

Warwick
Economics
Department

Diploma Handbook 2011-2012

THE UNIVERSITY OF
WARWICK

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Welcome to the Diploma

We would like to welcome you to the Diploma in Economics at Warwick. We hope you find the programme over the coming months to be interesting and rewarding and your time here to be enjoyable and worthwhile.

This booklet describes the Diploma in Economics offered by the Department of Economics. Some students are taking the programme as a one-year course (L1P5) in its own right and some are taking it as the first year of a two-year programme (L1PA) leading to a Masters degree in Economics, Economics & International Financial Economics, Economics and Industrial Organisation and Behavioural and Economic Science (Economics Track).

This booklet is intended as a reference guide for all students, covering all aspects of the programme. You should read it and refer to it if you have any questions. The information it contains is correct at the time of going to press (to the best of our belief). We hope that we have covered all the points which should be included.

The Diploma is a one-academic-year programme consisting of approximately nine months of coursework leading to examinations in the Summer Term. Your Course Leader will help you select the appropriate modules and options. You will also have a personal tutor, to whom you can talk about any matters, academic or personal, on which you need guidance or advice. We will make an announcement about personal tutoring arrangements as soon as possible.

Study Skills

As graduate students you should have acquired study skills. However, there is always room for improvement. If you would like advice on any aspect of your studies you should consult your personal tutor, seek advice from the University Senior Tutor's office (notices advertising special study skills sessions are posted on departmental notice boards) or undertake some self-help by reading:

R. Rowntree, *Learn How to Study*, McDonald & James 1976

Coles & White, *Strategies for Studying*, Collins 1989

Marshall & Rowland, *Guide to Learning Independently*, OUP 1993

C. Parsons, *How to Study Effectively*, Arrow 1976

English Language

If English is not your first language and you wish to improve or are having problems, consult the Centre for English Language Teacher Education. A list of the in-session courses that are provided can be found at:

http://www2.warwick.ac.uk/fac/soc/al/learning_english/insessional/.

You can attend these courses even if you have already taken the pre-session courses. Note that approved bilingual dictionaries are now allowed in University examinations.

I wish you all a rewarding and successful time studying in the Department of Economics.

Lei Zhang

Course Leader, Diploma Programme

Section One: Getting Started

Induction and Registration

Enrolment and registration at the University is a two-step process. . By now you should have already have completed step one by enrolling online and submitting a photo. It is important that you do this so that you will have 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 course. Step two involves collecting your University card once you arrive here. More details can be found:

<http://www2.warwick.ac.uk/services/academicoffice/ourservices/enrolment/welcome/induction/>

The Department's Induction Programme begins on the first day of term. This consists of departmental registration and an introductory meeting on the Monday (see Table below); on Tuesday lectures begin. There are also introductory meetings about the University Library and IT Services. Details of these induction events are given in the pages which follow. There will also be a Welcome Lunch Reception on Monday 3rd October 2011, 1.30-2.45pm which will be held in the Chancellor's Suite, Rootes Building.

Week 1: Induction Programme Timetable

Monday 3rd October 2011		
University Enrolment/Card Collection Postgraduates: surnames A to L	9.30-4.30pm	Panorama Room, Rootes Building
Departmental Registration	11.00am-12.00noon	Postgraduate Office, Room S2.133 (2 nd Floor, Social Sciences Building)
Introductory Meeting with Course Leader and Introduction to IT Services	3.00-4.00pm	Room S0.09 (Ground Floor, Social Sciences Building)
Tuesday 4th October 2011		
University Enrolment/Card Collection Postgraduates: surnames M to Z	9.30-4.30pm	Panorama Room (Rootes Building)
Lectures Start (see individual Timetable on my.warwick)		
Wednesday 6th October 2011		
Deadline for signing-up for Introduction to Library Session	http://www2.warwick.ac.uk/fac/soc/economics/pg/incoming/mscarrival/libintro	
Welcome Lunch Reception	1.30-2.45pm	Chancellor's Suite, Rootes Building

Week 2: Introduction to the Library

Monday 10th October 2011
Introduction to Library 3.00-4.00pm Room ACCR (Arts Centre Conference Room)

Term Dates 2011/2012

Autumn Term	
Monday 3 rd October 2011	Start of Term
Saturday 10 th December 2011	End of Term
Spring Term	
Monday 9 th January 2012	Start of Term
Saturday 17 th March 2012	End of Term
Summer Term	
Monday 23 rd April 2012	Start of Term
Saturday 30 th June 2012	End of Term

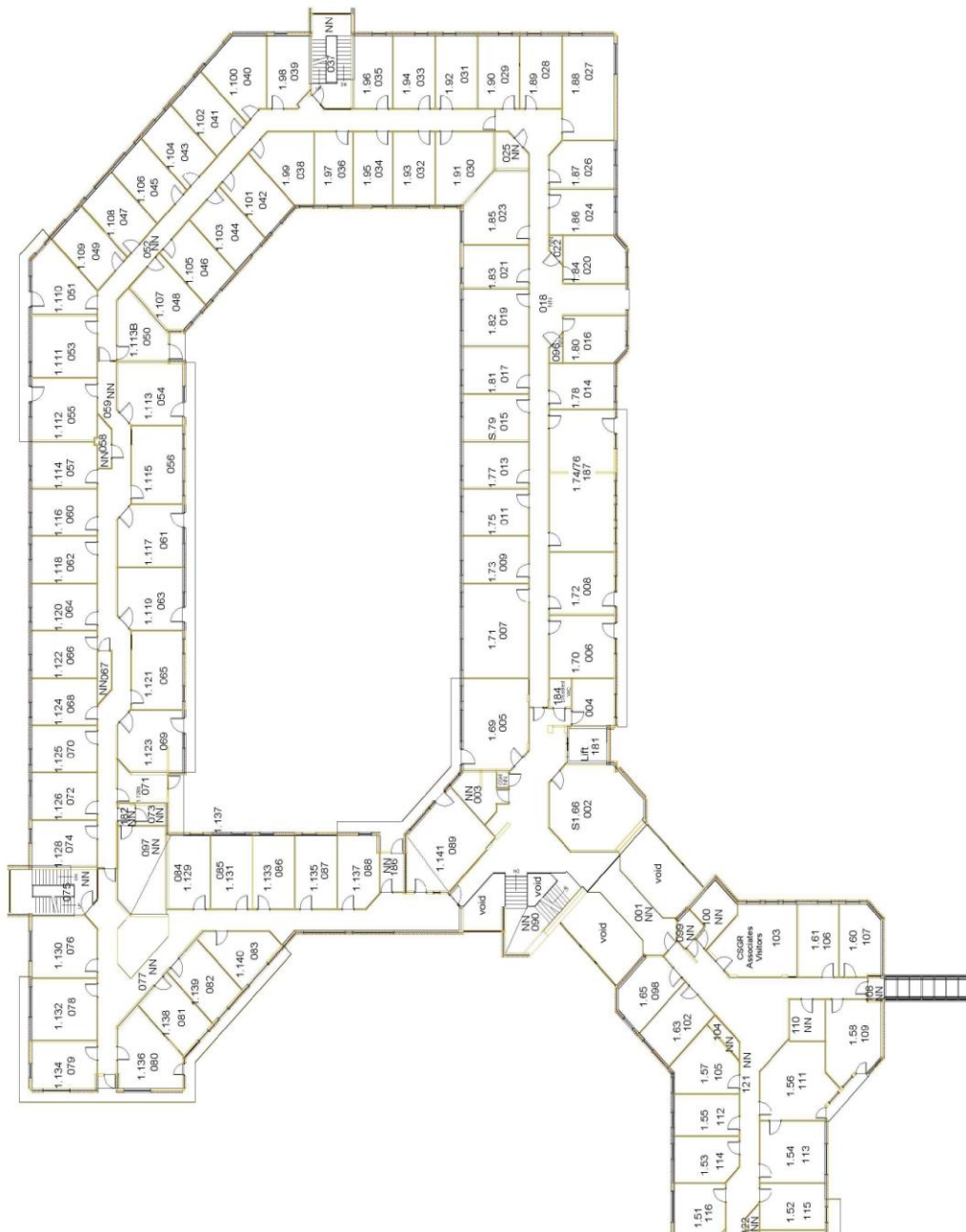
Finding Your Way Around

Maps

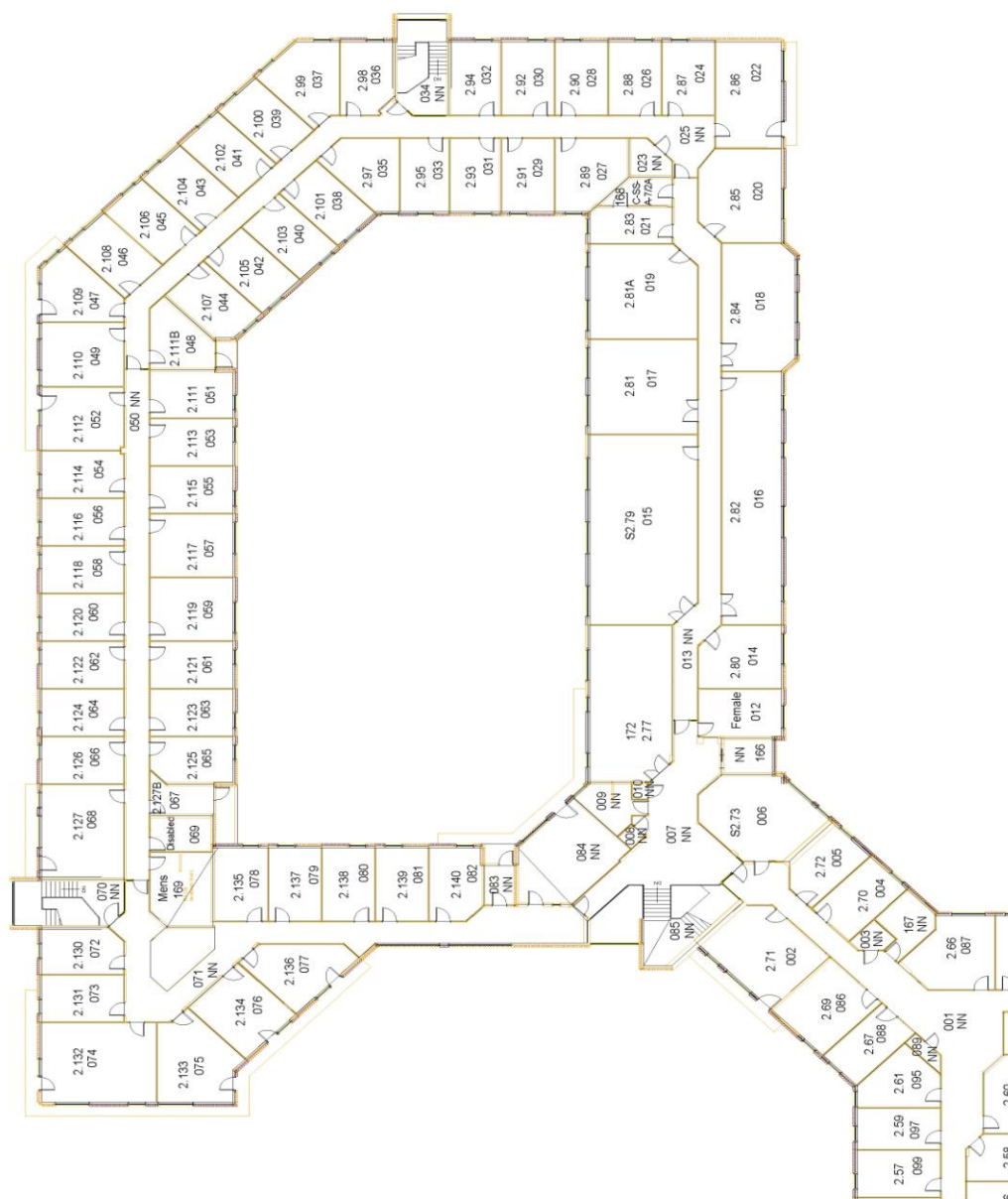
Further campus and area maps are available <http://www2.warwick.ac.uk/about/visiting/maps/>

S0.xxx = Ground Floor (0=ground in the UK), Social Sciences Building
S1.xxx = First Floor (First=second in the UK), Social Sciences Building
S2.xxx = Second Floor (etc), Social Sciences Building

Floor Plan of Social Sciences – First Floor



Floor Plan of Social Sciences: Second Floor



Introduction to Computing

There will be a presentation by IT Services staff during the introductory meeting at 3.00pm on Monday 3rd October 2011 in room S0.09 to introduce you to the computer network at Warwick.

Various facilities and general information provided by the University IT Services can be found: <http://www2.warwick.ac.uk/services/its/servicessupport/>

In addition to the induction mentioned above, the IT Services also provide further training courses to students at various levels. The details of the courses provided by the IT Services can be found at: <http://www2.warwick.ac.uk/services/its/servicessupport/training>

Introduction to the University Library

The Introduction to the University Library will be on Monday 10th October 2011, 3.00-4.00pm in room ACCR (Arts Centre Conference Room). Please sign-up by Wednesday 5th October 2011 using the following link:

<http://www2.warwick.ac.uk/fac/soc/economics/pg/incoming/mscarrival/libintro>

Key Contacts

A member of staff will be allocated to act as a Personal Tutor to you. She or he is there to help you with any problems you may have. You should get to know your Personal Tutor and always respond to invitations to see them – they can help you more effectively if they know how you are progressing, so you will be asked to see them regularly.

Any problems you have that are specific to any module should, in the first instance, be taken up with the lecturers concerned with the module.

In the event of any difficulties which cannot be resolved by consulting your Personal Tutor or Course Leader, please refer to the Director of Postgraduate Taught Programmes, (Ben Lockwood) or the Head of Department (Abhinay Muthoo).

The staff with responsibilities for the Diploma programmes are:

<p>Professor Abhinay Muthoo Head of Economics Department Email: A.Muthoo@warwick.ac.uk Tel Extn. 23054 Office: S2.136</p>	
<p>Professor Jeremy Smith Deputy Head of Economics Department E: Jeremy.Smith@warwick.ac.uk Extn. 23336 Room: S2.124</p>	
<p>Professor Ben Lockwood Director of Taught Postgraduate Programmes Email: B.Lockwood@warwick.ac.uk Tel Extn.23277 Room: S1.111</p>	

<p>Dr Lei Zhang Diploma Course Leader E: L.Zhang@warwick.ac.uk Tel Extn. 22983 Office: S2.101</p>	
<p>Dr Gianna Boero Deputy Director of Postgraduate Taught Programmes Postgraduate Senior Tutor, Postgraduate Examinations Co-ordinator E: gianna.boero@warwick.ac.uk Extn. 23796 Room: S2.95</p>	
<p>Dr Tom Bell Programmes Manager E: Tom.Bell@warwick.ac.uk Extn. 23276 Room S2.139</p>	
<p>Mrs Kate Parkinson Academic Administrator E: K.R.Parkinson@warwick.ac.uk Extn. 28415 Room S2.135</p>	
<p>Mrs Mandy Eaton Postgraduate Co-ordinator E: M.Eaton@warwick.ac.uk Extn. 23048 Room: S2.133</p>	
<p>Mrs Sue Rattigan Postgraduate Secretary E: S.Rattigan@warwick.ac.uk Extn. 23027 Room: S2.133</p>	

<p>Mr Andrew Taylor Senior Computer Support Officer E: andrew.l.taylor@warwick.ac.uk Extn. 23501 Room: 2.138</p>	
<p>Mr Neil Gatty Computer Support Officer E: n.j.gatty@warwick.ac.uk Extn. 23501 Room: 2.138</p>	
<p>Mr Peter Kane Computer Support Officer E: P.Kane@warwick.ac.uk Extn. 23501 Room: S2.128</p>	

Other staff details can be found at www.warwick.ac.uk/go/economics/staff/

Attending and Engaging - 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 the following 'Contact Points' throughout the academic year.

Autumn Term Contact Points

1. **Log-on to my.economics** during week 1 of term 1 and complete the departmental electronic registration process for 2010-11. This is essential, as my.economics contains all the information pertaining to your time with us.
2. **Attend no less than 80% of your allocated seminars¹ in term 1.** Your class tutor will mark you as 'absent' if you do not attend and this will appear on your record on my.economics. If you attend less than 80% of your allocated seminars, you will be regarded as having failed to meet this contact point.
3. **Submit all assessed work on time in term 1** (unless you have been granted an extension or condonement of non-submission).
4. **Attend your term 1 test/presentation.**
5. **Engage with the Autumn term online module evaluation questionnaire.** This will be available on my.economics. Completing the questionnaire is not compulsory, but we require that you let us know if you do not wish to complete the questionnaire by ticking the relevant option available to you on the system.
6. **Meet with your personal tutor in the Autumn term.** It is your responsibility to make sure that you meet at least once with your personal tutor each term; your tutor will make a note on my.economics that you have attended a meeting with him/her.

Spring Term Contact Points

7. **Attend no less than 80% of your allocated seminars in term 2.** Your class tutor will mark you as 'absent' if you do not attend and this will appear on your record on my.economics.
8. **Submit all assessed work on time in term 2** (unless you have been granted an extension or condonement of non-submission (for more details on assessment submission see Section 3)).
9. **Attend your term 2 test/presentation.**
10. **Engage with the Spring term online module evaluation questionnaire.** This will be available on my.economics. Completing the questionnaire is not compulsory, but we do ask that you let us know that you do not wish to complete the questionnaire by ticking the relevant option available to you on the system.

¹ 'Seminars' in this context means the seminar classes you have been allocated to in your Economics modules, and not any modules taken outside of the Economics Department.

11. **Meet with your personal tutor in the Spring term.** It is your responsibility to make sure that you meet at least once with your personal tutor each term; your tutor will make a note on my.economics that you have attended a meeting with him/her.
12. **Respond to confirm that you have checked your module registrations and your assessment marks on my.economics.** At the end of the Spring term, we ask you to check your my.economics record for the correct module registrations, CATS points and assessment marks. You will be notified via my.economics when we ask you to do this.

Summer Term Contact Point

13. **Attend your summer examinations.**

Meeting your Contact Points and what happens if you miss them

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 keep this tally in mind and 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.

- After three Contact Points are missed we will contact you to investigate whether you are having any problems that are preventing you from fully engaging with your course.
- After four Contact Points are missed we may refer you to the relevant professional within the University welfare system who could help you, such as the Senior Tutor, the Disability Co-ordinator or Mental Health Co-ordinator, as appropriate.
- After five Contact Points are missed you will be contacted to make you aware that you are at serious risk of being recommended for termination of your registration at the University.
- After six Contact Points are missed the Department is able to invoke Regulation 13 (<http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/attendance>) to begin termination of registration proceedings and your case is handed over to the Academic Office.

The Academic Office is obliged to report to the UK Borders Agency of the Home Office if any students international have been found not to be engaging with and attending their degree course. This has serious implications for your visa status.

Section Two: Course Structure

Lecture Timetable

The timetable for each module can be found on My.Warwick and also posted on the Diploma noticeboard (located opposite room S1.120, 2nd Floor). Seminar/class times are viewable on My.Economics.

The Programmes

The most likely option choices are listed below. The information is meant to be indicative rather than definitive and in some cases the module outlines given are those of the modules which were taught last year. Moreover, it is possible that modules may change because of unforeseen circumstances. However, the modules will not be radically different from what is described.

The programmes described below are the standard ones. However, variation is possible and if you want to choose a combination of modules to meet your own particular circumstances you may be allowed to do so and you should ask.

The core modules are the main core modules from the second year of the BSc Economics degree. The lectures are taught jointly with the undergraduates but diploma students have separate seminars. The undergraduates have all done at least one year of microeconomics and macroeconomics in their first year at university (and most have done A level Economics before that). You may therefore have to work harder than they do to keep up. We recognise this by providing you with separate seminars which meet more frequently than the undergraduates.

The Diploma programme is quite demanding because it consists in the main of second-year undergraduate courses designed primarily for students who have already done one year of economics. Although there is additional teaching for Diploma students, you will find that there is a lot to learn very quickly and therefore you will have received an email over the Summer with further details on preparing for the Diploma Programme in Economics, together with exercises. They were not a test, but were meant to prepare you for where the level of the Diploma programme starts off. Spending time thinking about the answer to an exercise is valuable even if you don't come to a satisfactory conclusion!

We are organising additional classes in the first two or three weeks of term in each of the three core modules of microeconomics, macroeconomics and econometrics. These are for you to discuss these exercises and your solutions with your tutors and thus learn the full lessons from this work: the further you have got with it all before term starts, the more you will find you get out of this process when term begins. We really want you to make full use of the Diploma programme to advance your understanding and expertise in Economics.

Diploma Course Modules

Choice of Modules

All candidates shall normally take the following modules:

- EC201 Macroeconomics 2 (30 CATS)
- EC202 Microeconomics 2 (30 CATS)
- EC226 Econometrics 1 (30 CATS)

In addition, candidates need to select a further second- or third-year undergraduate module to the value of 30 CATS (or two 15 CAT modules) approved by the Department of Economics.

Online Module Registration

When you arrive at the University in September you will need to register your module/exam choices for the 2011/2012 academic year using the eVision Module Registration (eMR) system. The system will be open from Monday 19th September to Friday 21st October 2011; to access it you need to sign in via my.warwick from the University Home Page 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, select any optional modules and confirm your choices. Please note that your choices are subject to checking and approval by the Department.



my.warwick is the University-run software and my.economics is our departmental software.

Section Three: Assessment and Examination

Examination Methods

Most second- and third-year Economics 30 CAT modules are examined by a combination of a three-hour, closed-book, unseen examination contributing 80% of the credit for the module, and two essays written during the year contributing 20%. This is called the 'standard scheme'. The number and length of essays can vary from one module to another; this is indicated in the module descriptions. Some non-standard schemes apply, notably in the EC226 Econometrics module, and some other quantitative modules.

Modules offered by other departments have their own examination methods. It is your responsibility to inform yourself of these, particularly regarding their rules and procedures for assessed work.

Assessment Criteria

TO PASS THE DIPLOMA

The passing standard for the Diploma is: "Broadly achieve a lower second-class honours standard". The guideline for this is an average of at least 50% in 120 CATS with at least 40% (that is, a pass) in each of 90 CATS.

TO PASS THE DIPLOMA AND PROCEED TO THE MASTERS

To satisfy the standard for admission to the MSc Economics or to proceed to the second year of a two-year programme: "Broadly achieve a good upper second class honours standard". The guideline for this is an average of 60% in 120 CATS with at least 40% (a pass) in each of 90 CATS and at least 60% in each of 60 CATS.

Candidates who fail the diploma at the first attempt will not be permitted onto the MSc. Candidates who pass the Diploma, but do not achieve the criteria to proceed to the MSc will be permitted one opportunity to resit Summer examinations in the following September to satisfy the standard for admission onto the MSc.

Diploma Exam Board Conventions (L1P5, L1PA)

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

Candidates (full-time) normally take four full modules in one academic year. One full module can consist of two half-weight modules: in such a case the average of the marks for the half module counts as the mark for the full module.

(a) To pass the Diploma

Aim: To broadly achieve at least a lower second class honours standard

- Guidelines:
- (i) Pass ($\geq 40\%$) at least 90 CATS
 - (ii) An average mark of 50.0% or better over 120 CATS

(b) To pass the Diploma and satisfy the standard to proceed to the MSc

Aim: To broadly achieve at least an upper second class honours standard

- Guidelines
- (i) Pass ($\geq 40\%$) at least 90 CATS
 - (ii) An average mark of 60.0% or better over 120 CATS
 - (iii) A mark of 60.0% or better on at least 60 CATS
 - (iv) Discretion on the level of difficulty of modules taken

(c) Convention for Resitting Students

Resit marks normally will comprise of the combined exam and assessment weights.

It is a requirement for those candidates who wish to proceed to the MSc that they must pass the Diploma at the first attempt and achieve the necessary higher marks outlined in (b) (i), (ii) and (iii) at the first or second attempt.

Exam Marks

Students will be notified by email when exam results are viewable via my.economics. Compliance with the Data Protection Act (1998) means that we will not give out examination or assessment marks over the telephone or to any third party without the student's prior written permission.

Exam Script Access – Departmental Policy

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 that is normally 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.

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 July.

There are two categories of exam script access requests:

(A) *Students with Resits*

Following the exam board, we will permit Diploma 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.

Time frame: 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 third week of the vacation; earlier if possible.

Charge: £10 per script.

(B) *Students without Resits*

Following the exam board, we will permit Diploma students to request a copy of any exam script sat during the year (provided they were sat in June 2007 or later).

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: £25 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: www.warwick.ac.uk/go/economics/pg/exam_script_access/ . 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 payment. For each copy of a failed exam script which you will be resitting in September you will be charged £10. For each copy of a passed exam script you will be charged £25. Please provide a cheque made payable to The University of Warwick, or bring the cash amount (exact amount please), to Leanne Bird, Teaching Programmes Assistant, Room S2.132.



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

Past Exam Papers

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

Attendance at Examinations

You must have a legitimate reason (e.g. serious illness for which you have a medical certificate) for wishing to defer an Examination, and you must aim to get approval, in writing, from the Director of Taught Postgraduate Programmes before the examination. You will be required to provide supporting documentation, e.g. medical certificate. 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 your doctor which should be submitted via the Postgraduate Office (room S2.133).

Use of Calculators in Examinations

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

Use of PDAs or Mobile Phones

The use of PDAs or mobile phones, or any other hand-held devices that facilitate wireless communication are not admissible in the Exam room.

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 (S2.133) prior to the exams period to get it stamped.

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.”

The University Senate has also resolved that students are also forbidden to take mobile phones into 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 Rootes 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.

Rules for Assessed Work in Economic Modules

We are required by Senate to publish the following Rules and Procedures for Assessed work:

These rules and procedures relate to all Second and Third Year undergraduate courses taught by the Economics Department. You must pay particular attention to paragraphs 10 and 11 on **plagiarism and referencing** and are strongly advised to read Regulation 11 in the University of Warwick Calendar.

1. **Deadlines:** Each piece of work will be required to be submitted by a particular date set by the course tutor. You will be given adequate notice of these deadlines and it is your responsibility to arrange your own programme accordingly. You are advised to leave a safety margin in case of difficulty in obtaining books etc.
2. **Submission arrangements:** Unless other arrangements specifically communicated by your module leader tutor are made, all work must be submitted using the Department's e-submission system by specified deadlines, as published at the start of the academic year. For more information on this process, please see the Department's *Assessment Handbook*:
http://www2.warwick.ac.uk/fac/soc/economics/ug/current/current_assessment_handbook_1011.pdf
3. **Late Submission:** Work submitted late will be marked subject to penalty. Work submitted after midnight on the due date will incur a 5% points penalty. The penalty is 5% points for work submitted on the day after the due date, increasing by 5% points per day thereafter, with a minimum mark for that assessment of zero.
4. **Extensions:** Normally, the only grounds for extension without penalty are medical in which case a medical certificate is required. An extension may also be granted on compassionate grounds, (e.g. death or serious illness in the student's immediate family or other exceptions and unforeseeable circumstances). Requests for an extension should be made through completing the online form on my.economics.
5. **Return of work:** After marking, work will be handed back to the student normally no more than **four weeks of TERM-TIME** after the submission deadline. The Department cannot accept responsibility for work which is not collected by students within two weeks of its being made available for collection.
6. **Marks:** A percentage mark will be awarded and recorded on each piece of assessed coursework. This mark is provisional and is subject to further review by the Board of Examiners. However, no mark can be changed by a tutor or course leader, except when a clear error (eg. of omission) has occurred. Anyone wishing to appeal against an assessment mark can do so at the time of resubmission of all assessed work (see 7.) at the end of your programme, by contacting the Examinations Secretary. It should be borne in mind that

such an appeal will trigger a re-appraisal of **all** assessed work for that course and the outcome might not necessarily be to your advantage.

7. **Presentation:** Work must be clearly and neatly written or typed on one side of the paper only. Double spacing is preferred as this makes reading easier, and leave space for comments by the tutor. Pages should be numbered.
8. **Word Limit:** Students should remember that work is judged on quality rather than quantity, and word limits must be adhered to. If you feel, however, that you can say what you want to say in fewer words then do so.
9. **Bibliography:** You must provide a general bibliography at the end of your essay, listing all the works (and people) you consulted when researching the essay. Do not omit any sources. Do not 'pad out' the bibliography with works you have not consulted.
10. **Plagiarism and Cheating:** (the attempt to pass off the theories, inferences, reasoning, computations or work of others as if they were your own) will be penalised. The procedure described in University Regulation 11 will be followed. Where the Head of Department 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 of Department 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 course unit or some more severe penalty.

"Deliberately reproducing the work of another person or persons without acknowledgement" is an offence covered by Regulation 11 which also states that "a significant amount of unacknowledged copying shall be deemed to constitute prima facie evidence of deliberation..." i.e. if you copy significant amounts from someone else's work without putting it in quotation marks and identifying it, that in itself will be taken as proof that you have deliberately cheated. Where the words of others are reproduced they must be placed in quotation marks and the source of the quotation must be cited as explained in 11. Merely listing the source in the bibliography is not sufficient.

11. **Referencing:** Correct referencing is important. To quote facts, figures, theories and theorems without accrediting their original source is an academic malpractice as well as being plagiarism. Direct quotations and results must be footnoted stating the author, publication or book, date and page or table number. If you rework published data or use it as the basis of your own calculations, you must identify the source in the same way. If you paraphrase the arguments or theories of other people you should again acknowledge the source in a footnote. Footnotes should be listed at the end of your essay, term paper or project. The following are three examples of the form of the footnotes.
 1. Layard, R. *How to Beat Unemployment*, Oxford University Press, 1986, page 34.

2. Based on Feinstein C.H., "Capital Formation in Great Britain", in *The Cambridge Economic History of Europe*, P. Mathias and M.M. Postan (eds.), Cambridge 1978, page 29, table 2.
3. de Meza, D. and Webb, D. "Risk, Adverse Selection and Capital Market Failure" *Economic Journal* Volume 100, March 1990, pages 206-14.

In practice, you may find that some of the theories you mention have passed into the public domain and appear in any number of textbooks. Hence, it is not necessary to reference statements like:

"Economic theory suggests that demand curves for normal goods are negatively sloped".

However, any textbooks you use should be listed in the bibliography at the end of the essay, term paper or project. The bibliography should include all books and articles referred to in the particular piece of assessed work. Where tables of data are presented the source of the data should be stated at the foot of the table.

It is important that you understand these rules and procedures. If you require any further explanation please consult your personal tutor or the Director of Undergraduate Studies. Please also consult the Department's Assessment Handbook for more details.

Coursework Submission Procedures

Deadlines

Each piece of work must be submitted by a particular date set by the Undergraduate 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. 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.

Anonymous Submission

Your work is submitted anonymously, whether by e-submission or hard-copy submission. Anonymisation is based on the University ID number on your library card. If submitting a hard-copy assessment, you must ensure that this number appears on *every* page 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 not are logged in using a friend's ID number who has used the computer before you.

In the case of e-submission

- Students will submit assessed coursework via electronic submission, accessed through the Economics webpage here: <http://www2.warwick.ac.uk/fac/soc/economics/ug/esubmission/>
- Staff in the Undergraduate Office then print off the submitted work which is stored only by University ID number, (and all work is date- and time-coded) and it is distributed to the designated marker.
- E-submission is open to access up until 12 midnight on the deadline day. Students may complete e-submission earlier than the specified assessment deadline.
- For e-submission, the penalty clock typically starts ticking after midnight on the required day of submission.



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 5% points per day until the correct file is produced.

Note. In e-submission you have to confirm that the work is your own and this implies you have read and understood the rules on plagiarism.

In the case of paper submission:

- You must submit two identical copies of your work to the Undergraduate Office, S2.133. One copy is for the internal markers and will be returned to you with a mark and comments. The other copy will be retained for the external examiner.
- Submission must take place on specified dates. The deadline for submission of work is 3.30 pm. A submission form supplied on this web page <http://www2.warwick.ac.uk/fac/soc/economics/ug/resources/forms> must be attached to both copies of your work. All work will be date-stamped on receipt.
- Submission and evaluation are anonymous. Anonymisation is based on the University ID number on your library card. You must ensure that this number is printed on *every* page of *both* copies of your work. You must not print your name *anywhere* on your work.
- The Undergraduate Office will require your University library card when you submit your work. Your card will be scanned and your submission recorded on the Departmental database. **You will not be allowed to submit your work without your library card.**
- The Undergraduate Office will accept assessed work from the start of the working day, at 8.30 am, through to the submission deadline of 3.30 pm.

- Work submitted on the due date but after 3.30pm will incur a 5 percentage point penalty in marks. All late work must be submitted to the Undergraduate Office to be date-stamped accordingly. Late work must not be submitted to anyone else.

Please note that in 2011-12, most modules will require submission of assessment by e-submission, but there may be some assessments that will 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.

Economics Modules

Details of Economics modules can be found in the Guide to Second- and Third-Year Modules and Courses in Economics 2010-11. This is available online at <http://www2.warwick.ac.uk/fac/soc/economics/ug/current/registration/modules11-12/>

Section Four: Information and Communication

Mail

All postgraduate students have a pigeon-hole (i.e. mailbox) in room S1.128B. 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 S2.133) 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.

Noticeboards

For graduate modules please consult the graduate noticeboards opposite room S1.120. Graduate job opportunities are posted on the Careers Noticeboard opposite room S1.114. There is an "urgent" noticeboard (including Staff Student Liaison Committee notices) in room S1.128B. Please check these noticeboards regularly.

Email

You will be allocated a University email address. Staff will communicate with you via this email address only. Please check it regularly and please ensure that your mailbox is never full. For further information see the section on Computing.

Change of Address/Telephone Number

It is essential that you inform the staff in the Postgraduate Office in Room S2.133 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.

My.Economics

The Department 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 module feedback, contact your lecturers and supervisors, access forms, and change your contact details.

You can find my.economics at <http://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.

Smoking

Smoking is forbidden in all University buildings.

Safety

The Department is legally required to make all students aware of its Safety Policy, a copy of which is attached at the end of this handbook.

How to Raise Issues

Graduate Staff-Student Liaison Committee

There is a Graduate Student-Staff Liaison Committee (GSSLC) in the Department with representatives from each graduate course and key teaching and administrative staff. It meets at least once each term in order to discuss matters of common concern arising from the academic programmes, for example, essay deadlines, assessment, social events, library provision, computing facilities, etc. Further information on the Student-Staff Liaison Committee system is provided in a booklet, published by the University and the Students Union, *The Staff-Student Liaison Committee Handbook* (<http://www2.warwick.ac.uk/sunion/sslc/handbook/>)

The Students Union also provides a training programme for student representatives on GSSLCs. Usually the Chair or Secretary (or both) of the GSSLC is a student. Students' representatives are elected early in the Autumn Term. The minutes of the meetings are circulated among staff and students and where necessary matters discussed at the GSSLC are placed on the agenda of the Graduate Management Committee. You can access the minutes and other information about the Economics GSSLC on the departmental web pages: www.warwick.ac.uk/go/economics/pg/gsslc/

Student Feedback

We evaluate you by marking your coursework and exams. In turn, you evaluate us. In each of 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. Feedback is most useful when it is provided in a considered and thoughtful way.

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

- ◆ The written comments are retained by the module leader, though they can also be read by the Head of the Department.
- ◆ The summaries also go to the degree course leader.
- ◆ At the end of the year each module leader writes an annual module report, incorporating both qualitative and quantitative feedback results.
- ◆ At the end of the year each degree course leader writes an annual course report covering all the modules within their degree course, identifying any positive features and issues for action where improvement is needed.
- ◆ Both module and course reports are reviewed by the Department's Graduate Management Committee, which identifies causes for concern, suggests action to

overcome problems, and monitors trends from year to year. Reports may also be made available to outside agencies such as QAA subject review assessors.

- ◆ Finally, sections of both module and course reports will be made available to your Staff Student Liaison Committee.

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. The Autumn and Spring term online evaluation questionnaires also form two of your contact points.

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.

Complaints about a module or programme of study

Informal channels

Firstly, you should contact the member of staff in your academic 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.

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 GSSLC Convenor and 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 relevant 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 <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 <http://www2.warwick.ac.uk/services/aro/academiccomplaints/oia>

Not Sure What To Do? Who To Talk To?

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

Sabbatical officers at the Students' Union - <http://www.warwicksu.com/advice/>

Professional advisors who work at the Students' Union- <http://www.warwicksu.com/advice/>

The University Senior Tutor - <http://www2.warwick.ac.uk/services/tutors>

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 or from fellow students to put an end to it.

The University publishes guidelines on sexual and racial harassment on this web page: <http://www2.warwick.ac.uk/insite/topic/healthsafety/welfare/harassment>

You may also wish to look at the University's procedure on complaints and feedback. <http://www2.warwick.ac.uk/services/gov/complaintsandfeedback/>

Equal Opportunities Statement

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 and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate ground.

Section Five: 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 account. You can access this account directly from the appropriate software on the ITS delivered applications or from anywhere in the world where you have access to the internet.

Helpdesk

IT Services provide a dedicated Helpdesk 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.go.warwick.ac.uk/its

Network Access from Student Residences

The University provides network connectivity from every room in its residences enabling you to access the Internet and files saved onto the network. Use of the residential network is subject to an Acceptable Use Policy. You will require a network cable, also known as RJ45 Ethernet Cable, in order to connect to the Residential Network. There is no wireless provision in 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:

<http://www2.warwick.ac.uk/services/its/service-support/software/antivirus/>

Open Access Areas

There are many open access areas operated by Information Technology Services. (For some of them you will need your University Card to open the door.) You have to register as a user. You can do this using the automatic registration system as soon as you have been issued with a University card. On registering you will be allocated a username and asked for a password. Further details can be found at: <http://www2.warwick.ac.uk/services/its/service-support/workareas>

Printing

In order to print from printers in the University, users must add credit to their printing account before sending the job to the printer. This can be added through a credit card on my.warwick.

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 & White printing (per sheet): 6p single sided, 10p duplex

A4 Colour printing (per sheet): 30p single sided, 60p duplex

A3 Colour printing (per sheet): 80p

Q4 Colour Acetates (per sheet) = 80p

Printing accounts can be credited online through My.Warwick. 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:

www2.warwick.ac.uk/services/its/service-support/printing/workarea/

Software

It is possible to download several of the software packages offered by IT Services. Details can be found at:

<http://www2.warwick.ac.uk/services/its/service-support/software/list/>

Section Six: Help and Support

Personal Tutors

You will be assigned a personal tutor in October, to whom you can talk about any matters, academic or personal, on which you need guidance or advice.

You should introduce yourself to your Personal Tutor as soon as possible (ideally during the first week of the course). You should also go and see him/her during the designated "Personal Tutor Week" which we fix each term. Your tutor will update the log on my.economics following these meetings so that any problems may be able to be dealt with. In addition to your personal tutor, overseas students can talk to the Adviser to Overseas Students ([Dr Tom Bell](#)) and all students can see the Postgraduate Senior Tutor (Dr Gianna Boero). "Personal Tutor Weeks" have been fixed for:

Monday 10th – Friday 14th October 2011 (week 2)

Monday 6th – Friday 10th February 2011 (week 19)

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 go.warwick.ac.uk/supportservices/student-support-and-senior-tutor/

Director of Student Support and Residential Life:

Phone number: 024 7657 5570 or internal extension 75570

Email address: studentsupport@warwick.ac.uk

Senior Tutor

Phone number: 024 7652 2761 or internal extension 22761

Email address: seniortutor@warwick.ac.uk

Website: go.warwick.ac.uk/seniortutor

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.

Phone number: 024 7652 3761 or internal extension 23761

Email address: counselling@warwick.ac.uk

Website address: go.warwick.ac.uk/counselling

Disability Services

Disability Services work to help students with disabilities such as hearing and visual impairments, dyslexia, dyspraxia, dyscalculia, AD(H)D, dysgraphia, mobility impairments, Autistic Spectrum Disorders, 'unseen' disabilities such as asthma, epilepsy and diabetes and any other conditions to address barriers to study.

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

Phone number: 024 7615 0641 or internal extension 50641

Email address: disability@warwick.ac.uk

Website: 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.

Phone Number: 024 7657 5570 or internal extension 75570

Email Address: seniorwarden@warwick.ac.uk

Website: <http://www2.warwick.ac.uk/services/student-support-services/residential-life>

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.

Phone number: 024 7652 3519 or internal extension 23519

Email address: cpsab@warwick.ac.uk

Website: go.warwick.ac.uk/chaplaincy

The University Mental Health Co-ordinators

The Mental Health Co-ordinators 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.

Phone number: 024 7615 0226 or internal extension 50226

Email address: mentalhealth@warwick.ac.uk

Website: 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.

Students must be registered in order to use the Health Centre, although they may be able to assist non-registered people in emergencies.

Phone number: 024 7652 4888 or internal extension 24888

Website: <http://www.uwhc.org.uk/>



It is very important for all students to register with a local General Practitioner (GP).

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.

Phone number: 024 7657 2824 or internal extension 72824

Email address: advice@sunion.warwick.ac.uk

Website: www.warwicksu.com/advice/

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.

Website: go.warwick.ac.uk/international

The Student Funding Team

The Student Funding Team offers advice and guidance on all aspects of financial support. This includes government grants and loans and funding provided directly by the University. The team administers University hardship funds, including the Access to Learning Fund and scholarships and bursaries through the Warwick Undergraduate Aid Programme (WUAP).

Phone number: 024 7615 0096 or internal extension 50096

Email address: studentfunding@warwick.ac.uk

Websites: go.warwick.ac.uk/ugfunding;

go.warwick.ac.uk/hardshipfunds

go.warwick.ac.uk/wuap

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

Phone number: 024 7652 2083 or internal extension 22083

Email address: security@warwick.ac.uk

Website: go.warwick.ac.uk/security

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 Library Catalogue to find what you need (<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. For more information on setting up off-campus access to databases, sometimes called ATHENS access, see <http://www2.warwick.ac.uk/services/library/main/electronicresources/passwords>
- DataStream is one of the main sources for finding macroeconomic time series or data on equity markets, bonds, futures, exchange rates and interest rates. DataStream is only available in the Library. At 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.

- If you find something useful which Warwick does not have, we can try and get it for you from another library. Collect a form from the Library or download it from the Document Supply section of the Library website: <http://www2.warwick.ac.uk/services/library/main/basics/documentsupply>
- If you are having trouble finding what you need, there is an Economics Academic Support Librarian to help you. The contact details are below.
- The Learning Grid, which is part of the Library, is located in University House. This is open 24 hours a day, 7 days a week and offers a range of resources, including access to IT facilities and a collection of reference-only key textbooks.

Opening Hours

Webpage: <http://www2.warwick.ac.uk/services/library/main/basics/openinghours/>

Contacting the Library

By Phone:

024 7652 4103

By Email:

Library@Warwick.ac.uk

Economics Enquiries:

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

Helen Riley

Tel: 024 7657 2712

E-mail: Helen.Riley@Warwick.ac.uk

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

Student Careers and Skills

The Centre for Student Careers and Skills (www2.warwick.ac.uk/services/careers) exists to enable Warwick students to devise and implement their lifelong careers plans. The Service 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

In addition, there are occasional visits of employers, such as the World Bank, to the Department. Students are notified in advance.

The Centre for Student Careers and Skills Office is co-located with other departments in the Student Development and Support Centre, on the ground floor of University House. The reception area is just off the Atrium on the opposite side to Tiki cafe.

You can access the Student Careers & Skills Helpdesk via phone, email or in person to talk through any careers and skills issues. You may be given advice or information, be referred to resources or services, or receive a referral for a one-to-one appointment with a Study Skills Adviser, Careers Consultant, Job Search Adviser or Information Adviser.

Telephone: 024 76524748

Email: careers@warwick.ac.uk

Centre for Applied Linguistics

International students following courses at the University may join extra English language classes organised by the Centre for Applied Linguistics. Key features of the courses are as follows:

- ✓ an extensive programme of courses available to registered international students at the university, to help students improve their English language skills;
- ✓ classes explore cultural issues and international affairs, as well as language skills;
- ✓ special language course available for partners of international staff and partners of international students who are at a pre-intermediate level;

For up-to-date information about in-session classes, and especially the locations of these classes (which can change at the last minute) please visit the following web site periodically: http://www2.warwick.ac.uk/fac/soc/al/learning_english/insessional/

Section 7: Health and Safety

The Head of Department has executive responsibility for the health and safety of anyone entitled to be on premises under his control. The Head of Department is assisted in the formation, implementation and development of safety policy by the Departmental Safety Officer (DSO). The DSO is Teresa Forsyia (S2.137) and any enquiries relating to health and safety within the Department should be referred to her. In the absence of the DSO, queries should be addressed to the Head of Department.

Departmental Health and Safety Guidance

- The Department of Economics considers that high standards of health and safety are of paramount importance in enabling it to achieve its objectives.
- The Department views compliance with legal requirements as the minimum acceptable health and safety standard.
- The Department is committed to planning, review 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.

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.