs and coffee tables for relaxing. Daily newspapers and some periodicals will be supplied. This room is opposite a small kitchen (S2.128) with facilities provided during normal office hours, including microwave, fridge and access to filter and tap water. Please do not take up space in the fridge overnight; it is at times very full of lunch boxes or similar only. For good health and safety standards to be maintained, it is not possible for this area to remain permanently open. Out of hours kitchen facilities are located on the first floor, opposite the lift.

Work space in the department is made available for MRes students in room S2.80. This room has key code access, so please ask at the PG Office for the code. Research students can make use of this room, but space is limited, however, if you have a room on campus then it would be helpful if you did not take advantage of this. Keys are available from Sue Rattigan (S0.91) on payment of £5.00 deposit. Key-less lockers may also be available in room S2.80 and S0.50.

How we communicate

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

The postgraduate website is at www2.warwick.ac.uk/fac/soc/economics/pg/phd. Here you will find your teaching timetable, links to module information and teaching material.

The Department also has a secure web-based portal to support our postgraduate programmes, called my.economics. This system is accessible from the Department’s website, and will allow you to receive important announcements, check assessment marks, sign up for support classes, give course and internal feedback, contact your supervisors, access e-access forms, and change your contact details. You can find my.economics at go.warwick.ac.uk/myeconomics, accessible both on- and off-campus. Further details and instructions are available upon login. You will be prompted by email to login to the system soon after enrolling.

All postgraduate students have a pigeon-hole (i.e. mailbox) in room S1.28B. Please make sure that you check your pigeon-hole regularly.

Any registered letter or parcel that arrives for you will be kept in the Postgraduate Office (room S0.91) and an email will be sent advising you to collect it. Stamped outgoing mail or internal mail may be left with the Postgraduate Office for posting.

The MRes noticeboard, where you can find information on graduate modules and careers is located in Room S2.127. There is an “urgent” noticeboard (including Staff Student Liaison Committee notices) in room S1.28B. Please check these noticeboards regularly.

It is essential that you inform the staff in the Postgraduate Office in Room S0.91 if you intend to be away from the University for more than two weeks. In this event, you must supply your new contact address details in case we need to contact you urgently. It is also essential that you inform the Postgraduate Office if you change your address or telephone number, so that we can keep our records up-to-date.

The Warwick Economics Facebook page is at www.facebook.com/warwickeconomics and this is a good way to connect with other new students. You may also wish to follow us on twitter at twitter.com/warwickecon.
How to contact us
All academic staff have office hours during term time when they are able to see students. These hours will be posted outside their rooms and on their staff web pages.

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

You can also contact staff members by telephone. Internal numbers are available through the People Search tool at www2.warwick.ac.uk/insite

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

Teaching dates
The University uses a numbering system to cover the main teaching weeks during the year. After the two week pre-sessional Maths and Statistics course, week 1 of the Autumn Term starts on Monday 30 September and runs for 10 weeks. The Spring Term runs from week 15 - 24 and Summer Term is from weeks 30 - 39.

Please note that the timetable is always subject to change at short notice so we do not print it in this Handbook. Please check regularly online instead: www2.warwick.ac.uk/fac/soc/economics/pg/timetable/

Student attendance and engagement
You are expected to attend all lectures and required to attend all of your allocated classes/seminars. At each class meeting your class tutor will record your attendance or absence and input this data to my.economics. If you have been marked ‘absent’ you will see an ‘Absent’ flag appear on your my.economics page next to the class in question. It is then your responsibility to complete the online form, within one week, to explain your absence, providing evidence as to why you could not attend. The Postgraduate Office will decide whether or not your reason is valid and either condone or uphold your absence accordingly.

The Department monitors attendance and engagement through a number of key contact points, which you must meet throughout the year. These are described in more detail in the section on Engagement and Assessment.

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

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

For further details about the University’s plans and ambitions, please see www2.warwick.ac.uk/about/vision2015

Academic Office
At the University level the Academic Office manages the main administrative functions relevant to students: Awards and Ceremonies, Exams, Student Finance and Funding, Student Records, Teaching Quality and the Graduate School.

If you wish to talk to someone at the in the Academic Office then you can visit Student Reception located within University House, which is open from 9am – 5pm Monday to Thursday, and 9am – 4pm on Fridays.

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

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

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

Further information about the Graduate School can be found at www2.warwick.ac.uk/services/academicoffice/gsp
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Getting started

Induction and enrolment

You should register with the Department on Monday 30 September 2013 between 10.00am-3pm in room S0.91 (Postgraduate Office) Social Sciences Building. You should formally enrol as a student with the University (in the Panorama Room of the Rootes Building) between 9.30am-2.00pm on Tuesday 1 October (for surnames M-Z). It is important that you do so in order to obtain a University Card which will enable you to use the Library and Computing services, including email, both of which you will need right from the start of the academic year.

Although the module EC9A0 Advanced Mathematics for Economists takes place in the two weeks before term starts (Monday 16th September - Friday 27 September 2013 inclusive), lectures for your other Autumn Term modules start on the Tuesday of Week 1 (Tuesday 1 October). Details of all important dates are given below.

IMPORTANT DATES

PRE-TERM

Mon 16 Sep - Fri 27 Sep 2013 (inclusive)
10.00 - 12.00pm EC9A0 Advanced Mathematics for Economists Room S11/16, First floor, Social Sciences Building

Mon 23 Sep 2013
5.00pm - 7.00pm Departmental Welcome Reception, Chancellor's Suite, Rootes Building

AUTUMN TERM (30 SEP - 6 DEC 2013)

Monday 30 Sep 2013
9.30am - 4.30pm University Enrolment (surnames A-L), Panorama Room, Rootes Building
10.00am - 3.00pm Departmental Registration, Room 50.91, Ground floor, Social Sciences Building
12.00pm - 12.30pm RISSP/Warwick Portfolio Presentation, Room S2.86, 2nd floor, Social Sciences Building
12.30pm - 1.00pm PG Hub and Wolfson Research Exchange Presentation, Room S2.86, 2nd floor, Social Sciences Building
2.00pm - 2.45pm Introductory Meeting with Dr Thijs van Rens (Director of PG Research), Room S2.79, 2nd floor, Social Sciences Building
2.45pm - 3.00pm IT Services Presentation, Room S2.79, 2nd floor, Social Sciences Building

Tuesday 1 Oct 2013
9.30am - 2.00pm University Enrolment (surnames M-Z), Panorama Room, Rootes Building

Tuesday 1 Oct 2013
Teaching begins (see MRes teaching timetables)
www2.warwick.ac.uk/fac/soc/economics/pg/timetable/

Fri 4 Oct 2013
Deadline for signing into my.economics
myeconomics.@warwick.ac.uk/

Wed 9 Oct 2013
10.00am-11.00am Library Induction Course, Training Room, 2nd Floor, Library

EXAMS

Mon 5 May - Sat 17 May 2014 Exam Period

MRes overview

Programme structure

The MRes is a 2+4 year programme, with two years of taught courses (at the end of which, successful students will be awarded the MRes Economics) followed by four years of research leading to award of the PhD. The table below shows the modular structure of the programme. In the first year students follow three core modules, in Microeconomic Theory, Macroeconomic Analysis and Econometric Theory. In the second year students choose two field options, to be attended over autumn and spring term. The final list of options is not yet available but a variety of MRes field options will be offered, particularly in the areas in which departmental faculty are research active. Likely options will include: Development Economics; Labour Economics; Macroeconomics; Microeconomic Theory; and Political Economy.

Students who pass the option modules will be allowed to proceed to the dissertation (detailed progression requirements are given below). The dissertation (maximum of 20,000 words) will be undertaken in the summer term of the second year, to be submitted 15 September (in the second year). Detailed guidance on the dissertation will be given to students at the beginning of the second year of the programme.

YEAR ONE: CORE MODULES ONLY

<table>
<thead>
<tr>
<th>AUTUMN (TERM 1)</th>
<th>SPRING (TERM 2)</th>
<th>SUMMER (TERM 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC9A10 Advanced Microeconomic Theory (40 CATs) 60 hours of lectures and seminars</td>
<td>EC9A10 Advanced Microeconomic Theory (40 CATs) 60 hours of lectures and seminars</td>
<td>Examination</td>
</tr>
<tr>
<td>EC9A20 Advanced Macroeconomic Analysis (40 CATs) 60 hours of lectures and seminars</td>
<td>EC9A20 Advanced Macroeconomic Analysis (40 CATs) 60 hours of lectures and seminars</td>
<td>Examination</td>
</tr>
<tr>
<td>EC9A30 Advanced Econometric Theory (40 CATs) 60 hours of lectures and seminars</td>
<td>EC9A30 Advanced Econometric Theory (40 CATs) 60 hours of lectures and seminars</td>
<td>Examination</td>
</tr>
</tbody>
</table>

YEAR TWO: OPTION MODULES AND DISSERTATION

<table>
<thead>
<tr>
<th>AUTUMN (TERM 1)</th>
<th>SPRING (TERM 2)</th>
<th>SUMMER (TERM 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1 (30 CATs) 40 hours of lectures and seminars</td>
<td>Option 1 (30 CATs) 40 hours of lectures and seminars</td>
<td>Examination</td>
</tr>
<tr>
<td>Option 2 (30 CATs) 40 hours of lectures and seminars</td>
<td>Option 2 (30 CATs) 40 hours of lectures and seminars</td>
<td>Examination</td>
</tr>
<tr>
<td>Dissertation (60 CATs)</td>
<td></td>
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</tr>
</tbody>
</table>

For the option modules details of the exact number of hours and the breakdown between lectures and seminars has yet to be confirmed. However, total teaching hours will be between 40 and 50 hours per term (terms 1 and 2). Classes”, “Seminars” and “Tutorials” are all different names for the same things - teaching in small groups
Progression requirements for the MRes/PhD

Year 1: In order to proceed to year two with the expectation of subsequently joining the PhD programme, students must attend and pass satisfactorily, the three core modules: EC9A10 (Advanced Microeconomics); EC9A20 (Advanced Macroeconomics); and EC9A30 (Advanced Econometrics). The pass mark is 50%, (for each of the three core modules) but students must achieve an average of at least 65% (across the three modules) to proceed to the second year of the MRes with the expectation that they will commence the PhD programme in year three. A student who passes the core modules with an average of 55-64.9%, is permitted to proceed to year two of the MRes, with the expectation of gaining the MRes as an exit qualification only. Students who pass the core modules with an average mark of between 50-54.9% will exit the programme after year one and will be eligible for the Advanced Diploma in Economics.

There is no teaching during the summer, but there are plenty of opportunities to work as Research Assistant for faculty members or request support to apply for internship programmes. It is also a period for private/independent study/fieldwork or attendance at summer schools.

Year 2: In the second-year students must attend and pass two field options. The pass mark is 50% but students must achieve an average of at least 65%, and achieve a mark of at least 65% for the dissertation, in order to be awarded the MRes and proceed to the PhD programme. A student who passes the option modules with an average of at least 65% but only gains 50-64% for the dissertation, will be awarded the MRes as an exit qualification only.

For further details please see the exam conventions for the MRes programme on page 38 of this handbook. The research part of the degree (the PhD programme) is not necessarily, but can be up to four years long. Students may defend their thesis at any point in years 4, 5 or 6. Extension beyond year 6 is only granted in exceptional circumstances.

Year 3: Students are required to develop and present their research idea and plan during the first term of year three in order to be ‘upgraded’ to full PhD status. This is done through the preparation and presentation of a research paper to faculty, and it is at this point that the allocation of students to supervisors is finalised. Further information on the logbook process can be found on pages 23.

Years 3-6: PhD students must give workshop presentations on their work (a minimum of one per year). Students are expected to participate fully in the seminar life of the Department and are expected to participate in at least one research seminar and one internal workshop in their field. If relevant, students will carry out teaching assistantship duties from their third year onwards, including training sessions.

The final year: Students are required to submit their thesis via the Graduate School Office, prompting their supervisor to arrange examiners. They will be required to attend an oral examination and make any subsequent changes deemed necessary. For further information on submission and examination of thesis, visit the Graduate School webpage: www2.warwick.ac.uk/services/academicoffice/gsp/current

Online module registration
When you arrive at the University in September you will need to register your module/exam choices for the 2013/2014 academic year using the eVision Module Registration (eMR) system. The system will be open from Monday 16 September to Friday 18 October 2013, to access it you need to sign in via start.warwick (start.warwick.ac.uk) and then select the module registration link.

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

Reading lists, lecture handouts and exam papers
Copies of reading lists and other module handouts are normally distributed during lectures and classes. Many lecturers place notes and other module documentation on the module web pages: www.warwick.ac.uk/go/economics/pg/modules

Exam papers for the last couple of years are available on the University website: www2.warwick.ac.uk/services/exampapers

NB: We do not supply solutions to past papers.

Many lecturers place notes and other module documentation on the module web pages: www.warwick.ac.uk/go/economics/pg/modules

University requirements for Taught Postgraduate Awards

Principles
The University has a single set of rules for the award of taught postgraduate qualifications which are not otherwise constrained by accreditation requirements.

The classification system for the award of merit and distinction is based on averaging.

These arrangements are consistent with the QAA Framework for Higher Education Qualifications and take account of module and course learning outcomes.

The system is designed to be transparent, clear and comprehensible for students and staff.

In arriving at decisions for an award, a fail mark for a module may not be condensed and a module may not be passed by compensation. The award of Master will normally be made on successful completion of 150 credits at M-level, providing that a mark of at least 40 is obtained in the failed module(s). Where departments require students to attain 180 credits at M-level for the award of Master this must be clearly specified in information supplied to students.

It is the responsibility of examination boards to act in accordance with these rules. Where professional, statutory or regulatory bodies specify requirements for accreditation which are inconsistent with these rules, departments must propose alternative arrangements which must be approved by Academic Quality and Standards Committee. No additional conventions may be specified by departments.
Marking

All marks should be given on a 0-100 scale. The minimum pass mark for all postgraduate modules is 50. Departments must specify in module proposals and in information supplied to students whether students must pass all elements of the assessment on a module in order to be awarded a pass mark. In the event that departments do not do so, students will be awarded a pass in the module if they attain an average mark, weighted according to the percentage of the individual elements of the assessment, which is not lower than 50.

Re-examination

Students on taught postgraduate degrees should normally be allowed one opportunity to remedy failure in initial assessment in modules that equate with no more than one half of the total credits awarded in the taught element of the course. Only one re-examination will be permitted for each module except in mitigating circumstances as set out below. Students obtaining a mark of 30 or less in the dissertation/project carrying a credit weighting of more than 60 credits will only be permitted to submit a re-worked submission for examination against different learning outcomes, the achievement of which would enable them to be considered for the award of a Postgraduate Diploma, except in mitigating circumstances as set out below. Where the failure on an initial assessment in a taught module, dissertation or similar piece of independent project work is the result of penalties for late submission, the student should normally not be allowed to revise or resubmit the same assessment in order to remedy that failure but should be required to undertake a new assessment, dissertation or project. Where it is impracticable for the Department to allow the student to undertake a new assessment, dissertation or project that has failed due to penalties for late submission, the initial failure should be allowed to stand [and the matter referred to the Board of Examiners for their consideration of all the circumstances relevant to the case.]

Where a failure results from a finding of cheating under University regulations, it should be for the Head of the Department (or his or her authorised deputy), the University Investigating Committee or the Board of Examiners to determine whether the student should be allowed to remedy that failure.

Where a student has failed to reach the minimum pass mark for a module which contains more than one element of assessment the student shall normally be required to be re-examined only in the element(s) of the assessment which has(have) not met the minimum pass mark, noting that the appropriate method of reassessment should be determined by the Board of Examiners.

The maximum pass mark which may be awarded for a module on re-examination is 50, irrespective of the mark(s) which have been given for other elements of the assessment for that module, except in mitigating circumstances as set out below.

APPENDIX A: TABULATED SUMMARY OF CREDIT REQUIREMENTS FOR AWARDS

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Total minimum credit to be taken</th>
<th>Total minimum credit to be passed: including all core materials</th>
<th>Highest level of credit</th>
<th>Minimum credit to be passed at highest level</th>
</tr>
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<tbody>
<tr>
<td>Master (PGT)</td>
<td>180</td>
<td>150*</td>
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<tr>
<td>PG Dip</td>
<td>120</td>
<td>120</td>
<td>7</td>
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<td>PG Cert</td>
<td>60</td>
<td>60</td>
<td>7</td>
<td>60</td>
</tr>
</tbody>
</table>

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

22 The Nature of a thesis
22 Research supervision
23 The upgrade process
24 The Upgrade Research Paper and presentation
24 Your progress
24 How to be an effective researcher
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25 Extensions/leave of absence
25 Contributing to teaching
The Nature of a thesis

It is not possible to define a passable thesis precisely. By its nature, research is an inductive process, and although regulations talk about the thesis being in principle publishable, that criterion relies on the judgment of the examiners. If you work in a field where the production of correct and original analysis of a well-defined problem, and rely on your supervisors’ advice as to when the work has reached the right standard, you should be able to succeed. The period of full-time study for a PhD is normally four years, although earlier or later submission is possible. You should be strongly encouraged to complete the work within or soon after that period. It is extremely rare for students to be granted an extension of more than one year.

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

- A thesis often consists of a number of essays on a related subject. Many students believe that three essays are required, but this is not the case. Furthermore, it is usually possible to trade quality for quantity. In other words, one large project that embodies the selection and development of a useful criterion might do something equivalent to the sort of quality we see in job interviews and collaborative proposals, and the draft of a number of smaller essays. This helps you organize your ideas and gives your readers a better feel for what you are doing. Supervisors should also be able to suggest appropriate literature that you can read. It is important to prepare written documents at an early stage and to continue to polish and extend those documents as you go. The period of full-time study for a PhD is normally four years, although earlier or later submission is possible. You should be strongly encouraged to complete the work within or soon after that period. It is extremely rare for students to be granted an extension of more than one year.

- If there are specific staff members whom you think could provide you with useful suggestions and improve your work, you should approach them prior to your proposal. You can give them a hard copy of your paper and ask them if they will read it and attend your presentation;

- Begin your presentation by explaining, very simply, why your problem matters. Do not start with technical issues. Instead, state what economic question you hope to answer and why it is worth addressing. If an audience starts off thinking that the presenter’s topic of minor interest, it is hard for a presentation to go well. Remember that the audience will contain economists who work in different research areas. This means that it is very important to motivate your work before you go into details;

- You should prepare PowerPoint-style slides that are uncluttered and easy to read. They should contain the central ideas, not all of the details;

- After motivating your problem, you should give your audience an indication of how you will address your question. This normally means presenting a few key equations, not an entire model. If you have regression equations, you should focus on one or two that really matter, rather than putting up so many that the audience cannot process. Present only those tables or equations that you plan to discuss in detail, so that your listeners can understand the information that they are meant to convey;

- It is a mistake to prepare slides by duplicating pages from your proposal. Such slides are too detailed. Furthermore, they are impossible to read. You should use a magnification factor of at least 1.5. When you know what room has been allocated to you, it is better to point at the screen rather than at the projector. Some people find it useful to use a pointer for this purpose. Try to look the audience in the eye, and do not spend too much time looking at your slides. If you point at your slides, it is best to point at the screen rather than at the projector. Some people find it useful to use a pointer for this purpose. However, the most important thing to remember is that you should be able to give a spontaneous presentation.

The upgrade process

The upgrade takes place at the end of the first term in the third year. However, you may request an upgrade at the end of any year (for instance, year 2 for 2013 PhD students) and requires a written proposal of between 5 - 20 pages and a 20-minute presentation of that proposal to faculty members in the relevant field of research. The proposal should include a motivation, a specific research question as well as some preliminary results. All upgrade presentations will take place next week at the end of the first term. The main criterion for achieving a pass is whether the proposal presents a promising research agenda. After all students in a field have presented, the faculty members will convene with the following students and those who have passed the upgrade process and which faculty member will supervise these students.

Prior to the upgrade, students are encouraged to meet with and discuss their proposal with members of faculty working in a relevant field. It is in the interests of the student to make sure that at least one faculty member is familiar with their work before the upgrade presentation, and to make sure that as many relevant faculty members as possible attend the upgrade presentation. Students who fail the upgrade may try again at the end of the spring term. Students who fail a second time will be encouraged to submit their work for the award of MPhil.

Upgrading a student implies a commitment on the part of the supervisor. To formalize this, the supervisor will sign the following statement on the research proposal: “In my view, this proposal describes a promising avenue of research and I am willing to supervise the student’s work in this area.” This statement will be signed by the Director of PG Research, which formalizes the upgrade as well as the allocation of the first supervisor.

The Upgrade Research Paper and presentation

In addition to the body of the text, and a short abstract, a proposal should contain a complete list of references. The reference section must contain citations for all papers that you mention in the text and footnotes, no more and no less. In particular, it should not contain articles that you wish you had read but that need not be read. You should write your proposal by duplicating pages from your thesis document. This helps you organize your ideas and gives your readers a better feel for what you are doing. Some people find it useful to use a pointer for this purpose.

The paper will be of use to you in the future. It is also a good idea to meet with your previous supervisors as to what you have read but did not find very useful. References should be typed in a standard journal style. For example, you might choose the style that is used by the Economic Journal. The proposal should thus be as specific as possible so that faculty members can give detailed comments. There is also a booklet entitled Guide to Examinations for Higher Degrees by Research, that is distributed by the Warwick Graduate School.

Several weeks prior to the time when the presentations will be made, each student should prepare three pdf files that can be uploaded to the PG Research site. The second file should contain your abstract, and the third should contain your paper. These files must be online a week before you present. See Rattigan will remind you to send them to her in time. A 20 minute slot will be allocated for your presentation, after which you will receive questions and feedback on your ideas, and the staff present will consider its strengths and weaknesses. The length of the unique format for a maximum of 20 minute presentation. Different people do it in different ways. The most important thing is to stress your ideas and how you intend to develop them and to indicate that you have a sensible plan. The following points might be helpful:

- If there are specific staff members whom you think could provide you with useful suggestions and improve your work, you should approach them prior to your proposal. You can give them a hard copy of your paper and ask them if they will read it and attend your presentation;

- Begin your presentation by explaining, very simply, why your problem matters. Do not start with technical issues. Instead, state what economic question you hope to answer and why it is worth addressing. If an audience starts off thinking that the presenter’s topic of minor interest, it is hard for a presentation to go well. Remember that the audience will contain economists who work in different research areas. This means that it is very important to motivate your work before you go into details;

- You should prepare PowerPoint-style slides that are uncluttered and easy to read. They should contain the central ideas, not all of the details;

- After motivating your problem, you should give your audience an indication of how you will address your question. This normally means presenting a few key equations, not an entire model. If you have regression equations, you should focus on one or two that really matter, rather than putting up so many that the audience cannot process. Present only those tables or equations that you plan to discuss in detail, so that your listeners can understand the information that they are meant to convey;

- It is a mistake to prepare slides by duplicating pages from your proposal. Such slides are too detailed. Furthermore, they are impossible to read. You should use a magnification factor of at least 1.5. When you know what room has been allocated to you, it is better to point at the screen rather than at the projector. Some people find it useful to use a pointer for this purpose. However, the most important thing to remember is that you should be able to give a spontaneous presentation.

- Do not prepare from your notes. It is important to be prepared but still be able to give a spontaneous presentation. Try to look the audience in the eye, and do not spend too much time looking at your slides. If you point at your slides, it is best to point at the screen rather than at the projector. Some people find it useful to use a pointer for this purpose. However, the most important thing to remember is that you should get between the projector and the screen. If you do, your audience will see only your shadow.

- Try to enjoy the presentation. Remember that you are learning about us at the same time as we are learning about you. Hopefully there will be people in the audience who can be of use to you in the future. It is also a good idea to learn about anyone who is present at your presentation to see if they have comments that they did not have time to make.
Progress after your upgrade

Your progress will be assessed in a number of ways. Specifically, the Director of PG Research will meet with each faculty member who supervises PhD students once per year. For each student, the supervisor will give her assessment as to the progress of the student's research and the expected completion date of the dissertation. The Director of PG Research will write a short report of those meetings for each student, to be signed by the supervisor. These meetings will take place in the autumn term (starting the year after the upgrade).

Each year, research students are also asked to participate in the reporting period in their activities during that year. This involves both completion of a form for the Graduate School and the completion of a report for the Director of PG Research. This report will need to be signed by the supervisor for approval and submitted to the Director of PG Research in the summer term following the upgrade. Reports, which are placed in student files, help the department keep track of student progress and provide information to prospective employers or scholarship bodies.

You are also required to make at least one presentation per year. This could be in the form of a workshop, or a poster, and you will be asked by the PG office to confirm your intention to help, guide and support you through your first year as a researcher at Warwick. This could be in the form of a workshop, or a poster, and you will be asked by the PG office to confirm your intention to help, guide and support you through your first year as a researcher at Warwick.

How to be an effective researcher

An introduction to the Research Student Skills Programme (RSSP)

This is an introductory programme designed especially for research students at the University of Warwick. The programme enhances effectiveness as a postgraduate researcher by providing opportunities to build understanding of skills, becoming aware of resources available at the university and grow confidence as a member of the postgraduate community.

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

- communication
- planning and time management
- problem solving
- leadership
- assertiveness

It will help you to a greater self-awareness of the support services which are available to you as a researcher at Warwick. When you have completed the introduction programme you will be allocated to an Action Learning Set which will continue to help, guide and support you through your first year as a research student at the University of Warwick. For further details and to book a place, please follow the link on the RSSP homepage: www2.warwick.ac.uk/services/sca/pg/programme

Please note: you can only book once you are fully enrolled and have received your IT username.

Departmental seminars

There are weekly seminars in most fields in economics. These seminars are an indication of current areas of further research interest and methods of analysis. Students are expected to attend at least one seminar series in their field of interest. Further information on the seminar series available can be accessed by following the link below: www2.warwick.ac.uk/psc/soeconomics/news_events/

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

Plagiarism

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

Further details can be found here: www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating

For further information with regard to plagiarism please see page 35 of this handbook.

Ethical scrutiny

At Warwick, research proposals that involve ‘direct contact with participants, through their physical participation in research activities (invasive and non-invasive participation), or that indirectly involve participants through their provision of data or tissue or that involve people on behalf of others (e.g. parents on behalf of children)” require ethical scrutiny. The researcher’s responsibility to ensure that ethical approval is secured. Note that your research does not require ethical scrutiny if it does not involve direct or indirect contact with participants. For example, most research involving previously existing datasets where individual-level information is not provided, or where individuals are not identified, or are anonymised, or using historical records, does not require ethical scrutiny, and this is likely to include most research conducted in the Department.

Where a students’ research work may require ethical scrutiny and approval, checks are conducted within the Department in line with rules approved by the University’s Humanities & Social Sciences Research Ethics Committee. When you submit your thesis (dissertation), you will be asked to declare on the submission form that you have considered whether ethical approval is required. If you consider that ethical approval is necessary, please consult with your supervisor and complete the Department’s form for ethical approval of student research (available here: www2.warwick.ac.uk/psc/soeconomics/research/ethics) submitting to the Postgraduate Office by week 6 of the Summer term. For more information on research ethics, please consult the web page above.

Extensions/leave of absence

It is tempting to believe that because of the length of the PhD programme as a whole, you will not need to apply for leave of absence if, for example, you have a period of illness or a new baby! Nevertheless, experience shows that this can affect progress and that, in retrospect, many students wished they had applied for such leave, given that they come up against such deadlines later on, and cannot then apply retrospectively. So the lesson is, if there is something that will seriously affect your progress, you should apply for leave or, in some circumstances, transfer for a period to part time status.

It is also important to point out that studying for a PhD is not something that can take an indeterminate amount of time. You should not assume whatever your supervisor may say that you can easily get an extension to your period of study: there is no guarantee that this will be given. Indeed, some have been refused. If you do need to apply for an extension, then you will need to make a reasoned case, setting out a timetable to completion. You should also get your supervisors’ approval of this. It then goes to the Director of PG Research Students, who will add a supporting statement (assuming it is a credible case!) before it goes to the Director of the (University’s) Graduate School, who makes the decision.

Contributing to teaching

Acquiring teaching experience is extremely valuable for students who think that they might want to pursue an academic career. Students are therefore encouraged to take on a reasonable amount of undergraduate class teaching in year three onwards (for MRes students and year two onwards for pre 2013 PhD students). These or four classes a week (in one course) normally takes up the equivalent of one day, after allowing for preparation and marking. This seems sensible for most students, although those students on Teaching Assistantships have a somewhat heavier load.

Note that training and guidance is given and it is mandatory that you attend the training sessions offered. These will be made available and you will be notified of the relevant times and dates by the PG office. Also, the lecturer in charge of the course should consult with you regularly and give every help he/she can. Before undertaking any teaching, please familiarise yourself with the Tutor’s Handbook, available online: www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/
When your research is nearly complete, you will want to seek employment via the University’s careers service. One employment route—becoming an academic—is rather specialised in its structures. However, there are a number of ways that we can help you with this.

In recent years the Royal Economic Society has organized a European PhD job market in late January, where students present papers and attend interviews (see www.res.org.uk/view/postgraduatejob.html). That meeting has been very successful and will be continued and perhaps expanded. The Spanish Economic Association also organises a job market, the Simposio de Análisis, which this year is being held in December. Details can be found at www.asesec.org/simposio. Students who wish to participate must submit a paper and, not all papers can be accommodated. This is an excellent opportunity to obtain exposure for your work, and submission is highly recommended. Details for this year’s meeting are not available at the time of going to print but the department will let you know as information becomes available.

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

There is much less of a season for non-academic jobs, but advertisements typically appear in the spring. You should not apply for a particular job before it has been advertised. Job openings are advertised in the Economist, the Guardian, and the THES (Times Higher Education Supplement). There are many web pages that list job openings. These include:

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

It is a good idea to check these sites on a regular basis. No matter how you plan to search, you should first check with your advisors to make sure that they agree that you are ready to fast the water. After you have done this, you should ask three faculty members who are familiar with your work if they would be willing to write letters of reference for you. Since those letters are confidential, you must supply your referees with the names of all of the places where you plan to apply so that they can mail their letters under separate cover. It is helpful to give each referee a set of stamped envelopes that you have addressed so that they can simply insert their letters into those envelopes. Several weeks after you have done this, you might check to see if your letters have been received (tactfully) and to remind your referees if they have not. You should also tell your referees to send a PDF or DOC file with their letters to Sue Rattigan.

You will need to have a polished job-market paper ready in the late autumn (November) for mailing to the organisations to which you are applying. However, you should have a completed version ready well ahead of that date so that you can circulate it to faculty members and fellow students for comments. Do not expect people to read your paper as soon as they receive it, since most people have many other things to do. Moreover, you will need time to make revisions based on the comments that you receive. This means that a polished draft of your paper should be ready in September. In November, packets of material should be mailed to each organization to which you have chosen to apply. Those packets must include a covering letter, your CV, your job-market paper, and the names and addresses of the people who are writing your letters of reference. You should ensure you present your paper in the Departmental workshop that you are enrolled in. Be sure to get in touch with the organiser of that workshop at the beginning of the first term to schedule a presentation, preferably in term one. It is useful for your presentation to occur before you have any interviews or job talks.

If you want to obtain interviews, it is important to have a telephone number where you can be reached. This can be either a mobile phone that you always carry or a telephone that is capable of recording messages. The Department will schedule mock interviews at the end of the first term for those students who are interested. This is a valuable experience, since it gives you an idea of what to expect in a real interview. You should have prepared a speech of not more than fifteen minutes that describes your research. However, be prepared to respond to questions before you finish your presentation and to change that presentation if your interviewers seem to be interested in questions that you did not anticipate. Furthermore, you should think of things that you can say in the eventuality that you are not asked questions. It is also important to think of the questions that you would like to ask your interviewers. It is good to ask about such things as research and computing facilities, teaching loads, and seminar series, but inappropriate to ask about salary in a preliminary interview.

The Department also maintains a web page for job-market candidates. It is important that you participate in this process if going to an academic job market, since the web page is the principal vehicle that the Department uses to promote its candidates. If your name does not appear, people who are searching for recruits will have no way of knowing that you are on the market. Your web page should include your CV, abstracts of all of your dissertation papers, and at least one completed paper—your job-market paper. For further information please contact Professor Omar Moav or Sue Rattigan.
ENGAGEMENT AND ASSESSMENT

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37 Mitigating circumstances
37 Degree weightings
39 Exam Board decisions
39 Exam marks
39 Good practice in exams
39 Use of calculators in exams
40 Use of PDAs or mobile phones in examinations
40 Use of bi-lingual dictionaries in examinations
40 Bags in examination rooms
40 Transcripts
40 Exam script access
**Engaging with your programme – contact points**

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

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

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

International Students should be particularly aware of the consequences of missing Contact 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.

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**MRas (L1P) YEAR 1 and YEAR 2**

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<tr>
<th>CONTACT POINT</th>
<th>DESCRIPTION</th>
<th>TIMING</th>
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<tr>
<td>1.</td>
<td>Attendance at Departmental enrolment</td>
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<tr>
<td>2.</td>
<td>Meeting with Director PG Research</td>
<td>Week 2</td>
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<tr>
<td>3.</td>
<td>Attendance at seminar for EC9A10 (Option module)</td>
<td>Week 4</td>
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<tr>
<td>4.</td>
<td>Attendance at seminar for EC9A20 (Option module)</td>
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<td>5.</td>
<td>Attendance at seminar for EC9A30 (Option module)</td>
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<td>6.</td>
<td>Attendance at in-term test/submission of assessed work for EC9A20 (Option module)</td>
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<td><strong>SPRING TERM</strong></td>
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<td>8.</td>
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<td>9.</td>
<td>Attendance at seminar for EC9A20 (Option module)</td>
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<tr>
<td>10.</td>
<td>Attendance at seminar for EC9A30 (Option module)</td>
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<td><strong>SUMMER TERM</strong></td>
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<td>11.</td>
<td>Attendance at the Summer examinations</td>
<td>Weeks 32 - 33</td>
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<tr>
<td><strong>SUMMER VACATION</strong></td>
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<td>12.</td>
<td>Contact with the PG Office</td>
<td>Week 46</td>
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<tr>
<td>13.</td>
<td>Contact with the PG Office or Attend resit examinations</td>
<td>Week 49</td>
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Methods of assessment for individual modules

Coursework and examinations are marked to an absolute standard, not a relative one. There are no ‘quotas’ for failures or for the numbers gaining a particular class of degree. All examinations are marked and moderated independently by two examiners and all coursework that forms part of student assessment is also marked and moderated by two examiners. The pass mark for all postgraduate modules is 50%.

Assessment criteria

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

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

70-79
An excellent piece of work, showing mastery of the subject, with a highly developed and mature ability to analyse, synthesise and apply concepts, models and techniques. All requirements of the set work are covered, and work is free from all but very minor errors. There is good critical reflection and the ability to tackle questions and issues not previously encountered. Ideas are explained very clearly and in a highly organised manner.

60-69
A good piece of work, showing a sound grasp of the subject. A good attempt at analysis, synthesis and application of concepts, models and techniques. Most requirements of the set work are covered, but there may be a few gaps leading to some errors. There is some critical reflection and a reasonable attempt is made to tackle questions and issues not previously encountered. Ideas are explained clearly and in a well organised manner, with some minor exceptions.

50-59
A satisfactory piece of work, showing a grasp of major areas of the subject, but probably with areas of ignorance. Analysis, synthesis and application of concepts, models and techniques is mechanical, with a heavy reliance on course materials. The requirements of the set work are covered but with significant gaps. Little or no critical reflection, and limited ability to tackle questions or issues not previously encountered. Ideas are explained adequately but with some confusion and lack of organisation.

40-49
An unsatisfactory piece of work, not of passable Master’s standard, but passable at the Postgraduate Diploma level. There is a weak attempt at analysis, synthesis and application of concepts, models and techniques. Only some of the requirements of the set work are covered. Inability to reflect critically, and difficulty in beginning to address questions and issues not previously encountered. Ideas are poorly explained and organised.

BELOW 40
A failing piece of work, passable neither at the Master’s nor the Postgraduate Diploma level. There are extremely serious gaps in knowledge of the subject, and many areas of confusion. Few or none of the requirements of the set work are covered. The student has failed to engage seriously with the subject, and finds it impossible to begin to address questions and issues not previously encountered. The levels of expression and organisation in the work are very inadequate.
Coursework submission procedures

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

Please note that the submission deadlines and test dates can be found at the following link in the downloads section: www2.warwick.ac.uk/fac/soc/economics/pg/phd/

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

In the case of e-submission: Students will submit assessed coursework via electronic submission, accessed through the Economics web page here: www2.warwick.ac.uk/fac/soc/economics/pg/esubmission

Staff in the Postgraduate Office then print off the submitted work which is stored only by University ID number, and all work is date- and time-coded and distributed to the designated marker.

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

It is your responsibility to check carefully that you have uploaded the correct file via e-submission. Failure to upload the correct file will result in a penalty of 3 marks per day until the correct file is produced.

In the case of paper submission:
Submit your work to the Postgraduate Office, 50.91. Submission must take place on specified dates. The deadline for submission of work is 3.30pm.

A submission form is supplied on this web page: www2.warwick.ac.uk/fac/soc/economics/pg/msc/forms/

This must be attached to both copies of your work. All work will be date-stamped on receipt.

The Postgraduate Office will accept assessed work from the start of the working day, at 8.30am, through to the submission deadline of 3.30pm.

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

Late submission
Work submitted late will be marked subject to a penalty, unless an assessment deadline extension has previously been approved.

All work submitted on the due date but after 3.30pm will incur a 3 mark penalty per day (including Saturdays and Sundays) with a minimum mark of zero for an assessment. Late work must be submitted by the original method of submission for that particular module (e-submission or hard-copy submission to the Postgraduate Office). It must not be submitted to anyone else.

Extensions to assessed work – mitigating circumstances
Requests for an extension to assessed work as a result of mitigating circumstances should be made on the form provided on myeconomics and are subject to authorisation by the Postgraduate Teaching and Learning Manager (Research Degrees) in consultation with Director of MRes.

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

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

Extensions are not available for technological difficulties – you should anticipate that your hard disk will crash, your work will be destroyed by a virus, and that your laptop will get stolen. Make sure you back up to a writable CD, or a memory stick, or to your network disk space. Do not store your backup with your computer - and definitely not in your laptop bag.

Note also that extensions will normally only be granted on the basis of a student being in full- or part-time employment or on the basis of undertaking a summer internship.

Appeals
If you are unhappy with a mark for a piece of work then, in the first instance, you should ask the module leader for an appointment to explain your mark. It is often helpful to see what went wrong and be able to ask staff what they were looking for in an answer. No mark can be changed unilaterally by a tutor or module leader after the coursework has been returned to you. You are not satisfied and do wish to appeal against the assessment mark, you can do so by completing a form available at: www2.warwick.ac.uk/fac/soc/economics/pg/msc/forms/

You must submit your appeal within seven days of receiving your marked coursework. The form will go to the Director of MRes, who will decide either to order an immediate re-mark, or to refer the matter to the Board of Examiners. In the event of an internal re-mark the module leader or an independent internal marker will consider the coursework again and confirm or amend the mark. Students should bear in mind that in either case a re-mark is not guaranteed. Downward as well as upward. Please note that there is no right of appeal against academic judgement.

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

Further details can be found here: www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating

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

Plagiarism will be penalised, and penalties are severe. Some forms of plagiarism are more easily concealed and therefore harder to detect. The effort taken to conceal plagiarism will usually be taken as evidence of the perpetrator’s intention. Therefore, the greater the effort, the more severe the punishment when it is detected.

The Department now makes extensive use of the Turnitin plagiarism detection service. This web-based service allows us to submit student assignments for comparison with working papers, existing theses, published sources, web pages and other students’ work. The software produces extremely detailed reports.

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

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

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

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

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

Collaboration, or working cooperatively with other students, is an excellent way of acquiring knowledge and testing your understanding of it. Teamwork enables you to cover material more quickly and more efficiently. Having to explain things to others clarifies them and aids them in your mind.
The module examination and assessment arrangements for the option modules which form year two of the MRes programme are still to be formalised and will be shared with students in autumn term 2013.

**Examination Boards**

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

The external examiners are experienced senior academics from other universities whose role is to monitor our standards, to advise us on issues including borderline cases, and generally to act as independent arbiters and scrutinisers and to ensure that the Board’s decisions are fair.

**Failure to meet prescribed deadlines**

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

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

**Mitigating circumstances**

Where there are mitigating circumstances which affect your performance either during the year or at exam time, (a) make sure that either the Director of PG Research, the Senior Tutor knows the circumstances and (b) be sure to produce a medical certificate or other relevant document. If medical evidence is provided then the Board of Examiners may be able to exercise its discretion. The Board might recommend the candidate sits (as for the first time) in September or the following May, or base a grade for a module on (possibly adjusted) assessment marks, or condone missing work, etc. Note that self-certification, unsupported by a medical consultation, will not be acceptable. Please note also that the medical consultation must be carried out by a recognised clinician, normally a General Practitioner or doctor based in a hospital and not, for example, by a practitioner or dispenser of Traditional Chinese Medicine which will not be acceptable.

If you are taken ill during an examination you should inform the Senior Invigilator immediately. You will be required to provide a medical certificate from a doctor, which should be submitted either to the Postgraduate Office (room S0.91) as soon as possible.

All mitigating circumstances and accompanying evidence must be submitted a week before the meeting of the Board of Examiners. This will then be passed on to the Exam Board Secretary so that it can be considered by the Board.

**Degree weightings**

MRes Assessment and Examination Conventions (L1PJ)

**Role and responsibility of boards of examiners**

A meeting of the full Examination Board will take place in July to consider the performance of the students in the taught component of the MRes and progression to the second year of the programme (or the dissertation for students already in the second year of the programme).
The above are guidelines only, and the Board of Examiners reserves the right to exercise its discretion in individual cases. For calculation of the degree average each of the six components in the table above is weighted equally.

In order to be permitted to proceed to year two with the expectation of subsequently joining the PhD programme, the candidate is required to pass the three core modules in year one, with an average mark of 65% or greater and with no mark below 50%. A candidate who passes the core modules with an average of 55-64.9% and with no mark below 50% is permitted to proceed to the dissertation and will be awarded the MSc Advanced Economics as an exit qualification.

To be awarded the MRes in Economics

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

For the MRes in Economics, the Board will determine whether the student shall:

- proceed to the second year of the MRes (for first year students)
- proceed to the dissertation (for second year MRes students)
- be required to be re-examined in specified modules
- be awarded a lower qualification (for those students who fail to meet the progression criteria)
- be required to withdraw.

November Exam Board (Final)

The first Final Exam Board for the MRes will take place in November 2015. This is the Board at which students who have completed the full requirement of the degree are considered, and will determine whether a student shall:

- be awarded the degree
- be awarded the degree with distinction or merit
- be permitted re-submission of the dissertation
- be awarded a lower qualification (as specified in the MRes examination conventions)
- be not be awarded a qualification.

Exam Board decisions

The general range of decisions available to the Board is set out below. The Board of Examiners’ Conventions are guidelines only and the Board reserves the right to exercise its discretion in individual cases.

June Exam Board

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

- proceed to the second year of the MRes (for first year students)
- proceed to the dissertation (for second year MRes students)
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Good practice in exams

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

- familiarising yourself with what happens in the exam room by reading the Examination Regulations 10.2 (www2.warwick.ac.uk/services/gov/calendar/section2/regulations/examregs/)
- familiarising oneself of the rubric beforehand and doing what the rubric asks
- answering only the required number of questions - not more, otherwise you leave yourself at the discretion of the examiner in deciding which questions will be marked;
- filling in the question numbers on the front page;
- not wasting time writing out the question - but do write down the question number;
- striking out any material that is not to be read (e.g. unwanted attempts);
- writing as legibly as possible;
- showing your working in mathematical/quantitative answers - enough to be awarded method marks if you get the wrong answer. In any case full marks ought not to be awarded for correct ‘bottom line’ answers - we are also interested in checking reasoning and understanding;
- answering only the number of questions indicated in the examination rubric; if a candidate answers more questions than are prescribed by the rubric, and fails to provide a clear indication of which answers should be discarded by the marker (e.g. by crossing them out), then the marker will mark answers in the order in which they appear in the exam booklet and, after the prescribed number is reached, will discard the rest.

Other advice on how to tackle exams is available through these links:

www.warwicksu.com/advice/academic/examinations/www2.warwick.ac.uk/services/tutors/counselling/informationpages/managingexamanxiety/

www2.warwick.ac.uk/services/scs/skills/recipes/revision/revisionskills/

Use of calculators in exams

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

The Department has provided all new MSc students with an approved calculator which may be used in examination conditions.
Use of PDAs or mobile phones in examinations

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

Use of bi-lingual dictionaries in examinations

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

It is your responsibility to provide your own bi-lingual dictionary. All bi-lingual dictionaries will need to be authorised by the Department and you should take it to Postgraduate Office (SO.91) prior to the exam period to get it stamped. No notes may be made in dictionaries.

Bags in examination rooms

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

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

Candidates are reminded that they should not take any bags, cases, or rucksacks etc into the examination rooms. The only exceptions to this are:

a) small pencil cases may be used for pens, pencils and rulers etc;

b) if necessary plastic carrier bags may be used to carry permitted texts or other material into open-book examinations (unless you have been given special individual permission to have any other kind of bag with you in connection with an approved special examination arrangement).

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

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

- Panorama Room: left-luggage facility on the ground floor of the Roots Building near the main entrance.
- Butterworth Hall: Hall Bandroom near the entrance to the Butterworth Hall
- Westwood Games Hall/Desso Sports Hall: items may be left in the lockers in the male and female changing rooms as appropriate (you will need a £1 coin (returnable) if you wish to secure a locker)
- Rooms F107, F110, F111 (Engineering) and B212 and B213/4 (Science Concourse): items may be left in room H1.48 on the first-floor of the Humanities building across the road.

If you leave anything in the places specified above this is at your own risk and you should not leave any valuables. The University will not accept any responsibility for belongings left in the above locations.

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

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

Transcripts

Official transcripts will be provided by the Graduate School Office, University House, after graduation.

Exam script access

The Department of Economics is always seeking to improve the feedback that students receive on their performance in university assessments and examinations. In this spirit, we allow you to obtain a photocopy of your marked examination script, subject to a charge for non-resit candidates that is set to cover costs. Please note that costs are significant, since examination scripts are folded and stapled and so cannot be passed through a document feeder.

Some important limitations

You will not be able to use the examination feedback that we provide to demand further explanation from tutors or lecturers, or to challenge marks. In providing a photocopy of any script, we will affix a cover page with the words:

“This copy includes all the feedback that can be provided.
You must not approach lecturers, tutors, or markers to ask for additional feedback. Please note that the academic judgement of the examiners is final. While students may appeal against exam board decisions on various grounds, there is no provision for students to challenge the academic judgement of examiners or to dispute marks awarded in individual modules or pieces of work. Note, also, that the moderation process may have had the effect that the final mark on your script does not coincide exactly with the marks given to each part.”

This policy only applies to scripts for EC-coded modules - you will need to ask other departments for their own policy on their modules.

Please note that there are no provisions for scripts to be remarked.

When you can get access

As a general rule, we will provide access to exam scripts after the mark has been considered by a board of examiners, which is generally in the month of June.

There are two categories of exam script access requests:

(A) Students with Resits

Following the relevant exam board, we will permit students who have both failed particular modules and face September resits in those modules to request a photocopy of the marked script, limiting immediate access to scripts for those particular modules.

Timeframe: we will accept requests up to the end of the second week of the summer vacation, and we will aim to fulfil them by the end of the fourth week of the vacation; earlier if possible.

There is no charge.

(B) Students without Resits

Following the relevant exam board, we will permit students to request a copy of any exam script sat during the year.

Timeframe: we will accept requests up to the end of the third week of the summer vacation, and we will aim to meet them by the end of the first week of the following term.

Charge: £10 per script.

How to request access

To request access to your examination scripts, you will be required to complete a form. Please note that the form allows you to request one failed script and one passed script per submission. If you are requesting more than one of each type of script, you will need to submit more than one form.

The Postgraduate Students Exam Script Access Request Form can be found at: www2.warwick.ac.uk/fac/soc/economics/pg/script_access Procedure

Once you have completed the form, you will receive an email receipt that your form has been submitted.

Payment

Please note that before the Department can process your script access request, you will need to make the relevant online payment. For each copy of a passed exam script which you will be charged £10. Please make your payment online using the following link: www2.warwick.ac.uk/fac/soc/economics/pg/exam_script_access.

Should you have any queries please contact Caroline Woodhouse, Teaching Programmes Assistant, Room 50.91.

Your script access request will not be processed without receipt of this payment.
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Departmental support

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

Personal Tutor system

For MRes/PhD students (during the taught component of the programme), the Director of PG Research acts as Personal Tutor. Your Personal Tutor is somebody you can talk to about any matters, academic or personal, on which you need guidance or advice. There are designated weeks throughout the academic year, when MRes/PhD students are required to meet with their Personal Tutor (Director of PG Research). Please see the section in this handbook on ‘Engagement and Assessment.

However, if you have questions or concerns at other points throughout the year that you would like to talk about, the Director of PG Research/Director of the MRes/Teaching and Learning Manager (Research) are still there to discuss them. Every member of staff has office hours, so in any week during term time you can use those hours to meet with the appropriate person. Please note that academic staff might not be available in person during vacation.

Help is always available when things are not going as well as you would like. Your meetings with the Director of PG Research might cover issues such as:

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

By discussing your personal and academic development, as well as your future career plans, the Director of PG Research will be in a much better position to write a reference, if a later date should that be required. Once a student is allocated a supervisor (following the upgrade process), the supervisor takes over the role of personal tutor from the Director of PG Research.

PG Senior Tutor

If you have a concern or problem that is perhaps more serious, it is a good idea to go straight to the PG Senior Tutor, Gianina Boero. You can of course discuss any problems with your Personal Tutor, but they may feel that because of the nature of your concern, the Senior Tutor is a better position to offer advice. As such, your Personal Tutor may refer you to the Senior Tutor. She will be able to offer help and advice or point you in the direction of other people and service within the University. Your Senior Tutor will respect any confidences (subject to University guidelines on confidentiality). If you wish evidence of mitigating circumstances to be lodged on your file then the Senior Tutor is the best person to speak to.

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

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

Academic Lecturers

The lecturers that you see within your modules are there to provide you with guidance on their subject area. You may only see them for 1-2 hours per week within a large lecture. However, every member of academic staff has 2 office hours per week. You should make use of these, as a means of clarifying any areas of confusion within previous lectures or to discuss future topics. You can also use them to discuss areas that you both find interesting. You should always ensure you are prepared for your lecturer’s office hours. You shouldn’t be using them as a means of asking the lecturer to repeat the lecture, but should attend with specific questions or areas of confusion that you would like clarification on.

Seminar Tutors

For core modules you will have small group classes with seminar tutors, who go over topics within your module in much more detail than in lectures. These are essentially a feedback session and should be used as such. You are in much smaller groups than in lectures, so this is a good opportunity to discuss questions and concepts and receive feedback on your approach to problems and understanding key concepts. These tutorials also have office hours every week during term time. It is important that you take the opportunity now to clarify and develop your understanding of the topics by further reading and discussion with your peers and tutors.

PG Office

The PG office is a key resource within the Department, and is located in room 50.91. If you have questions about your timetable, problems with clashes, or queries about Departmental procedures, you should go to the PG Office in the first instance. If you have medical evidence that needs submitting, you should go there to do it; assignments that need submitting are also handled in here.

Director of Postgraduate Research

You can see Thjis van Rens during his office hours if there is anything else you need to discuss.

Other on-campus support services

There is a comprehensive network of support and welfare services available to students to support them in times of difficulty. There is often more than one service which may be able to help, and services work together to ensure that any problems are dealt with swiftly and effectively. More details of the below services, along with others available to students can be found at go.warwick.ac.uk/supportservices.

Director of Student Support and University Senior Tutor

The Director of Student Support and Residential Life, the University Senior Tutor and colleagues in Student Support work closely together to help students in times of need. If a student needs help during their time at Warwick, it is likely that one of them will be able to help.

The Senior Tutor is able to help with serious academic issues, and the Director of Student Support and Residential Life can help with non-academic issues. The Senior Tutor is also responsible for developing the personal tutor system and for liaising with and co-ordinating student welfare functions. The Senior Tutor has no disciplinary functions. More information can be found at www2.warwick.ac.uk/services/student-support-services/senior-tutor.

The University Counselling Service

The University Counselling Service provides an opportunity for all students at any level and at any time of study at the University of Warwick to access professional therapeutic counselling so that they may better develop and fulfil their personal, academic and professional potential. There are a wide variety of services, including individual counselling, group sessions, workshops and email counselling.

- 024 7652 3761 or internal extension 23761
- counselling@warwick.ac.uk
- go.warwick.ac.uk/counselling

Disability Services

Disability Services work to help students with disabilities such as and all usual impairments, dyslexia, dyspraxia, dyscalculia, ADHD, dysgraphia, mobility impairments, Autistic Spectrum Disorders, ‘unseen’ disabilities such as asthma, epilepsy and diabetes and any other conditions to address barriers to study.

Disability Services can help make reasonable adjustments to facilitate study, provide advice and specialist services to students.

- 024 7615 0641 or internal extension 50641
- disability@warwick.ac.uk
- go.warwick.ac.uk/disability

The Residential Life Team

All students who have accommodation on campus are provided with a network of support staff called the Residential Life Team. The Residential Life Team work and live alongside students within the Halls of Residences and are a key part of the University’s welfare and support network. They also have responsibility for enforcing discipline on the rare occasions it is required.

- 024 7657 5570 or internal extension 75570
- seniowarden@warwick.ac.uk

The Chaplaincy

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

- 024 7652 3519 or internal extension 23519
- cpsab@warwick.ac.uk
- go.warwick.ac.uk/chaplaincy

The University Mental Health Coordinators

The Mental Health Coordinators are available to provide students with mental health difficulties with advice, information and support as needed to facilitate academic work and participation in University life. All communication is confidential and informal. Students are encouraged to disclose their mental health issues either at enrolment or at any time afterwards so that they can actively take part in how best to manage any difficulties that may arise.

- 024 7615 0226 or internal extension 50226
- mentalhealth@warwick.ac.uk
- go.warwick.ac.uk/mentalhealth

The Health Centre

Students resident on campus should register with the University Health Centre. The Health Centre provides primary health care GP services to registered patients, two medical practices with both male and female doctors, nurse practitioners and practice nurses, sexual health clinics, travel clinics and immunisation facilities.

- 024 7652 4888 or internal extension 24888
- www.uwhc.org.uk/

The Students’ Union Advice and Welfare Service

This service offers a range of independent advice and guidance, in particular, in housing law and finance/social security. It also offers advice in other areas including academic problems.

- 024 7657 2824 or internal extension 72824
- advice@union.warwick.ac.uk
- www.warwicksu.com/advice/
The Student Funding Team
The Student Funding Team offers advice and guidance on all aspects of financial support.
- 024 7651 0096 or Internal extension 50096
- studentfunding@warwick.ac.uk
- www2.warwick.ac.uk/services/academicoffice/funding/
- postgrad/go.warwick.ac.uk/hardshipfunds

The International Office
The International Office has a team of qualified advisers to assist students on all immigration and related matters (including student visas, travel overseas and post-study work), working closely with other University and Students’ Union services to offer induction and generalist support with welfare matters and crises. There are also regional specialists and include a team who administer student exchange/study abroad programmes.
- go.warwick.ac.uk/international

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

The University Security Team
The Security Team exists to support the University’s overall aims by ensuring as far as possible, a safe, secure and friendly environment for students, staff and visitors, free from injury, personal threat, damage and theft.
- Emergency: Internal system 999
- 024 7652 2083 or Internal extension 22083
- security@warwick.ac.uk
- go.warwick.ac.uk/security

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- go.warwick.ac.uk/international

Student representation and feedback
In the Autumn and Spring Terms you will be asked to fill in an online evaluation questionnaire for each Economics module that you take. This gives you the opportunity to express your views on various aspects of the module.

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

Graduate Student-Staff Liaison Committee
The GSSLC (Graduate Student-Staff Liaison Committee) is an important platform in the Economics Department to have your say. Students get together with Departmental staff to discuss issues that concern the learning experience. Even in the best Departments, there are always some issues that deserve to be addressed. Yet the GSSLC is more than a ‘complaint box’. The Committee has also been very useful in the past to simply ask questions that were unclear to many students. This makes the GSSLC a good opportunity for the students and the Department to communicate.

Issues that have been raised in the past include access to material in the Library, questions concerning the Departments’ IT facilities as well as aspects of students’ learning experience and examination, even ranging to more long-term matters such as curriculum development. At the same time, the GSSLC is not intended to address special problems that concern only one individual student. Often these issues can be more efficiently resolved if the student speaks to the Postgraduate Office or to the module teacher concerned. That is, GSSLC items should only be the ones that concern a wider population of Economics postgraduates. Also, the GSSLC should generally not be a channel for evaluation of individual modules. This should be done via the module evaluation forms. However, if the representatives feel that there are some issues about individual modules that are not addressed via the module evaluation form they are free to raise these in the GSSLC meetings.

During the academic year, the representatives will meet with staff from the Department three times. That is not very often. So to all you future representatives out there: make sure you prepare the meetings and a list of issues that you want to bring to the Department! If you put just a little preparation time into it, it will be much easier to address them.

Some useful things to know if you become GSSLC representative:
- There will be ten or so representatives from the different MSc courses, the Diploma and the MRes/PhD program.
- Out of these a Chair will be elected, whose main task it is to chair the GSSLC meetings.
- The Vice-Chair/Secretary has to take minutes of the meetings and replaces the Chair in her/his absence. The minutes are circulated to all students so they know what’s going on.
- The First thing to do for the representatives is to look at last year’s GSSLC annual report to get a feel for what has been discussed.
- It is also useful to begin each meeting with an up-date on how the issues of the last meeting have been addressed since then.
- Before each meeting, the PG Office will ask you to prepare a list of items to be discussed. All the representatives, and the Chair/Vice-Chair in particular, are responsible for collecting these issues and sending them in on time.
- Ask your fellow students what they think about the courses.
- Your job is to help the students and the Department to communicate. If you are willing to carefully listen to both, if you like to communicate and to analyze problems you will be able to make a great contribution indeed.

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

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

HOW GSSLC REPRESENTATIVES ARE ELECTED

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Occasionally there are disputes of a personal nature. These are rare, but cannot be ruled out in a large organisation like a University. Personal difficulties may arise if you believe that another student or a member of staff is discriminating against you or harassing you on grounds of personal dislike or broader prejudice. In such circumstances we recommend that you take the matter up first with your Personal Tutor. Your Personal Tutor will help you to refer the issue to the appropriate authority.

In the event of a personal dispute involving your Personal Tutor, we recommend that you contact the Postgraduate Senior Tutor (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).

If, having taken these steps, you feel that you have not received a response to your satisfaction, or you are uncomfortable with approaching the appropriate contact directly, you feel it would be inappropriate to contact them about the matter, you may contact the Head of Department. If you do not feel comfortable doing this directly, you may contact the Students’ Union’s Education Officer, your Personal Tutor or the Senior Tutor for advice (see below for contact details).

**Formal channels**

**Student Academic Complaints Procedure**

If, having contacted the Head of Department or his deputy, you remain dissatisfied with the outcome of consideration of your complaint, the University has a Student Academic Complaints Procedure to deal with complaints about the teaching and learning process, provided that the complaint is received within three months of the occurrence about which the complaint is made. For further details, please see [www2.warwick.ac.uk/services/aro/academiccomplaints/procedure](http://www2.warwick.ac.uk/services/aro/academiccomplaints/procedure)

**Office of the Independent Adjudicator (OIA)**

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

To see if your complaint qualifies under the OIA regulations, please see [www2.warwick.ac.uk/services/aro/academiccomplaints/oia](http://www2.warwick.ac.uk/services/aro/academiccomplaints/oia)

**Student Careers and Skills**

The Centre for Student Careers and Skills ([www2.warwick.ac.uk/services/scs/services/myadvantage/](http://www2.warwick.ac.uk/services/scs/services/myadvantage/)) exists to enable Warwick students/postgraduates/graduates to devise and implement their lifelong careers plans. The Centre is located on the ground floor of University House, next to the Learning Grid, and contains a wide range of resources including:

- Extensive range of careers information, occupational files, books, videos and post-graduate modules
- Comprehensive employer and organisations’ files
- Regularly updated vacancy information
- Easy access to Careers Advisers and Information Staff
  - Careers Enquiries: 024 7652 4748
  - careers@warwick.ac.uk
  - 024 7652 4220

The Careers Consultant for Economics is Chris Manley. Chris runs 30 minute ‘careers guidance’ appointments within the Department throughout the term, and these can be booked via the ‘View Available Appointments’ section on myAdvantage: [www2.warwick.ac.uk/services/scs/services/myadvantage/](http://www2.warwick.ac.uk/services/scs/services/myadvantage/)

Students from Warwick are highly sought after and the Centre runs a packed programme of employer-led skills workshops and presentations bookable via myAdvantage. They also host four careers fairs that are attended by a range of employers and institutions.

Your Student Careers and Skills representatives for Economics are Jonathan Chu and Owen Warren.

A Facebook page has been created and is maintained by your representatives for all the Economics students ([www.facebook.com/pages/Economics-Careers-at-Warwick/123158147739379](http://www.facebook.com/pages/Economics-Careers-at-Warwick/123158147739379))

**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: [www2.warwick.ac.uk/services/library/basics/newusers](http://www2.warwick.ac.uk/services/library/basics/newusers)
- Use the Library Catalogue to find what you need ([webcat.warwick.ac.uk](http://webcat.warwick.ac.uk)). 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.
- The Library website ([www2.warwick.ac.uk/services/library/](http://www2.warwick.ac.uk/services/library/)) provides lots of information on using the Library, as well as information on useful resources for economics research, under the heading “Students”.
- DataStream is one of the main sources for finding macroeconomic time series data or data on equity markets, bonds, futures, exchange rates and interest rates. DataStream is only available in the Library. At busy times, you may need to book to use the terminal. You will also find a very wide range of macroeconomic time series, plus social data, on the Economic and Social Data Service (ESDS), available online through the Library web pages for Economics – see above.
Information Technology (IT) Services

Your email address
Once you have registered with IT Services and your account has been activated, you will have an email address which is usually in the format: initials.surname@warwick.ac.uk or firstname.surname@warwick.ac.uk

This address will be your official University email address which the Department will use, in the future, for all email communications. It will be the responsibility of students to ensure that they check this email address. You can access this account using the appropriate IT Services delivered applications or via webmail at www.warwick.ac.uk/myemail.

Help Desk
IT Services provide a dedicated Help Desk which you can phone, email or visit for assistance with all aspects of student computing. Further information on how to contact IT Services can be found at: www.warwick.ac.uk/helpdesk

ATHENS Authentication
When you register for an IT Services account at warwick.ac.uk/register you can choose to request an ATHENS account. This will then give you access to the national facilities described below.

Once you have your IT Services account, you can create your ATHENS account at any time by visiting the Library website: www.warwick.ac.uk/library/electronicresources/passwords

Network access from student residences
The University provides a network connection from every room in student residences enabling you to access the internet and files saved on the network. Use of the residential network is subject to an Acceptable Use Policy. You will require a network cable, also known as R-J45 Ethernet Cable, in order to connect to the Residential Network. There is Wi-Fi in some student residences.

Computer Security
Any computer attached to a network is susceptible to attacks from viruses and spyware. IT Services provides free anti-virus and firewall software to help keep your computer safe: www.warwick.ac.uk/its/services/support/software/antivirus

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: www.warwick.ac.uk/workareas

IT Facilities in the Department
In the Economics Department room S2.80 is specifically devoted to MRes/PhD students and is equipped with eight work stations, a colour photocopier and other space to read and study. There is also a large computer lab (S2.82) which is available to MSc students for part of the week. Should network problems occur we will try to resolve such issues as soon as possible, but cannot guarantee that every computer in this room will have access to printing facilities at all times.

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

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

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

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

A4 black and white (per sheet): 6p single sided, 10p double sided
A4 colour (per sheet): 25p single sided, 50p double sided
A3 black and white (per sheet): 9p single sided, 18p double sided
A3 colour (per sheet): 60p single sided, £1.20 double sided

You can check your printing credit at: www.warwick.ac.uk/printercredits.

Any credit remaining in your printer account will be lost when you leave the University. No refund of remaining credit will be given.

Further details can be found at: www.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.

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

Microsoft Windows and Apple Mac Software

GinWIn (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 TuffTed (win) and WinEcon (win) are all available for use. The majority of this software is available from the University network, although some titles will need to be installed onto your computer. For assistance with locating and installing software, please contact the IT Services Help Desk: www.warwick.ac.uk/helpdesk

UNIX Software

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

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Access to Economic Datasets Online

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

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) provides access to UK census data and associated geographical boundary data. casweb.mimas.ac.uk/

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

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

Software to download

It is now possible to download several of the software packages offered by IT Services. Details can be found at: www.warwick.ac.uk/software/list

(Prices subject to change)

Getting Help

If you have general problems logging in to IT Services open access areas you should follow the procedures published for those rooms. If you have specific problems relating to the computers or printers in S2.81a you should contact the Department’s Computer Support Staff on extension 23501 or visit room S2.136.

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General information

Sexual and racial harassment
The University and Department are opposed to sexual and racial harassment. We will support those subjected to it and, where appropriate, will take disciplinary action against offenders. Within the Department, help and support will be provided by all members of staff and specifically by your Personal Tutor, the Advisor to Women Students, The Senior Tutor and the Director of Taught Postgraduate Programmes. Outside the Department you may seek help from the University Senior Tutor, the Counselling Service, and the Students Union Welfare Office.

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

The University publishes guidelines on sexual and racial harassment on this web page: www2.warwick.ac.uk/services/humanresources/newpolicies/dignity/

You may also wish to look at the University’s procedure on complaints and feedback: www2.warwick.ac.uk/services/aro/academiccomplaints/procedure

Equal opportunities
The University of Warwick, recognising the value of sustaining and advancing a safe and welcoming learning environment, strives to treat both employees and students with respect and dignity, treat them fairly with regards to all assessments, choices and procedures, and to give them encouragement to reach their full potential. Therefore the University strives to treat all its members on the basis of merit and ability alone.

The Department is committed to planning, reviewing and development of health and safety arrangements in order to achieve a continual improvement in performance. The following people have been appointed as Fire Evacuation Wardens: Bhaskar Dutta, Fiona Brown and Lei Zhang. All staff, students and others working in the Department are expected to adopt a positive attitude to health and safety issues and must:

• Comply with appropriate legal requirements and University requirements as laid down in the publications that make up Safety in the University (SITU).
• Take reasonable care for their health and safety and that of others exposed to their activities.

Inform the DSO of any situations that, within the limits of their competence, they consider could give rise to serious or imminent danger or are shortcomings in safety arrangements.

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

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

Useful forms
The following forms may all be found at: www2.warwick.ac.uk/fac/soc/economics/pg/msc/forms/

- Assessed Work Submission Form (paper submission)
- Appeal against a mark on assessed coursework
- Examination Attendance Form
- Request for an Extension on Assessed Work Deadlines
- MSc Dissertation Submission Form – March deadline
- MSc Dissertation Submission Form – September Deadline
- Unusual Option Approval Form
- Temporary Withdrawal Request Form
- Permanent Withdrawal Form
- Ethical Approval for Student Research Form

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