

ECONOMICS AT WARWICK UNDERGRADUATE HANDBOOK 2014/15

BSc Economics

BSc Economics and Industrial Organisation

BSc/BA Economics, Politics and International Studies

BSc Mathematics and Economics

QUICK REFERENCE GUIDE

It is important that you make sure that you are familiar with the entire handbook over the course of your degree, however we have included a quick reference guide at the beginning of this handbook to provide you with the essential information that you will need in the first few weeks of your first year in the Department of Economics. For more detailed information and guidance, you should refer to the appropriate section in both this handbook and the online handbook on the Department of Economics website.

The Undergraduate Office

The Undergraduate Office will be your first port of call for most initial enquiries. The Undergraduate Office is headed by [REDACTED] and is located in room S0.98.

The Undergraduate Office can answer most questions to do with timetabling, assignment submission, absence from seminars, and departmental policy.

Room: S0.98 (Open from 9.30am – 5pm, Monday – Thursday and 9.30am – 4pm on Friday)

📞 +44 (0)24 7652 3933

✉️ economics.ugoffice@warwick.ac.uk

Important contacts

These are the academic staff with responsibility for undergraduate students who will be the most appropriate contacts for you during your first year in the department.

[REDACTED]
Head of Department

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
Director of Undergraduate Studies

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
Director of Year 1

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
Year 1 Tutor

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
Year 1 Tutor

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
Economics Senior Tutor

[REDACTED]

[REDACTED]

[REDACTED]

Your degree course in the first year

BSc Economics (L100)

First Year Course Structure

In the first year students must take modules totalling between 144 and 150 CATS as follows: core modules worth 120 CATS and option modules worth at least 24 CATS.

The core modules for the first year are detailed in the table below. Details of the option modules available can be found in section 2. The following core modules must be passed in order to proceed to the second year. In addition, candidates must achieve an average of at least 40% across all modules.

Code	Required core modules	CATS
EC108	Macroeconomics 1	30
EC109	Microeconomics 1	30
EC120	Quantitative Techniques	30
EC104	The World Economy: History and Theory	30

BSc Economics and Industrial Organisation (L116)

First Year Course Structure

Students take modules totalling between 138 and 147 CATS as follows: core modules worth 102 CATS and optional modules worth at least 36 CATS.

The core modules for the first year are detailed in the table below. Details of the option modules available can be found in section 2. The following core modules must be passed in order to proceed to the second year. In addition, candidates must achieve an average of at least 40% across all modules.

Code	Required core modules	CATS
EC108	Macroeconomics 1	30
EC109	Microeconomics 1	30
EC120	Quantitative Techniques	30
IB132	Foundations of Finance	12

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

First Year Course Structure

Students take core modules totalling between 144 and 150 CATS as follows: core modules worth 120 CATS and option modules worth at least 24 CATS.

The core modules for the first year are detailed in the table below. Details of the option modules available can be found in section 2. The following core modules must be passed in order to proceed to the second year. In addition, candidates must achieve an average of at least 40% across all modules.

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

BSc Mathematics and Economics (GL11)

The Examination Scheme for Mathematics and Economics:

- The First, Second, and Third Years of study contribute to final degree credit in the ratio 10:40:50.
- All modules are examined in the year in which they are taught in accordance with the patterns of assessment set out in the appropriate departmental list.
- Third Year modules provided by the Department of Mathematics and taught in the Autumn Term are examined in April, as are MA242 Algebra I and MA244 Analysis III. The remaining modules are examined in June.

First year course structure

The First Year is in common with the Mathematics degree (UCAS module no. G100), except that EC107 Economics 1 and ST112 Probability B are normally taken. Students may take an overload (maximum 180 CATS). Students may choose to take EC108 Microeconomics 1 and EC109 Macroeconomics 1 as an alternative to EC107 Economics 1. Students are not permitted to take EC106 Introduction to Quantitative Economics.

Pre-requisites

Some first year modules are pre-requisites for certain second and third year modules, and it is your responsibility to adhere to these pre-requisites and restrictions when choosing your optional modules.

For example, for quantitative modules in mathematical economics, statistics and econometrics, the module pre-requisites are specified in the pre-requisites table in section 3. For non-quantitative modules not specified in the table, note that, normally, EC200 coded modules have the minimum pre-requisite that students should have taken EC108 and EC109, or EC107 or EC106. EC300 coded modules have the minimum pre-requisite that students should have taken either EC201 and EC202, or EC204.

eVision Module Registration (eMR) system

When you arrive at the University in September you will need to register your module/exam choices for the 2014/2015 academic year using the eVision Module Registration (eMR) system. The system will be open from Monday 22 September to Friday 17 October 2014; to access it you need to sign in via 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, select any optional modules and confirm your choices. Please note that your choices are subject to checking and approval by the Department.

WELCOME TO THE DEPARTMENT OF ECONOMICS

“

I am writing to extend a very warm welcome to you to the Department of Economics at the University of Warwick! In choosing to take your degree with us, you are now part of one of the very best economics departments in Europe. You will find your time here to be exciting, challenging and rewarding. Our aim is to ensure that not only will you graduate with a degree from one of the strongest and most successful Economics departments, but that you will reach your full potential during your time here. You will be taught by top class teachers and researchers. However, we also work hard to make your experience memorable; to offer you valuable opportunities to enhance your CV and provide you with a flying start to your career.

In less than 50 years, our department has followed a rocket-like trajectory in both academic research and the training of the next generation of economists at the bachelor's, master's and PhD levels. These accomplishments place us at the forefront of economic research and education in the UK and beyond. Dynamism, vision and energy were the essence of our founding mission; they remain at the core of our present and our future.

Particularly since 2008/09 the Economics Department has undergone unprecedented growth. The volume and range of activity across all of our areas has significantly increased. The growth and expansion has come as a result of design and strategy, aimed at achieving an ambitious set of objectives for the Department. Ultimately we seek to become the best economics department in Europe by 2020!

To meet this objective, excellence in all we do is crucial. Consequently we have significantly enhanced our standards in the calibre of students we seek and attract – you and your fellow undergraduate students. The research reputation of the department has as a result been significantly enhanced, nationally and internationally. We expect this to be confirmed in the next Research Excellence Framework (REF). Our undergraduate degree courses, MSc programme and our new MRes/PhD programme will cement our reputation as a centre of excellence amongst the faculty of the future.

On behalf of the Department, I wish you every success and encourage you to engage fully with everything on offer in the Department and University.

Head, Department of Economics
University of Warwick

”

WELCOME FROM THE DIRECTOR OF STUDIES



Welcome to all undergraduate students taking courses in Economics at Warwick. I very much hope that you find your degree course interesting, challenging and rewarding.

As Director of Studies in Economics, my aim is to ensure that our courses are designed and delivered to the very highest standards in all dimensions of teaching, learning, development, assessment and feedback. As a member of academic staff, I feel very fortunate to be teaching at Warwick – in large part because of the calibre of our undergraduate students, whose energy, brightness and creativity continue to inspire (and challenge!) us as teachers and supervisors.

For students, I believe that Warwick provides an excellent environment for learning and for personal, professional and intellectual development. Teaching is informed by the very latest developments in research, optional modules provide a great breadth of choice across fields of Economics, and the level of support available to students is second to none. It is little wonder that Warwick Economics students are so sought after by graduate recruiters.

But one of the secrets of Warwick's success is that we are never complacent. We recognise that we live and work in a global and dynamic environment – we could hardly not, given how international we are in the topics we teach and in terms of the rich diversity of both our students and our staff. So a key aspect of my role as Director of Studies is to seek to enhance all aspects of our programmes and thereby to create the best possible conditions in which students can enjoy and gain from their time at Warwick. A key input into this process is You! So I am always eager to receive comments and feedback from students – either individually or through the Student-Staff Liaison Committee (SSLC) – on where and how we can improve further. Please don't hesitate to approach me with your thoughts, reflections and suggestions either by email or in my office hours.

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

Director of Studies
Department of Economics
University of Warwick



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The Department of Economics

The Department of Economics was one of the original departments of the University of Warwick when it was created in 1965. In less than 50 years since its founding, the Department has become one of the largest departments in the discipline and is now widely regarded as one of the top economics departments not simply in the UK but across Europe too. The Department has an academic staff of 70, including 25 professors. It has approximately 1,200 undergraduate students and 300 postgraduates; around 60% of these are from the UK or European Union.

Both economics research and teaching emphasise modern economic analysis and quantitative methods. These have been key underpinnings of the work of the Department since its inception. The Department of Economics designs and delivers top quality courses which enable students to achieve high levels of learning through suitable teaching methods; excellent learning resources; appropriate monitoring of students' progress; assessment and providing effective feedback. These elements are combined to promote the academic development of our students.

Teaching is at the core of the Department's work. We are proud of our teaching record and of the achievements of our students who study our programmes. The design and teaching of our courses benefit greatly from the input of leading scholars with international reputations who are based in the Department. Drawing on the expertise of our staff, the teaching is research-led and of the highest standards in the field. We actively encourage all students to engage fully with the learning process to enhance their educational experiences.

The Department's breadth of expertise is underscored by the number of prominent research centres that it hosts. These centres focus on how people, businesses and nations can compete effectively in the global economy; on enhancing the understanding of economic theories that address our real-world dilemmas and on analysing the decision making which lies at the heart of all economic pursuits.

Mission statement

A key objective of the Department is to provide a research-informed and research-led teaching environment. We seek to equip all our students with key research skills and understanding. Key aspects include:

- **Economics as a discipline** – to provide students with a structured, cumulative and rigorous foundation in economic concepts, analysis, techniques and knowledge including, as appropriate, access to the outcomes of current economic research.
- **Economics with other disciplines** – to encourage links between economics and cognate disciplines in order to equip students with the ability to take different perspectives and draw on a range of knowledge when tackling issues. In particular, the Department's programmes link with mathematics, finance, business studies, history, political science, international relations, philosophy and psychology.
- **Problem-solving and policy implications** – to promote understanding of national and international economic problems, policies and decision-making set within an appreciation of their political, social and historical contexts.
- **Responding to employability needs** – to meet national and international demands for high-quality graduates:
 - in particular fields of employment, research and further study for which specialised training in economics is required
 - in broader fields of employment that require generic and subject-specific skills including analysis, critical thinking and quantitative skills
- **Responding to students' aspirations in terms of:**
 - studying in a supportive and intellectually challenging environment
 - developing their capacity to learn
 - acquiring both subject-specific and generic skills
 - training for employment or further study as specialised economists or in wider fields in which skilled analysis and critical thinking are required

What we expect from you

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

Engaging with your study

Each academic department has the responsibility of monitoring the engagement of its students with their degree courses. In Economics, in order to get the most out of their time here we encourage all of our students to be fully engaged with their course and to try to achieve the highest academic standards of which they are capable.

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

- preparing for classes and lectures as advised by your teachers
- attending and actively participating in all seminars, lectures and tutorials
- meeting your personal tutor
- submitting your assessments on time
- attending your tests and exams
- adhering to University and Departmental regulations and seeking guidance when unclear
- using your initiative and asking for help when necessary at the earliest opportunity

We have the strong belief that each student can contribute to the learning progress made by others – this is a further reason for encouraging attendance, participation and engagement.

Contact points

We would like our students to take responsibility for their own engagement with their degree course. We have designed some systems on the interactive portal on the undergraduate section of the economics website to help us work together in keeping you on track during your time with us. When you log in you will be able to monitor our records regarding your engagement. These records are the basis for a system of 'Contact Points' operated by the Department and required by the University.

To be sure that you are coping with your work and not falling behind you are required to meet **ELEVEN 'Contact Points'** throughout the academic year. It is extremely important that you do this or you may not be able to progress through your degree course. Further details of these contact points can be found in section 2. Please ensure you completely understand this and ask if further clarification is needed.

What you can expect from us

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

Below are the key elements that all students should expect from every Economics module that they take:

- A module outline, detailing the module aims and objectives, the learning outcomes and an indication of the material that will be covered.
- Details of core texts and further readings for every module to give students the best opportunity to prepare for class.
- Lecture notes will normally be available. If notes can be collected prior to or after a lecture, students should be made aware of when and where this can be done. Lecture notes may not be provided in cases in which, for example, a lecture follows further reading material very closely.
- A well-prepared lecture, which has the aim of engaging students and encouraging participation in discussion beyond the lecture.
- Students will be advised, with as much notice as possible, of any changes or cancellations of lectures and/or classes.
- If seminars form part of the teaching of the module, the material should be related to the module syllabus and tutors should be well-prepared and confident with the material they are teaching.
- Assessment details should be outlined, including the format of the assignment, assessment rules, the submission dates and the expectations of the module lecturer.
- Students can expect to receive their marked work with feedback and/or annotations within 20 working days of the submission date, unless extenuating circumstances prevent this. If the date for returning work is missed, students will be notified.

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

- All lecturers to have two office hours per week of term, in which they are available to see students to offer advice on all matters relating to the relevant module.
- All tutors to be available in their office for one hour per week of term to see students.

Term dates and teaching weeks

Term Dates 2014/15

Autumn Term:

Monday 29 September 2014 – Saturday 6 December 2014

Spring Term:

Monday 5 January 2015 – Saturday 14 March 2015

Summer Term:

Monday 20 April 2015 – Saturday 27 June 2015

2015/16

Autumn Term:

Monday 5 October 2015 – Saturday 12 December 2015

Spring Term:

Monday 11 January 2016 – Saturday 19 March 2016

Summer Term:

Monday 25 April 2016 – Saturday 2 July 2016

2016/17

Autumn Term:

Monday 3 October 2016 – Saturday 10 December 2016

Spring Term:

Monday 9 January 2017 – Saturday 18 March 2017

Summer Term:

Monday 24 April 2017 – Saturday 1 July 2017

Teaching weeks

The University uses a numbering system to cover the main teaching weeks during the year. Week 1 of the Autumn Term starts on Monday 29th September and runs for 10 weeks. The Spring Term runs from week 15 – 24 and Summer Term is from weeks 30 – 39.

AUTUMN TERM		SPRING TERM		SUMMER TERM	
WEEK	COMMENCING	WEEK	COMMENCING	WEEK	COMMENCING
1	29 September	15	5 January	30	20 April
2	6 October	16	12 January	31	27 April
3	13 October	17	19 January	32	4 May
4	20 October	18	26 January	33	11 May
5	27 October	19	2 February	34	18 May
6	3 November	20	9 February	35	25 May
7	10 November	21	16 February	36	1 June
8	17 November	22	23 February	37	8 June
9	24 November	23	2 March	38	15 June
10	1 December	24	9 March	39	22 June
CHRISTMAS VACATION		EASTER VACATION		SUMMER VACATION	

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

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

If you have a lecture or a class scheduled between these times, you are expected to be available to attend. In addition assessments such as tests and examinations may be set at any of these times even if the lectures or seminars have not been running at that specific time during the year.

In practice, teaching sessions normally begin at five minutes past the hour and end at five minutes to the hour, in order to allow people to enter and vacate the room. **You should make every effort to be there on the hour so classes can start promptly.** More information can be found on the timetable policies at go.warwick.ac.uk/centraltimetabling/policy/.

For other key dates and departmental events please see the website www.warwick.ac.uk/economics

Our location

The administrative home of the Department of Economics is based in the Social Sciences Building (number 60 on the campus map). Most University room numbers are in three parts each of which conveys information.

For example, to find S0.98

S = Social Sciences building

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

.98 = the room number

Lectures and classes take place in a variety of places across campus so make sure you keep a campus map handy. An interactive campus map can be found at go.warwick.ac.uk/maps/interactive/. It is your responsibility to find the locations of your lectures and seminars and to ensure you arrive at them on time.



Key contacts

Departmental website

Many of your questions can be answered by looking on the website or on **my.economics** so please try here initially. **my.economics** is a useful and very important part of your study. It allows you to keep track of your progress throughout your course and gives you access to forms, web links, email addresses and other information you may need. It is also where you will receive important announcements from us – you should check the **my.economics** noticeboard on your home page regularly.

W www.warwick.ac.uk/economics

W my.economics.warwick.ac.uk

The Undergraduate (UG) Office

Your first point of call for most initial enquiries is the Undergraduate (UG) Office headed by [REDACTED]

If you have questions about your timetable or problems with clashes, you should go to the UG Office. The UG Office is a friendly place to go for a chat and they can help you answer most questions, so it's a good resource. If you have medical evidence that needs submitting, you should go there to do it; assignments that need submitting (non-electronic) are also handed to this office.

If you have a question about departmental procedures, such as requesting unusual options, deadline extensions, appealing against a coursework mark, etc., please check the website first. If you cannot find an answer to your query, you should contact the UG Office in Economics. If your degree is PPE, you should contact the PPE Office (Room S0.96).

If you are unwell and hence feel unable to attend a seminar, you must fill out a self-certification form, which can be collected from the Medical Centre or online via the Health & Wellbeing pages of the University's intranet. This then needs handing into the UG Office and provided you have been able to supply the medical evidence, your absence can be condoned. This applies for all students in the Department, including those taking PPE. However, if you are a PPE student, the PPE office is located next door to the UG Office (S0.96); email: PPEoffice@warwick.ac.uk and can be used in the same way. If you are ever in doubt about who to contact regarding an issue and have not been able to find the relevant information on the website, then the UG Office is a good place to start.

Room S0.98 (Open from 9.30am – 5pm, Monday – Thursday and 9.30am – 4pm on Friday)

T +44 (0)24 7652 3933

E economics.ugoffice@warwick.ac.uk

The Undergraduate Teaching and Learning Manager

The Undergraduate Teaching and Learning Manager is a member of the administrative and IT team responsible for the administration of undergraduate teaching programmes including: modules, courses, course transfers, student support, and coursework extensions.

The Quality Assurance Manager

The Quality Assurance Manager is a member of the administrative and IT team responsible for the management of quality assurance processes in the Department. The Quality Assurance Manager works closely with the Undergraduate Teaching and Learning Manager and key duties include: management of information for students; committee management and management of quality assurance policies and processes affecting the teaching programmes.

Room S0.94

T +44 (0)24 7652 8415

Adviser to Overseas, Visiting, and Erasmus Students

[REDACTED] as Director for Erasmus and Visiting Students, has special responsibility for visiting overseas students. [REDACTED] acts as Personal Tutor to these students. [REDACTED] is aided in the management of visiting students by the Undergraduate Teaching and Learning Manager.

Exams Co-ordinator

If you have a particular concern regarding Examinations, then your query should be referred to the Exams Co-ordinator [REDACTED] at examscoordinator@warwick.ac.uk. In the first instance you might wish to speak with your Personal Tutor or Year Tutor about such a concern and they can always forward you on to the Exams Co-ordinator.

Academic staff with responsibility for undergraduate students

[REDACTED]
Head of Department

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

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
Deputy Head of Department

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
Director of Studies

[REDACTED] has strategic responsibility for all of the teaching programmes in the Department, including the undergraduate courses, the MSc and the MRes/PhD programmes.

[REDACTED]
[REDACTED]
[REDACTED]



██████████
Director of Undergraduate Studies

██████████ is responsible for overall implementation of the Department's academic policies in relation to undergraduate teaching. ██████████ is also responsible for making decisions or recommendations in cases involving individual undergraduate students. In this role, ██████████ additionally has the responsibility of enhancing the student experience.

██████████

██████████
██████████

Year Directors

There is a Director of Year for each year. They work closely with ██████████ to provide respective support to students in the relevant years.

██████████
Director of Year 1

██████████
██████████
██████████

██████████
Director of Year 2

██████████
██████████
██████████

██████████
Director of Year 3

██████████
██████████
██████████

Your Personal Tutor

Each student is allocated a Personal Tutor (PT), a member of academic staff to whom the Personal Tutor can turn for advice regarding academic matters. New students can find out who has been assigned as their personal tutor on **my.economics**. Your personal tutor can also signpost you to more appropriate sources of personal support and guidance within the University. You can find out more about the role of your personal tutor in Section 5.

Year Tutors

There is a Year Tutor for each academic year, with the responsibility of:

- Meeting with students who are experiencing personal/health problems and advising these students on the sources of support available to them inside the Department and the University.
- Advising students with problems on Departmental rules, regulations and mitigating circumstances.

- Advising students who wish to pursue the option of taking Temporary or Permanent Withdrawal.
- Reviewing students with poor attendance or study records.

Things you may wish to discuss with your year tutor include:

- Illness that is or might affect your coursework, tests or exams
- Family or personal circumstances that are affecting or might affect your coursework, tests or exams
- Changing modules
- Problems with managing your workload, which is starting to cause you anxiety
- Discussing the potential of changing or temporarily or permanently withdrawing from your course

You can find out more information about the responsibilities of the Year Tutors in Section 5.

██████████
Year 1 Tutor

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██████████
Year 1 Tutor

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Year 2 Tutor

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Year 3 Tutor

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██████████

██████████
Economics Senior Tutor

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

██████████
██████████
██████████

Who to contact and when

If you have a query:

1. Check the Economics website: **www.warwick.ac.uk/economics**
2. Check the Undergraduate Handbook
3. Contact the UG Office who can answer your query or put you in touch with the right person

Contact your seminar tutors about the material covered in the module. If there is something you do not understand, you should first speak with your seminar tutor in his/her office hour and they will be able to offer you the help you need. It is important to note here that allocations of students to seminars are determined by the UG Office and seminar tutors do not have the authority to permit you to change seminar groups. They cannot grant extensions to assignment deadlines or give permission for absences from tests. Seminar tutors can offer advice on assignments and may also be involved in the marking of assignments and tests and the provision of individual feedback on such assessments.

Contact Module Leaders and lecturers about any academic issues relating to the module, which seminar tutors are unable to answer. Module leaders are responsible for all academic aspects of modules, including lecture content, seminar questions and solutions, setting assignments and tests and the provision of generic feedback on assessment. Module leaders have no authority to change assignment deadlines, test dates, to give extensions to assessment deadlines or to exempt you from tests.

Contact your Personal Tutor about any non-academic problems you are experiencing during your time at University. All students are allocated a Personal Tutor and they will be able to direct you to the best person if the situation requires further guidance.

Contact your Year Tutor or Senior Tutor about any problems of a more serious nature, both medical and personal that you feel may have a detrimental effect on your academic studies. This might include a physical or mental illness; a distressing family situation or a traumatic personal experience. They will be able to offer you support, but can also direct you to other sources of support within the University.

Contact the Director of Undergraduate Studies about any issues relating to the administration of undergraduate modules and Economics courses. They will be able to offer you advice if you wish to change degree programmes, withdraw from the University (temporarily or permanently) or if you wish to take an unusual module as one of your options.

Contact the Undergraduate Office for most initial enquiries. You should also contact the UG Office if you have a clash with one of your Economics seminars and they will be able to re-allocate you to another time. Medical evidence should also be submitted to this office. If you require an extension for an assessment or permission to be absent for a test, you will need the permission of the appropriate Director of Year.

Contact a Student Representative if you wish to raise an issue about an aspect of your course or more generally about the Department/University. Student representatives from all years are elected at the start of each academic year and together with various members of staff, they comprise the Student–Staff Liaison Committee (SSLC). The Chair of the SSLC is invited to attend meetings of the Undergraduate Management Committee.

Contact the Head or Deputy Head of Department only if other members of the Department have been unable to resolve your problem. While the Head of Department delegates various roles to members of staff within the Economics Department, ■ remains responsible for the overall running of the Department. If you wish to contact the Head of Department, you must do so via his PA/Executive Assistant.

How to contact academic staff

By email:

All members of the Economics Department have an email account and they will monitor it regularly. If you have a question for a particular member of staff, an email will normally be the best way to get a quick and straightforward answer or to set up a meeting with the relevant person. If your enquiry involves confidential personal information, it is best to email your Personal Tutor or your Year Tutor/Senior Tutor directly. Please ensure that your emails are polite and do think about who you send your email to, using the guide above.

During office hours:

All academic staff have office hours at which they meet students. Office hours are normally posted on office doors. You should make every effort to see staff during their office hours.

If you are unable to meet a member of staff during the stated office hours, you should make an appointment to meet at a different time. Appointments should be made via email.

Telephone contact:

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

A full list of all staff in the department can be found on the Economics website.

How we communicate with you

- through the **my.economics** electronic noticeboard
- by email
- through social media
- through the First Year notice board

my.economics

The Department has developed a secure web-based portal to support teaching and learning on the undergraduate programmes, called **my.economics**. This will allow you to receive important announcements, check information on classes and seminars, check assessment and test marks, evaluate your degree course and individual modules, contact your tutors, access forms, change your contact details, and update your student log.

You can access **my.economics** both on- and off-campus. Further details and instructions are available upon logging into **my.economics**.

Email

Every member of the University has a central email address usually in the form A.N.Other@warwick.ac.uk. This is the address that we will use to contact you. You may already have your own email account, for example, on Gmail or Yahoo. If you prefer to continue to use only your private email account, then you must configure it to collect mail automatically from your Warwick account. Details of how to do this can be found on the Information Technology Services (ITS) website – www.warwick.ac.uk/its

Keeping your details up-to-date

You will have enrolled for your course online and submitted various personal and contact details. These include the contact details we would use in the event that we needed to contact you urgently. Therefore if any of your contact details, especially your mobile telephone number, change it is vital that you inform the University. Through enrolling you also confirm that you have read the University's policy on the use of your personal data.

Social media

Important information will always be communicated to you via email in the first instance. However, we also use social media to keep our current students up to date with departmental news and events. Like our Facebook page and follow us on Twitter:

🌐 www.facebook.com/warwickeconomics

🌐 <http://twitter.com/warwickecon>

Notice boards

The notice boards are all in the Department of Economics on the ground floor of the Social Studies building. Through these methods of communication you will be told about changes in timetables, cancellations and re-locations, the membership of seminars, notes about examinations and essays, internal and external mail. Changes are frequent at the start of the academic year, so please check your email, **my.economics** and the noticeboard daily.

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

YOUR DEGREE COURSE

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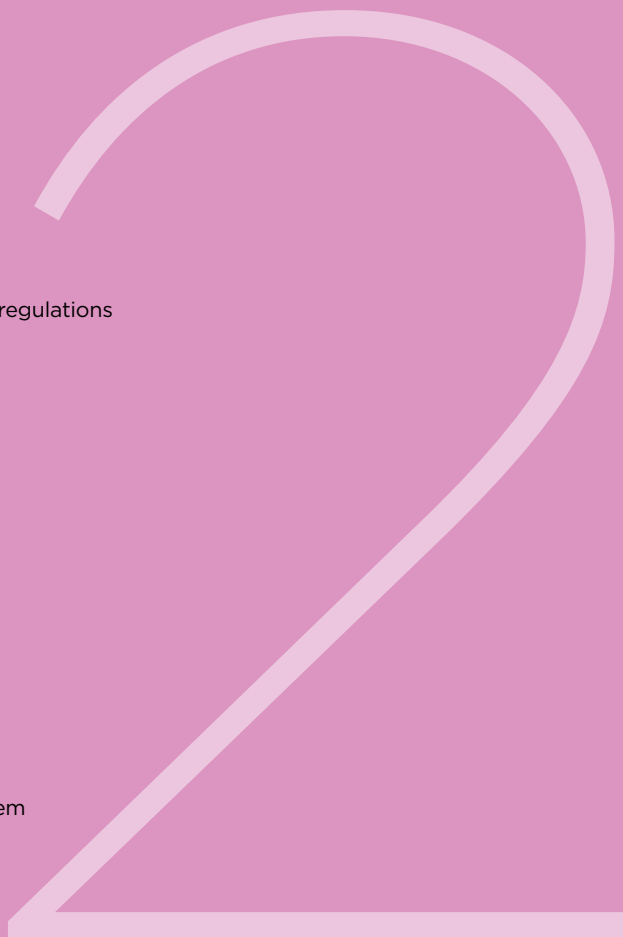
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Introduction to our Degree Courses

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

Single Honours Courses

BSc Economics

BSc Economics and Industrial Organisation

Joint Honours Courses

BSc/BA Economics, Politics and International Studies

BSc Mathematics and Economics

BSc/BA Philosophy, Politics and Economics

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

We aim to provide an advanced education in economics that is both intellectual and professional. By the time you leave, you will not just know a lot about economics, you will also be able to define and solve economic problems and take part in the advancement of economic ideas. The core modules in each course will enable you to acquire a grounding in the subject of economics, including economic analysis and quantitative techniques. The option modules may be used either to develop a specialisation (for example in economic theory or statistics) or to broaden your approach into various applied topics (for example history, development, or industry and labour). In the process you will strengthen your existing skills (e.g. taking notes and writing reports) and acquire new ones (e.g. the use of specialised computer software).

For BSc Economics, BSc Economics and Industrial Organisation, and BSc/BA Economics, Politics and International Studies, students in the first year on these degree programmes will be required to take a compulsory skills development module. With the graduate job market becoming more competitive than ever, it is crucial that students are active in enhancing their personal and professional development. Having an excellent academic record is essential for your future career, but you will also need to demonstrate active engagement in developing your personal and professional skills.

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

It is a non-credit bearing module, which is made up of 2 different areas: Economics-based activities, and Careers and Skills-based activities. The module is compulsory and in order to pass it, students must attend a sufficient number of sessions within each area, some of which are compulsory. Further details of the individual sessions and how to pass each area will be made available at the beginning of the Autumn term.

Learning outcomes

After passing this module, students will be able to:

- Understand what is meant by plagiarism and how to avoid doing it.
- Demonstrate a range of key skills to enhance your employability and improve your prospects when applying for internships and other jobs.
- Appreciate the application of economics to a wide variety of careers in both the public and private sector.
- Write a good essay, with a clear structure that is correctly referenced and understand how these skills can be used in writing reports and completing other projects in the workplace.
- Demonstrate your engagement with the Department and that you are an active member of the University community.

Rules and regulations

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

The Honours degrees

The undergraduate degree involves three years of study at Warwick and leads to a Bachelor of Science (BSc) or Bachelor of Arts (BA) degree. The first year is preparatory, so the results are not classified (first class, upper second class, and so on) and, with the exception of Mathematics and Economics (GL11), do not count towards your final degree class. In some first year modules the June examination is combined with a number of other assignments, including tests and essays taken during the year and you need to achieve an overall pass. Students who fail first year modules may resit the June examination once only, usually in September.

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

A Pass degree may be considered for those who fail several second and third year modules, or whose second year performance suggests a reduced workload in the third year may be appropriate. More information on classifications and pass degrees can be found in the section on Examinations and Assessments.

Degree Course regulations

Degree Course regulations are simply the rules by which each degree operates in terms of the structure of the programme. The regulations exist to ensure that the content of the degree programmes remains relevant and the quality remains high; the various rules and restrictions ensure that the degree content is not unduly diluted whilst allowing you the flexibility to make choices and to tailor your degree to your particular interests. You should ensure that you familiarise yourself with the regulations for your degree by carefully reading the relevant pages below. Should you need advice on any aspect of your degree course regulations, please contact the UG Office. Degree course regulations, formatted differently, are also published on the main University website; any student spotting a discrepancy between Departmental and University published regulations should contact the Quality Assurance Manager.

Regulation 8 Regulations for First Degrees: http://warwick.ac.uk/calendar/section2/regulations/reg8to8_5_1/

Module codes

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

EC – the two letters tell you the department (e.g. EC for Economics)

1 – The first digit tells you the year of study (1, 2, or 3 for undergraduate, 9 for postgraduate).

08 – the other digits are the module's serial number

CATS points

CATS stands for Credit Accumulation and Transfer Scheme, and every UK university has one. Every module has a CATS rating. Combinations of modules make up the subject requirements of your degree course and also provide the CATS credits required.

In reading your degree course regulations you will find that there are two kinds of requirements: subject requirements and workload requirements. Subject requirements are requirements to take a particular pattern of modules, for example to take modules in macroeconomics, microeconomics, and quantitative techniques. Workload requirements are requirements to accumulate a particular number of CATS credits as an outcome of your module choices.

Economics modules are a mixture of full-weight and half-weight modules:

- a full-weight module is taught over a full academic year and is worth 30 CATS credits
- a half-weight module is taught over one term (either Autumn or Spring) and is worth 15 CATS credits.

BSc Economics (L100) regulations

First Year course structure

In the first year students must take modules totalling between 144 and 150 CATS as follows: core modules worth 120 CATS and option modules worth at least 24 CATS. Some first year modules are pre-requisites for certain second and third year modules. Some optional modules require approval from the Director of Undergraduate Studies or his/her deputy.

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

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

For the degree of BSc (Hons) Economics, the modules marked below in the table as 'Required Core Modules' must be passed in order to proceed to the second year. In addition, candidates must achieve an average of at least 40% across all modules. See www.warwick.ac.uk/aro/dar/quality/categories/examinations/conventions/fyboe for details. First year students on this degree programme must also take the compulsory skills development module, which is non-credit bearing.

Code	Required core modules	CATS
EC108	Macroeconomics 1	30
EC109	Microeconomics 1	30
EC120	Quantitative Techniques	30
EC104	The World Economy: History and Theory	30
Optional modules		
EC112	The Industrial Economy: Its Global Shift	15
EC132	The Industrial Economy: Strategy	15
EC119	Mathematical Analysis	15
EC133	Linear Algebra	15
EC134	Topics in Applied Economics 1a	15
EC135	Topics in Applied Economics 1b	15
	An approved language module	24/30
	Any other module on the List of Approved Modules for First Year Students	Minimum of 24 or 2 x 12

The list of approved modules for first year students is not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an Unusual Options Request Form available through **my.economics** and obtain permission from the department offering the module. Note that normally you are permitted to take only 100-coded modules in Year 1, with the exception of languages.

First year students in Economics are not permitted to take modules worth less than 12 CATS. Where there is the option to take a module worth either 12 or 15 CATS, students in Economics should choose the 15 CAT option.

Second Year course structure

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

The following restrictions apply:

Within the 120-CATS total of option modules chosen in the second and third years combined, candidates must include i) EC-coded modules worth at least 60 CATS and ii) 300-coded modules worth at least 60 CATS. Candidates are not permitted to take 100-coded modules in years 2 or 3, unless specified otherwise in information on Restrictions, Requirements and Approved Options.

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

Code	Core modules	CATS
EC201	Macroeconomics 2	30
EC202	Microeconomics 2	30
EC226	Econometrics 1	30
Optional modules (totalling 30 CATS)		
EC205	Development Economics (Macroeconomics)	15
EC208	Industrial Economics: Market Structure	15
EC220	Mathematical Economics 1a* and	15
EC221	Mathematical Economics 1b*	15
EC224	War and Economy in the Twentieth Century	15
EC228	Collective Decisions*	15
EC230	Economics of Money and Banking	15
EC231	Industrial Economics 1: Strategic Behaviour*	15
EC233	Development Economics (Microeconomics)	15
EC235	Topics in Applied Economics 2a	15
EC236	Topics in Applied Economics 2b	15
	Any approved language module	30
	Any other module from the List of Approved Modules for Second Year Students	30 or 2 x 15

The list of approved modules for second year students is not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an Unusual Options Request Form available through **my.economics**, and obtain permission from the department offering the module. Note that normally you are permitted to take only 200-coded modules in Year 2, with limited exceptions, such as in the case of some language modules.

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

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

Third/Final Year course structure

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

Within the 120-CATS total of option modules chosen in the second and third years combined, candidates must include i) EC-coded modules worth at least 60 CATs credits and ii) 300-coded modules worth at least 60 CATs credits. Candidates are not permitted to take 100-coded modules in Years 2 or 3, unless specified otherwise in information on Restrictions, Requirements and Approved Options.

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

Code	Core modules	CATS
EC331	Research in Applied Economics	30
Optional modules (totalling 90 CATS)		
EC301	Mathematical Economics 2: Dynamics, Uncertainty and Asymmetric Information*	15
EC303	The British Economy in the Twentieth Century	15
EC306	Econometrics 2: Time Series*	15
EC307	Macroeconomic Policy in the EU	15
EC310	Topics in Development Economics	15
EC312	International Economics	15
EC313	The International Economic System Since 1918	15
EC314	Topics in Economic Theory	15
EC320	Economics of Public Policy	15
EC326	Industrial Economics 2: Practice and Strategy*	15
EC333	Topics in Financial Economics: Theories and International Finance	15

EC334	Topics in Financial Economics: Corporate Finance and Markets*	15
EC336	International Trade	15
EC337	Industrial Economics 2: Market Economics, Competition and Regulation*	15
EC338	Econometrics 2: Microeconometrics	15
EC339	Applied Macroeconomics	15
EC340	Topics in Applied Economics (3a)	15
EC343	Topics in Applied Economics (3b)	15
	An approved language module	30
	Any other modules from the List of Approved Modules for Third Year Students, subject to regulations	30 or 2 x 15

The lists of approved modules for second and third year students are not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an Unusual Options Request Form available via **my.economics**, and obtain permission from the department offering the module. Note that normally you are permitted to take only 200-coded or 300-coded modules in Year 3, with limited exceptions, such as in the case of language modules.

Please note that Final Year L100 students are not permitted to take EC200-coded modules. Third year students are not normally permitted to take modules worth less than 15 CATS for credit.

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

BSc Economics and Industrial Organisation (L116) regulations

First Year course structure

Students take modules totalling between 138 and 147 CATS as follows: core modules worth 102 CATS and optional modules worth at least 36 CATS. Some first year modules are pre-requisites for certain second and third year modules. Some optional modules require approval.

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

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

For the degree of BSc (Hons) Economics and Industrial Organisation, the modules marked below in the table as 'Required Core Modules' must be passed in order to proceed to the second year. In addition, candidates must achieve an average of at least 40% across all modules. See www.warwick.ac.uk/aro/dar/quality/categories/examinations/conventions/fyboe for details. First year students on this degree programme must also take the compulsory skills development module, which is non-credit bearing.

Code	Required core modules	CATS
EC108	Macroeconomics 1	30
EC109	Microeconomics 1	30
EC120	Quantitative Techniques	30
IB132	Foundations of Finance	12
Optional modules (up to three modules, jointly worth between 36 and 45 CATS)		
EC104	The World Economy: History and Theory	30
EC112	The Industrial Economy: Its Global Shift	15
EC132	The Industrial Economy: Strategy	15
EC119	Mathematical Analysis	15
EC133	Linear Algebra	15
EC134	Topics in Applied Economics 1a	15
EC135	Topics in Applied Economics 1b	15
	An approved language module	24/30
	Any other module on the List of Approved Modules for First Year Students	Minimum of 24 or 2 x 12

The list of approved modules for first year students is not exhaustive. If outside options not on the list appeal to you please ensure that you complete an Unusual Options Request Form available through **my.economics** and obtain permission from the department offering the module. Note that normally you are permitted to take only 100-coded modules in Year 1, with the exception of languages.

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

Second Year course structure

Candidates for Honours take modules during the Second and Third Years to make a total of 240 CATS as follows: in the Second Year, core modules worth 120 CATS and in the Third Year core modules worth 60 CATS and option modules worth 60 CATS. The following restrictions apply:

- Within the 60 CATS of optional modules taken in year 3, candidates must include no more than 30 CATS of 200-coded modules.
- Candidates are not permitted to take 100-coded modules in Years 2 or 3, unless specified otherwise in information on Restrictions, Requirements and Approved Options.

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

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

Third /Final Year course structure

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

- Within the 60 CATS of optional modules taken in Year 3, candidates must include no more than 30 CATS of 200-coded modules.
- Candidates are not permitted to take 100-coded modules in Years 2 or 3, unless specified otherwise in information on Restrictions, Requirements and Approved Options.

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

Code	Core modules	CATS
EC326	Industrial Economics 2: Practice and Strategy*	15
EC337	Industrial Economics 2: Market Economics, Competition and Regulation*	15
EC331	Research in Applied Economics	30
Optional modules totalling 60 CATS		
EC301	Mathematical Economics 2: Dynamics Uncertainty and Asymmetric Information	15
EC303	The British Economy in the Twentieth Century	15
EC306	Econometrics 2: Time Series*	15
EC307	Macroeconomic Policy in the EU*	15
EC310	Topics in Development Economics*	15
EC312	International Economics	15
EC313	The International Economic System Since 1918	15
EC314	Topics in Economic Theory	15
EC320	Economics of Public Policy	15
EC326	Industrial Economics 2: Practice and Strategy*	15
EC333	Topics in Financial Economics: Theories and International Finance	15

EC334	Topics in Financial Economics: Corporate Finance and Markets*	15
EC336	International Trade	15
EC338	Econometrics 2: Microeconometrics	15
EC339	Applied Macroeconomics	15
EC340	Topics in Applied Economics (3a)	15
EC341	Mathematical Economics 2: Auctions, Political Economy	15
EC343	Topics in Applied Economics (3b)	15
IB253	Principles of Finance 1*	15
IB254	Principles of Finance 2*	15
	Any EC200-coded module	30
	An approved language module	30
	Any other modules from either the List of Approved Modules for Second Year Students, or the List of Approved Modules for Third Year Students subject to regulations	30 or 2 x 15

The lists of approved modules for Third Year students are not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an Unusual Options Request Form available via **my.economics**, and obtain permission from the department offering the module. Note that normally you are permitted to take only 200-coded or 300-coded modules in Year 3.

Third Year students are not normally permitted to take modules worth less than 15 CATS for credit.

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

First Year course structure

Students take core modules totalling between 144 and 150 CATS as follows: core modules worth 120 CATS and option modules worth at least 24 CATS. Some First Year modules are pre-requisites for certain Second and Third Year modules.

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

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

For the degree of BSc (Hons) Economics, Politics and International Studies, the modules marked below in the table as 'Required Core Modules' must be passed in order to proceed to the second year. In addition, candidates must achieve an average of at least 40% across all modules. See www.warwick.ac.uk/aro/dar/quality/categories/examinations/conventions/fyboe for details. First year students on this degree programme must also take the compulsory skills development module, which is non-credit bearing.

Code	Required core modules	CATS
EC107	Economics 1	30
EC120	Quantitative Techniques	30
PO107	Introduction to Politics	30
PO131	World Politics	30
Optional modules (up to 2 modules, jointly worth between 24 and 30 CATS)		
EC104	The World Economy: History and Theory	30
EC112	The Industrial Economy: Its Global Shift	15
EC132	The Industrial Economy: Strategy	15
EC119	Mathematical Analysis	15
EC133	Linear Algebra	15
EC134	Topics in Applied Economics 1a	15
EC135	Topics in Applied Economics 1b	15
	An approved language module	24/30
	Any other module on the List of Approved Modules for First Year Students	Minimum of 24 or 2 x 12

The list of approved modules for First Year students on the Department's Undergraduate web-pages is not exhaustive. If outside options not on the list appeal to you please ensure that you complete an online Unusual Options Request Form available through **my.economics** and obtain permission from the department offering the module. Note that normally you are permitted to take only 100 coded modules in Year 1, with the exception of languages.

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

Second Year course structure

Candidates choose between an Economics major (leading to BSc) and a Politics and International Studies major (leading to BA). Candidates for Honours take modules totalling 120 CATS. Candidates may take a maximum of 30 CATS of optional modules from outside Economics and Politics in each of their Second and Third Years.

Economics Major

Candidates take core modules worth 90 CATS and optional modules worth 30 CATS.

Code	Core modules	CATS
EC204	Economics 2	30
EC203 or EC226	Economic and Social Statistics Econometrics 1*	30 30
PO201 or PO219	Political Theory from Hobbes Theories of International Relations	30 30

Optional modules totalling 30 CATS

	A second year module in Economics	30 or 2 x 15 or 1 x 15
EC235	Topics in Applied Economics 2a	15
EC236	Topics in Applied Economics 2b	15
	A second year module in Politics and International Studies	30
	An approved language module	30
	Any other module on the List of Approved Modules for Second Year Students	30 or 2 x 15 or 1 x 15

The list of approved modules for Second Year students on the Department's Undergraduate web-pages is not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an online Unusual Options Request Form available through **my.economics**, and obtain permission from the department offering the module. Note that normally you are permitted to take only 200-coded modules in Year 2, with limited exceptions, such as in the case of some language modules. Note that Third Year students are not permitted to take PO200-coded modules.

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

Politics and International Studies Major

Candidates take core modules worth 90 CATS and optional modules worth 30 CATS.

Code	Core modules	CATS
EC204	Economics 2	30
PO201	Political Theory from Hobbes	30
PO219	Theories of International Relations	30
Optional modules totalling 30 CATS		
	A second year module in Economics	30 or 2 x 15 or 1 x 15
	A second year module in Politics and International Studies	30
	An approved language module	30
	Any other module on the List of Approved Modules for Second Year Students	30 or 2 x 15 or 1 x 15

The list of approved modules for Second Year students is not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an Unusual Options Request Form available through **my.economics**, and obtain permission from the department offering the module.

Note that normally you are permitted to take only 200-coded modules in Year 2, with limited exceptions, such as in the case of some language modules. Note that Third Year students are not permitted to take PO200-coded modules.

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

Third Year course structure

Economics Major

Candidates for Honours take modules totalling 120 CATS, which comprises 30 CATS of core modules and 90 CATS of optional modules. Within the 90 CATS of optional modules, at least 60 credits should be contributed by 300-coded modules. Candidates may take a maximum of 30 CATS of optional modules from outside Economics and Politics in each of their Second and Third Years.

Code	Core modules	CATS
EC304	The Making of Economic Policy	30
Optional modules totalling 90 CATS		
	A Third Year Module in Economics and A Second or Third Year Module in Economics (see rule above) and	30 or 2 x 15 30 or 2 x 15
Either	A Second or Third Year Module in Economics (see rule above)	30 or 2 x 15 or 1 x 15
	A Third Year Module in Politics and International Studies	30
	An approved language module	30
	Any other module on either the List of Approved Modules for Second Year Students (except for PO200 coded modules), or the List of Approved Modules for Third Year Students subject to regulations	30 or 2 x 15 or 1 x 15

The list of approved modules for Second and Third Year students is not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an Unusual Options Request Form available via **my.economics**, and obtain permission from the department offering the module. Note that normally you are permitted to take only 200-coded or 300-coded modules in Year 3, with limited exceptions. Note that Third Year students are not permitted to take PO200-coded modules.

Third Year students are not normally permitted to take modules worth less than 15 CATS for credit.

Politics and International Studies Major

Candidates for Honours take core modules worth 60 CATS and optional modules worth 60 CATS. At least 30 CATS of the optional modules must be contributed by 300-coded modules. Candidates may take a maximum of 30 CATS of optional modules from outside Economics and Politics in each of their Second and Third Years.

Code	Core modules	CATS
EC304	The Making of Economic Policy	30
Optional core modules		
	Any PO300-coded modules	1 x 30
Optional Modules (totalling 60 CATS)		
	A Second or Third Year Module in Economics (see rule above)	30 or 2 x 15 or 1 x 15
	A Third Year Module in Politics and International Studies	30
	An approved language module	30
	Any other module on either the List of Approved Modules for Second Year Students (except for PO200 coded modules), or the List of Approved Modules for Third Year Students subject to regulations	30 or 2 x 15 or 1 x 15

The list of approved modules for Second and Third Year students is not exhaustive. If outside options not on the list appeal to you, please ensure that you complete an online Unusual Options Request Form available via **my.economics**, and obtain permission from the department offering the module. Note that normally you are permitted to take only 200-coded or 300-coded modules in Year 3. Note that Third Year students are not permitted to take PO200-coded modules.

Third Year students are not normally permitted to take modules worth less than 15 CATS for credit

BSc Mathematics and Economics (GL11) Regulations

Course co-ordinator: [REDACTED]

The Examination Scheme for Mathematics and Economics:

- The First, Second, and Third Years of study contribute to final degree credit in the ratio 10:40:50.
- All modules are examined in the year in which they are taught in accordance with the patterns of assessment set out in the appropriate departmental list.
- Third Year modules provided by the Department of Mathematics and taught in the Autumn Term are examined in April, as are MA242 Algebra I and MA244 Analysis III. The remaining modules are examined in June.

First Year course structure

The First Year is in common with the Mathematics degree (UCAS module no. G100), except that EC107 Economics 1 and ST112 Probability B are normally taken.

Students may take an overload (maximum 180 CATS). Students may choose to take EC108 Microeconomics 1 and EC109 Macroeconomics 1 as an alternative to EC107 Economics 1. Students are not permitted to take EC106 Introduction to Quantitative Economics.

Transfers to the L100 Economics degree course at the end of the First Year

At the end of the First Year, students may apply to transfer degree course from Mathematics and Economics (GL11) to Economics (L100). Such transfers are approved only in exceptional circumstances, and students should contact [REDACTED] for further information. Candidates who transfer from Mathematics & Economics to Economics at the end of their first year will undertake the Economics syllabus detailed in the BSc Economics (L100) regulations section of the handbook. Candidates will graduate with a BSc in Economics, not a BSc in Mathematics & Economics.

Second Year course structure

The normal load is 120 CATS. The maximum load is 180 CATS. Candidates for Honours take six core modules and choose optional modules including modules totalling 12 CATS from List A. Candidates for a Pass Degree take six core modules only. Students take 48 CATS of Mathematics core modules, 60 CATS of Economics core modules and between 12 and 72 CATS of optional modules as shown in the table below.

During this year, students retain their Mathematics Department Personal Tutor and are administratively part of the Mathematics Department. At the end of the year, they move to the Economics Department for administrative and Personal Tutor purposes. The second year exam board is run by the Economics Department.

Code	Core modules	CATS
EC204	Economics 2	30
MA222	Metric Spaces	12
MA242	Algebra I	12
MA244	Algebra II	12
MA225	Differentiation	12
Optional core modules		
EC226	Econometrics 1	30
or		
EC220/21	Mathematical Economics 1a and 1b*	30
Optional modules		
List A	As List A for the Second Year of G100 Mathematics. Students taking EC226 as an optional core module should consider as recommended options, ST202 Stochastic Processes, and/or ST213 Mathematics of Random Events. Students taking EC220/21 as an optional core module should consider as recommended options, MA240 Modelling Nature's Nonlinearity and/or MA209 Variational Principles	
List B	As List B for the Second Year of G100 Mathematics. Please see the Maths website for more details.	

Third Year course structure

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

You are not permitted to take more than 120 CATS in the Third Year.

Optional modules for Year 3 include most EC200 and EC300 modules (including EC226 Econometrics 1 but excluding EC203 Economic and Social Statistics) and MA200 and MA300 modules.

Candidates for a Pass Degree take one core module and choose optional modules that total 60 CATS and include at least 30 CATS of EC-coded modules.

Final Year GL11 students are not normally permitted to take any 100-coded modules

Code	Core module	CATS
EC331	Research in Applied Economics	30

Course specifications

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

Teaching and learning

The main elements of the teaching process in our Department are lectures, classes, assessed work, and examinations.

Lectures

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

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

Classes

"Classes", "seminars", "tutorials" and "supervisions" are all different names for essentially the same thing; teaching in small groups. Classes allow for more informal, less scripted interaction. Each class is managed by a tutor who will:



- invite you to raise problems;
- lead discussion, or
- invite you to lead discussion, usually after some preparation;
- assign and grade coursework;
- record your attendance, participation, and marks;
- offer you any individual advice, in or out of the class.

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

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

Reading lists, lecture handouts and examination papers

Copies of reading lists and other module handouts are normally distributed during or ahead of lectures and classes and are available on the individual module webpages on the Economics website. Past examination papers are available online, in the Student Reserve Collection in the Library and Warwick Study in the Student Union. You will be able to view the previous two years' papers in this way. Most lecturers place notes, other module documentation and older examination papers on module web pages.

Higher Education Achievement Report (HEAR)

The University of Warwick issues a Higher Education Achievement Report (HEAR) to all undergraduate students. The HEAR has replaced the printed academic transcript of studies and the Examinations Office no longer provide transcripts to those undergraduate students who graduated after July 2011. This is the official record of your academic achievements, including module marks, from your time at the University of Warwick. The HEAR is issued as an electronic document and also provides information about your programme of study and some additional achievements undertaken whilst at university. It is hoped that the information provided on the HEAR will prove useful both to graduates entering the job market and to potential employers, as well as to current students as a formative document. Further information about the HEAR is available at go.warwick.ac.uk/hear

Study abroad

The Department of Economics can offer an exciting range of opportunities for undergraduate students to spend a year studying in a higher education institution overseas. Students from this department can apply to go abroad for a whole

academic year between their 2nd and 3rd Years of study at Warwick. This year of studying abroad transforms the original degree from three to four years' duration.

Spending a year studying abroad greatly enhances a student's CV in a way that employers find extremely valuable. As well as offering an opportunity to experience an alternative university system, the scheme can also provide the chance to improve language skills and to gain an understanding of a country that can only be obtained through living and working in it. Above all, the personal development aspect is obvious. Participants in the study abroad schemes have reported their great enjoyment of the experience and emphasised their view of the value of the opportunity.

Erasmus scheme

In a context in which the UK economy is becoming more integrated with EU countries, and issues related to Europe become more central to British economic, business and political life, the advantages of studying in another EU country through the Erasmus scheme are self-evident and powerful.

University of California/Monash University scheme

The University of California is a prestigious institution with which Warwick has formed an exchange partnership. Economics is one of only five departments at Warwick which has been allocated an exchange place with California. In previous years, the Department has been successful in obtaining placement opportunities for our students to spend a year studying at one of the eight UC campuses. Each year, we have one placement opportunity.

Recently, the University of Warwick has formed a close alliance with Monash University in Australia. This alliance has many academic benefits and also allows the two institutions to undertake study exchange placements. There are opportunities for a number of students to undertake such a placement.

Other study abroad opportunities

Students from Economics are also able to apply for an exchange programme at some institutions, notably in South Korea and Japan, which are available at a university level and students compete for these places. Each year, the International Office also publicises summer schools at various universities overseas and many of these are suitable for students from Economics. See: <http://www2.warwick.ac.uk/study/studyabroad/outgoing/opportunities>. For more information on study abroad opportunities, see section 8.

Voluntary year out for work experience

Please note that the University has a policy whereby students may apply to take a Voluntary Year Out for Work Experience. For more information see www.warwick.ac.uk/services/academicoffice/studentrecords/students/placements/voluntary.

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 ELEVEN 'Contact Points' throughout the academic year. Different degree programmes and years of study have differing Contact Points and details are as follows:

L100 – YEAR 1, L116 – YEAR 1		
CONTACT POINT	DESCRIPTION	TIMING
AUTUMN TERM		
1.	Attendance at departmental induction meeting	Week 1
2.	Meeting with Personal Tutor	Between Weeks 2-5
3.	Attendance at seminar for EC108	Week 4
4.	Attendance at seminar for EC109	Week 6
5.	Attendance at seminar for EC123	Week 8
6.	Submission of assessment 1 for EC125	Week 10
SPRING TERM		
7.	Attendance at seminar for EC108	Week 17
8.	Attendance at seminar for EC109	Week 20
9.	Meeting with Personal Tutor	Between Weeks 15-20
10.	Attendance at test for EC124	Week 21
SUMMER TERM		
11.	Attendance at an examination	Between weeks 35-37

L100 – YEAR 2, L116 – YEAR 2		
CONTACT POINT	DESCRIPTION	TIMING
AUTUMN TERM		
1.	Meeting with Personal Tutor	Between Weeks 2-5
2.	Attendance at seminar for EC201	Week 3
3.	Attendance at seminar for EC202	Week 5
4.	Attendance at seminar for EC226	Week 7
5.	Attendance at seminar for EC201	Week 9
6.	Attendance at test for EC226	Week 10
SPRING TERM		
7.	Submission of assessment 1 for EC226	Week 16
8.	Attendance at seminar for EC202	Week 19
9.	Meeting with Personal Tutor	Between Weeks 15-20
10.	Attendance at test for EC226	Week 24
SUMMER TERM		
11.	Attendance at an examination	Between weeks 36-38

L100 – YEAR 3, L103 – YEAR 4, L116 – YEAR 3, L117 – YEAR 4, LV13 – YEAR 3, GL11 – YEAR 3, GL12 YEAR 4

CONTACT POINT	DESCRIPTION	TIMING
AUTUMN TERM		
1.	Meeting with Personal Tutor	Between Weeks 2-5
2.	Attendance at EC331 tutorial	Week 3
3.	Attendance at EC331 tutorial	Either Week 5 or 6
4.	Attendance at EC331 tutorial	Either Week 7 or 8
5.	Attendance at EC331 tutorial	Either Week 9 or 10
6.	Submission of assessment 1 (Literature Review) for EC331	Week 10
SPRING TERM		
7.	Data presentation 1 (assessment 2) for EC331	Between Weeks 15-17
8.	Attendance at EC331 tutorial	Either Week 18 or 19
9.	Meeting with Personal Tutor	Between Weeks 15-20
10.	Data presentation 2 (assessment 3) for EC331	Between weeks 20-23
SUMMER TERM		
11.	Attendance at an examination	Between weeks 34-36

LM1D – YEAR 1

CONTACT POINT	DESCRIPTION	TIMING
AUTUMN TERM		
1.	Attendance at departmental induction meeting	Week 1
2.	Meeting with Personal Tutor	Between Weeks 2-5
3.	Attendance at seminar for EC107	Week 4
4.	Attendance at seminar for PO107	Week 5
5.	Attendance at seminar for PO131	Week 8
6.	Submission of assessment 1 for EC125	Week 10
SPRING TERM		
7.	Attendance at seminar for EC107	Week 17
8.	Attendance at seminar for PO107	Week 21
9.	Meeting with Personal Tutor	Between Weeks 15-20
10.	Attendance at test for either EC122 or EC124	Week 20 or 21
SUMMER TERM		
11.	Attendance at an examination	Between weeks 35-37

LMID – YEAR 2 ECONOMICS MAJOR		
CONTACT POINT	DESCRIPTION	TIMING
AUTUMN TERM		
1.	Meeting with Personal Tutor	Between Weeks 2-5
2.	Attendance at seminar for EC204	Week 3
3.	Attendance at seminar for PO201 or PO219	Week 5
4.	Attendance at seminar for PO201 or PO219	Week 7
5.	Attendance at seminar for EC204	Week 9
6.	Attendance at test 1 for either EC203 or EC226	Week 8 or week 10
SPRING TERM		
7.	Submission of assessment 1 for EC204	Week 15
8.	Attendance at seminar for PO201 or PO219	Week 19
9.	Meeting with Personal Tutor	Between Weeks 15-20
10.	Attendance at test 2 for either EC203 or EC226	Week 23 or week 24
SUMMER TERM		
11.	Attendance at an examination	Between weeks 36-38

LMID – YEAR 2 POLITICS AND INTERNATIONAL STUDIES MAJOR		
CONTACT POINT	DESCRIPTION	TIMING
AUTUMN TERM		
1.	Meeting with Personal Tutor	Between Weeks 2-5
2.	Attendance at seminar for EC204	Week 3
3.	Attendance at seminar for PO201 or PO219	Week 5
4.	Attendance at seminar for PO201 or PO219	Week 7
5.	Attendance at seminar for EC204	Week 9
6.	Submission of formative assessment for PO201 or PO219	Week 9 or week 10
SPRING TERM		
7.	Submission of assessment 1 for EC204	Week 15
8.	Attendance at seminar for PO201	Week 19
9.	Meeting with Personal Tutor	Between Weeks 15-20
10.	Attendance at seminar for PO219	Week 23
SUMMER TERM		
11.	Attendance at an examination	Between weeks 36-38

LM1D – YEAR 3 ECONOMICS MAJOR, LM1H – YEAR 4 ECONOMICS MAJOR, LM1D – YEAR 3 POLITICS AND INTERNATIONAL STUDIES MAJOR, LM1H – YEAR 4 POLITICS AND INTERNATIONAL STUDIES MAJOR

CONTACT POINT	DESCRIPTION	TIMING
AUTUMN TERM		
1.	Meeting with Personal Tutor	Between Weeks 2-5
2.	Attendance at seminar for EC304	Week 3
3.	Attendance at seminar for EC304	Week 5
4.	Attendance at seminar for EC304	Week 7
5.	Attendance at seminar for EC304	Week 9
6.	Seminar presentation 1 for EC304	Between weeks 3-10
SPRING TERM		
7.	Attendance at seminar for EC304	Week 17
8.	Attendance at seminar for EC304	Week 19
9.	Meeting with Personal Tutor	Between Weeks 15-20
10.	Seminar presentation 2 for EC304	Between weeks 17-24
SUMMER TERM		
11.	Attendance at an examination	Between weeks 36-38

**ECONOMICS BASED STUDENTS ON ERASMUS AND STUDY ABROAD PLACEMENTS
L100 – YEAR 3, L116 – YEAR 3, LM1D – YEAR 3, V7ML – YEAR 3, GL11 – YEAR 3**

CONTACT POINT	DESCRIPTION	TIMING
AUTUMN TERM		
1.	Email contact with Erasmus Co-ordinator in Economics	Week 1
2.	Skype conversation with Erasmus Co-ordinator in Economics	Week 3 or 4
3.	Submission of mid-term diary/blog entry	Week 6
4.	Email contact with Erasmus Co-ordinator in Economics	Week 8
5.	Skype conversation with Erasmus Co-ordinator in Economics	Week 9
6.	Submission of end of term diary/blog entry	Week 10
SPRING TERM		
7.	Email contact with Erasmus Co-ordinator in Economics	Week 17
8.	Skype conversation with Erasmus Co-ordinator in Economics	Week 21
9.	Submission of mid-term diary/blog entry	Week 19
10.	Submission of end of term diary/blog entry	Week 24
SUMMER TERM		
11.	Submission of final report on placement	Week 39

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. We ask that you meet the Contact Points as listed above. Please keep this tally in mind and inform the UG 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, University Support Services, 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 likely to invoke Regulation 36 to begin termination of registration proceedings and your case will be handed over to the Academic Office.

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.

Monitoring class absences

You are required to attend all of your allocated classes/seminars. You can see which class groups you have been allocated by logging into **my.economics**. In order to keep class groups stable, you are not permitted to swap your group unless you have the prior express permission of the UG Office and you have a compelling reason, like a timetable clash. If you attend a different group to the one to which you have been allocated, you will simply be marked as absent from your group. Seminar Tutors do not have the authority to give permission for students to swap between classes.

At each class meeting your seminar tutor will record your attendance or absence and input this data into **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 **my.economics** form, within one week, to explain your absence, providing evidence as to why you could not attend. For short-lived illnesses, you should provide a self-certification form as evidence. Self-certification forms can be collected from the Medical Centre. Please note that the Department will monitor the number and frequency of episodes of self-certified illness. The UG Office will decide whether or not your reason is valid and either condone or uphold your absence accordingly. If you believe an error has been made, you should contact the UG Office immediately.

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

Changing your Degree Course

Almost all students complete the degree course on which they were first registered. However, a few find that they wish to change degree course. You should not be surprised to feel some occasional doubts about whether or not you are following the right degree course. They are as common and normal as wondering if you are in the right job or personal relationship. It is usually a bad idea to act on such doubts in a rush. You may need time to discover what economics is really like.

If you have persistent doubts about whether you are in the right degree course you should first consult with your Personal Tutor or Year Tutor. If you decide that you wish to change to another degree course you should complete the degree course transfer form which can be found on the Economics website. This form should be returned by Monday of Week 3 of Term 1 to the UG Office.

Degree course transfers are normally permitted only at the beginning or end of the first year of study, and in any case will depend upon the exact change proposed. No transfers involving other departments are ever automatic. All transfers to degree courses outside Economics require the specific agreement of the department to which you wish to transfer. Within the Department of Economics it is sometimes possible to transfer from one of the degree courses to another. More details on this are below.

Please be aware that:

- requests are sometimes refused
- approval of transfers at the end of the First or Second Year will always be subject to confirmation in the light of your examination results
- You cannot transfer into the Mathematics & Economics degree course from any degree course other than Mathematics
- If your application to transfer course is successful, your timetable will probably be disrupted

Which transfers are possible?

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

DEGREE COURSE TRANSFER MINIMUM CRITERIA FOR FIRST YEAR

	To Economics	To Economics & Industrial Organisation	To Economics, Politics & International Studies	To Philosophy, Politics & Economics	To Mathematics & Economics
From Economics		A	C	C	F
From Economics & Industrial Organisation	A		C	C	F
From Economics, Politics & International Studies	B, C, D	B, C, D		C	F
From Philosophy, Politics & Economics	B, C, D	B, C, D	C		F
From Mathematics & Economics	B, E	F	F	F	

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

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

The feasibility of any transfer depends also on the availability of places on the course into which you wish to transfer.

Key

- A) This will be approved subject to you passing your first year at the first or second attempt (this is the same condition as for you to proceed to the Second Year of your existing degree course).
- B) This will be approved subject to three conditions (1) you must pass your first year at the first or second attempt (2) you must obtain a mark of at least 65% in EC107 Economics 1 at the first attempt (3) you must agree to carry out recommended reading in macroeconomics and microeconomics over the summer vacation between your First and Second Years (please obtain reading lists from the module leaders for EC201 Macroeconomics 2 and EC202 Microeconomics 2).

- C) This will be approved only with the agreement of the Department of Politics and International Studies and/or the Department of Philosophy, which you must obtain, and subject to any special conditions imposed by them; you must also pass your first year at the first or second attempt.

- D) For students taking EC123 and EC124, this will be approved subject to passing EC120 overall. Students taking EC121 and EC122 would normally be required to sit and pass EC121 and EC122 with a mark in each of at least 60% at the first attempt.

- E) This will be approved only with the agreement of the Department of Mathematics.

- F) This will not normally be permitted.

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



Withdrawal from your Course

Temporary withdrawal

A temporary withdrawal is an approved period of time when a student is not studying for his/her award and is governed by University Regulation 36.1. For more information, also see the guidance from the Academic Office.

Students may request periods of temporary withdrawal for the following reasons:

- 1) Financial (Student proactively seeks a period of temporary withdrawal in order to make arrangements to cover tuition fees and maintenance for the remainder of his/her period of study);
- 2) Medical (e.g. long-term illness, including depression; surgeries that prevent a student from attending his/her course of study for an extended period of time);
- 3) Maternity;
- 4) Personal (non-exhaustive list), for example, family circumstances (including childcare, care for a family member), work/other commitments (often result of appointments to new roles and/or significant changes to a job description, resulting in the student being unable to dedicate required time to his/her studies);
- 5) Visa (for overseas nationals who fail to obtain visa in good time to attend their course).

You may request, in the first instance, a maximum of 12 months of temporary withdrawal from your course of study. It is usual that an entire 12 months is granted rather than part of the year. In order to make this request, you should first talk with your Personal Tutor or Year Tutor, and then complete a Temporary Withdrawal Request Form, available from the Undergraduate Resources section of the website, which should be submitted, along with the relevant medical or other evidence, to the UG Office. The Director of Undergraduate Studies will recommend that the request be approved or declined. If it is recommended for approval, the request will be sent to the Academic Registrar for final approval or decline. Please note that if you are requesting temporary withdrawal on medical or health-related grounds you must supply a recent medical note in support of your request.

During a period of temporary withdrawal or resit without residence, students are not permitted to attend classes either formally or informally. However, in order to help students prepare for their return to study or sitting examinations, access to University IT facilities and the Library will normally continue during these periods.

Note that requests for retrospective temporary withdrawal, typically so that you effectively restart the academic year when you return will only be considered in exceptional circumstances. Such requests must include a clear rationale from the Department outlining why you were unable to make the request earlier.

Students returning after a period of temporary withdrawal

If you are returning part-way through an academic year, e.g. at the start of Term 2 or Term 3, you will be assessed on the basis of the syllabus you have personally followed during your period of residence or study at Warwick. If the syllabus of a module has changed during your absence, then you will be set a special examination paper which covers the material you have followed.

Restarts

Students may be permitted to restart their course if their first attempt had been affected by issues beyond their control (e.g. if medical problems or personal factors negatively affected their ability to study). Students may also be permitted to restart University the following year on a different course if they find their first choice was not the right one for them. Students allowed to restart will be treated as a new student when they return. For more information on restarting your course, please contact the Undergraduate Teaching and Learning Manager.

Permanent withdrawal

If you feel that you would like to permanently withdraw from your course, whether after a period of temporary withdrawal or not, please make an appointment to see your Personal Tutor or Year Tutor, who will be able to discuss this important decision with you and advise you of the implications. If, after discussion with your Personal Tutor or Year Tutor, you are resolved to withdraw from your course, you must complete the Permanent Withdrawal Form, available from the Undergraduate Resources section of the website. Please sign and send this form to the Director of Undergraduate Studies, via the UG Office who will then arrange to inform the Academic Office of your departure. Please note that you should seek advice from the Student Finance Office on any implications for your fee payments.

YOUR MODULES AND TIMETABLE

40	Types of modules
41	Autumn and Spring Term modules
41	How to select optional modules
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43	Pre-requisites Table
46	Approved options
46	Language modules
46	History modules
46	Module registration procedures
47	Changing your optional modules
47	Modules for Visiting Students
48	Skills acquired throughout your modules
50	Module evaluation
51	Annual module and course review
51	Your timetable





Types of modules

What is a module?

A module is typically based on a series of lectures and/or seminars covering a specific field or set of fields in Economics. Your choice of degree course commits you to a particular set of core (compulsory) modules and it may pre-condition your choice of option modules. There are good academic reasons for this and we normally refuse to allow variations. It is your responsibility to ensure that you register for the correct options and ensure that you have been registered for the correct core modules.

Module descriptions

Descriptions of all the Economics modules can be found on our website at www.warwick.ac.uk/economics

Core modules

Core modules are compulsory. You do not need to register for core modules; simply check your timetable on Start.warwick. Everyone must take core modules in economic analysis and quantitative techniques. Depending on your degree course, in your first year, for example, you will take either EC107 Economics 1 or EC108 Macroeconomics 1 and EC109 Microeconomics 1. All first-year students take EC120 Quantitative Techniques.

Optional core modules

Optional core modules are modules which are compulsory but which offer an element of choice within a subset of two or more modules, meaning that you are asked to choose between one module or another or, for example, two modules from a subset of five.

Optional modules offered by the Department of Economics

Optional modules are non-compulsory modules which offer you the chance to study an aspect of Economics in more depth. You should make your selection taking account of the constraints imposed by your degree course regulations.

There will be a short period during which you can notify us of any amendments, but the module registration system will close to students at the end of Week 3 of the Autumn and Spring term respectively, and students must note the restrictions below. You will also have to specify your choice of examination and assessment scheme at this time. Students are not permitted to drop a module after the end of Week 3 of Term 1 and Week 3 of Term 2. Additionally, if you have submitted any assessments which are worth 10% or more of a 30 CAT module or 20% or more of a 15 CAT module, you will not be permitted to drop the module. Your choices must also respect restrictions on the balance of modules across the Autumn and Spring Term: see later.

“Unusual” options

If you wish to take an option module not listed explicitly as “an approved option” under your degree course regulations, please submit an unusual option form through **my.economics**. You must have a case based on special individual circumstances, because permission will not necessarily be granted under normal circumstances. Your request will be considered on its merits, by the Director of Undergraduate Studies, who will decide after checking for consistency and fair treatment. However, please note that a request to take an option module in order to obtain exemption from examinations for professional qualifications in the future will not be sufficient.

Non-Economics (external) options

Depending on what modules you have taken in your First Year and on your degree course regulations, you may wish to consider the possibility of taking modules in other departments in the University, especially from other Social Sciences departments.

In practice most modules offered in the Faculty of Social Science are approved, provided they are of the appropriate level (e.g. “any approved Third Year option” means modules with 300 codes). Thus, for many degree courses and cohorts the range of choice of options is wider than the Lists published. For example, many modules offered by Warwick Business School and the Department of Politics & International Studies may be available to you, though it is your responsibility to ensure that you have met all relevant pre-requisites and have obtained permission from the department offering the module.

The University compiles a Module Catalogue to help students view the modules that are taught across campus. If you are considering an external option you are advised to see the department concerned for more information. In some cases there are limitations on numbers and applications have to be made by a given date. You are therefore advised to confirm with the relevant department that you may be registered for the module(s) chosen. Note that some departments hold ballots and if your chosen option is one that is balloted then you must await the result before returning your form. Most other departments, including Politics & International Studies, produce handbooks which can be obtained from their undergraduate offices. Some departments, such as Warwick Business School, make details available on their website.

Before finalising your choice of non-Economics options, you must confirm with the relevant department that you are accepted for the option and that the timetable is feasible for you, across the whole year, not just the Autumn term.

A guide to non-Economics departments

The module code tells you which Department is responsible for teaching any particular module. To obtain more details of the module you must go to the undergraduate office of the department concerned.

Code	Department	Room	Building
EN	English	H5.06	Humanities
FI	Film & TV Studies	H0.35	Humanities
FR	French Studies	H4.42	Humanities
GE	German	H2.05	Humanities
HI	History	H3.05	Humanities
IB	Warwick Business School	E0.23	Social Sciences
IE	Institute of Education	Institute Office	Avon Building
IT	Italian	H4.05	Humanities
LA	Law	S2.06	Social Sciences
LL	Language Centre	Ground floor	Humanities
MA	Mathematics	B0.01	Maths and Stats
PH	Philosophy	S2.72	Social Sciences
PO	Politics and International Studies	S1.44	Social Sciences
PS	Psychology	H1.41	Humanities
SO	Sociology	R2.17A	Ramphal
ST	Statistics	C0.03	Maths and Stats

eMR (eVision Module Registration System)

You will then be asked by the University to register your final module choices at the beginning of the Autumn term, on the University-wide eMR (eVision Module Registration) system. However, for 2nd and 3rd Year modules in some departments you will have had to pre-register in the previous academic year, e.g. at the end of your 1st Year in order to take the module in your 2nd Year. For example pre-registration for Law modules is in March and for Warwick Business School (WBS) modules, registration is at the start of May for the following academic year.

WBS uses its own programme and module system, my.wbs and for modules in that School you will need to use that system. Be aware that WBS modules fill up very quickly and places cannot be guaranteed to any students from Economics.

If you wish to apply to study language courses as part of your degree programme, you need to go in person to the Language Centre in the Humanities Building at the start of the Autumn term to register. If you want to amend a language course with the Centre, again you must do this in person. It is always best to start a language in your 1st Year. Some programmes run by Economics, but not BSc Economics and Industrial Organisation (L116), allow you to start an accelerated language module in your 2nd Year.

Autumn and Spring Term modules

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

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

For students in all years the Department strongly advises students to take an approximately balanced CATS load across both terms. Should students wish to take an imbalance of CATS across terms the Department advises that it is better to take the greater number of CATS in Term 1 than in Term 2, in order to leave the possibility of rectifying any choices in Term 2. For final year students, the Department stipulates a maximum of 75 CATS in any one term. The Department advises that final year students do not take more than 60 CATS in Term 2.

How to select optional modules

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

Module availability

For the current academic year we will be running the modules listed on this web page: www.warwick.ac.uk/economics/current/ug/modules/. However, under certain circumstances modules may have to be withdrawn either because demand is too low or staffing is not available. The Department retains the right to alter the modules listed on the above web page as necessary.

Timetable clashes

Particularly in the Third Year it is impossible to guarantee that every permitted combination of options is feasible in terms of the timetable. Before finalising your choice of options, and particularly if your choice involves non-Economics modules, you are advised to check this year's timetable. It is the best available guide as to what will happen next year, but please note that the timetable can and will change from year to year. When checking the timetable it is very important that you check the whole of the year, and not just term 1. This is because modules are sometimes scheduled at different times in different terms; you need to check that you are able to attend modules in all three terms. In particular final year students taking EC331 need to ensure that they can attend the seminars for their particular EC331 group across the three terms. If you sign up for a module that you later discover your timetable does not permit you to take, there may be little that can be done to change your registration.

It is also important to check your email, the **my.economics** noticeboard or the corridor noticeboards for information on changes to times and places of lectures and classes. If you have any queries discuss them with the module lecturer (at the first lecture) or in the UG Office. Attending the first lectures of optional modules is a good way of making sure you make the right choice.

Timetabling complexities can delay the posting of class membership lists and times of meetings as well as forcing last-minute changes, so check **my.economics** regularly and watch the noticeboards.

How your choice affects later years of your degree programme

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

If you are in the Economics or Economics & Industrial Organization degree courses and think you might want to take one of the more mathematical options in your Second or Third Year, then opt for EC119 Mathematical Analysis for Economists / EC133 Linear Algebra for Economists in your First Year.

If you are in the Economics degree course and think you might want to take Second or Third Year options in accounting and finance offered by the Business School, opt for IB132 Foundations of Finance, which is a prerequisite for many such modules.

First Year Plenary Meeting

We host a Plenary meeting for all First Year students to offer advice regarding choice of Second Year modules in May.

Second and Third Year Module Fair

We also hold a Second and Third Year Module Fair. Leaders of Third Year modules give brief introductions to their modules to help you make your choices. This session is open to both Economics and non-Economics students in their first and second years. The Module Fair takes place in May each year and the time and venue will be advised nearer the time.

Important dates

In the Summer term, both First and Second Year students should inform the Department of their module choices for the upcoming year by completing the relevant online form. You will be informed of the deadline.

Restrictions and pre-requisites

In each of your Second and Third years, you are required to achieve 120 CATS.

It is important that you register for modules with the correct CATS weightings. You may not over- or under-load on CATS points in the Department of Economics.

Because of historical differences among departments, there are sometimes discrepancies in the weights which departments attach to their modules. For example Warwick Business School, which provides IB-coded modules, many of which are taken by Economics students, values them at 24 CATS for a full-weight module or 12 CATS for a half-weight (one-term) unit. Some departments (e.g. Warwick Business School and Language Centre) offer modules approved for students on Economics-related degree courses in both 24-CAT and 30-CAT variants. In this case, you must select the 30-CAT variant. You should check

with the module leaders exactly what this will mean in terms of extra input from you, especially regarding the nature of the assessment methods. If you are a Second or Third Year student on a degree course other than GL11, you may not take a module which is available only at 24 or 12 CATS. Furthermore, modules weighted at less than 15 CATS are not permissible.

Certain combinations of modules are not permitted, while others require certain pre-requisites (please read this section carefully).

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

- First Year modules have codes of the type EC100, Second Year modules have codes EC200, and Third Year modules have codes EC300. Unless your degree course regulations specify otherwise, you will usually NOT be permitted to take Economics modules coded for a year of study other than your own.
- For quantitative modules in mathematical economics, statistics and econometrics, the module pre-requisites are specified in the pre-requisites table below. For non-quantitative modules not specified in the table, note that, normally, EC200 coded modules have the minimum pre-requisite that students should have taken EC108 and EC109, or EC107 or EC106. EC300 coded modules have the minimum pre-requisite that students should have taken either EC201 and EC202, or EC204.
- External students wishing to take Economics modules should note that, typically, EC200-coded modules assume that students have taken appropriate EC100-coded modules and that EC300-coded modules assume that students have taken relevant EC200-coded modules. External students wishing to register for either an EC200 or an EC300-coded module should check with the UG Office on the nature of the appropriate pre-requisites.

RESTRICTIONS AND PRE-REQUISITES FOR MODULES 2014/15

Code	Title	Pre-requisites	May not be combined with	May not be taken by	Notes
EC201	Macroeconomics 2	One of the following: EC108 or EC107 with a mark of 55% plus guided reading in summer vacation	EC204 EC229	-	-
EC202	Microeconomics 2	One of the following: EC109 or EC107 with a mark of 55% plus guided reading in summer vacation	EC204 EC229	-	-
EC203	Economic and Social Statistics	One of the following: EC121 and EC122 and EC125 or EC123 and EC124 and EC125	EC226	GL11 Maths and Economics students	-
EC204	Economics 2	One of the following: EC106 (for MORSE Students) or EC107 or EC131 and EC229 with a mark of 55% in each plus passes in IB121 and IB122	EC201 EC202	WBS students in their second year. L100 and L116 students	-
EC205	Development Economics (Macroeconomics)	One of the following: EC106 or EC107 or EC108 and EC109 or EC131 and EC229 and IB121 and IB122	-	-	-
EC208	Industrial Economics 1: Market Structure	EC120 (except MORSE or GL11) EC107 or EC109	EC335 Managerial Economics	-	-
EC220/21	Mathematical Economics 1a and 1b	EC120	-	-	-
EC226	Econometrics 1	One of the following: EC121 or EC123 and EC124 or EC107 (for GL11 students) IB122 (for WBS students)	EC203	-	GL11 students are permitted to take EC226
EC228	Collective Decisions	One of the following: EC106 or EC107 or EC109 or EC131	-	L100 3rd year students	-
EC230	Economics of Money and Banking	One of the following: EC107 or EC108 and EC109 or EC131 with a mark of 60% in final examination plus either EC229 or EC204 as a co- or pre- requisite	IB235 Finance 1	-	-
EC231	Industrial Economics 1: Strategic Behaviour	EC208 for all students except for L100 students	EC335 Managerial Economics	-	-
EC233	Development Economics (Microeconomics)	EC106 or EC107 or EC108 and EC109 or EC204	-	-	-
EC235	Topics in Applied Economics (2a)		-	-	May only be taken by L100 , L116 , LM1D , V7ML , V7MP/V7MR students

RESTRICTIONS AND PRE-REQUISITES FOR MODULES 2014/15

Code	Title	Pre-requisites	May not be combined with...	May not be taken by...	Notes
EC235	Topics in Applied Economics (2b)	-	-	-	May only be taken by L100, L116, LM1D, V7ML, V7MP/ V7MR students
EC301	Mathematical Economics 2: Dynamics, Uncertainty and Asymmetric Information.	EC220 and EC221	-	-	-
EC304	The Making of Economic Policy	A Politics 200-coded Political Theory module	-	L100, L116, LV13, GL11 students	May only be taken by LM1D and V7ML students
EC306	Econometrics 2: Time Series	One of the following: EC226 or E107 or ST217 Mathematical Statistics	-	-	-
EC307	Macroeconomic Policy in the EU	One of the following: EC201 and EC202 or EC204	EC304 Making of Economic Policy	-	-
EC310	Topics in Development Economics	One of the following: EC204 or EC201 and EC202 plus one from the following EC203 or EC226	-	-	-
EC326	Industrial Economics 2 – Strategy and Practice	One of the following: EC202 or EC204 with EC208 and EC231 being recommended in addition	PO327 Comparative Industrial Policy	-	EC231 and EC208 are recommended though not a formal pre- requisite. For those without EC231 or EC208 , it is recommended that material covered in the EC231 and EC208 syllabus is the basis for private study during the summer vacation.
EC333	Topics in Financial Economics: Theories and International Finance	Core first- and second-year Economics modules, i.e. either EC121 or EC123 and either EC204 or EC201 and EC202	IB253 Principles of Finance 1	-	-
EC334	Topics in Financial Economics: Corporate Finance and Markets	One of the following: EC333 or ST339 or IB215 or IB253	IB254 Principles of Finance 2	-	-
EC335	Managerial Economics	-	EC208	Any student who is not registered for BSc Management or BSc Accounting and Finance International Business, International Management, Law and Business	-
EC336	International Trade	One of the following: EC204 or EC201 and EC202	-	-	-
EC337	Industrial Economics 2 – Market Economics, Competition and Regulation	One of the following: EC202 or EC204 , with EC208 and EC231 being recommended in addition	-	-	EC231 and EC208 are recommended though not a formal pre- requisite. For those without EC231 or EC208 , it is recommended that material covered in the EC231 and EC208 syllabus is the basis for private study during the summer vacation.

RESTRICTIONS AND PRE-REQUISITES FOR MODULES 2014/15

Code	Title	Pre-requisites	May not be combined with...	May not be taken by...	Notes
EC338	Econometrics 2: Microeconometrics	One of the following: EC226 or ST217 Mathematical Statistics	-	-	-
EC340 EC343	Topics in Applied Economics (a) and (b)	One of the following: EC204 or EC201 and EC202 plus one from the following: EC203 or EC226	-	-	-
EC341	Mathematical Economics 2; Political Economy	EC220	-	-	-
IB133	Foundations of Accounting	-	-	-	-
IB132	Foundations of Finance	-	-	-	-
IB253	Principles of Finance 1	IB132	-	Students not in their second year of study (with the exception of final year L116 Students)	-
IB254	Principles of Finance 2	IB253	-	Students not in their second year of study (with the exception of final year L116 Students)	-
IB320	Simulation	-	-	Any Economics-based student	-
IB321	Forecasting	-	-	Any Economics-based student	-
IB121	QA for Management 1	-	-	Any Economics-based student	-
IB122	QA for Management 2	-	-	Any Economics-based student	-
IB313	Business Studies 1	-	May not be combined with IB206 . More than 30 CATS of any other IB-coded modules in the 2nd or 3rd years of study	-	For further restrictions please visit WBS UG Office.
IB314	Business Studies 2	-	May not be combined with IB206 . More than 30 CATS of any other IB-coded modules in the 2nd or 3rd years of study	-	For further restrictions please visit WBS UG Office.
ST217	Mathematical Statistics (Parts A and B)	One from the following: EC121 or EC123 plus one from the following: EC124 or ST101 Probability	-	-	-

Approved options

For any outside module, you must make sure that you follow the advice and requirements of the department offering the module. In some cases, numbers of places might be capped, you might need to obtain the department's permission to take the module, and there might be pre-requisites. You are very likely to need to register your choice of the module with the offering department as well as through eMR.

The links below provide lists of modules taught by other departments that have been taken in recent years by first, second and third year students, respectively, on one or more of the following degrees: L100 (Economics), L116 (Economics and Industrial Organisation), LM1D (EPAIS), V7ML (PPE) and Mathematics and Economics (GL11).

The modules are all approved for students on these degree courses and year of study. The list is not exhaustive – if other outside options appeal to you please complete an online Unusual Options Request Form available through **my.economics** and obtain permission from the department offering the module. Typically, the principle we adopt in Economics is that, within your course regulations, we will permit you to choose any year-specific option offered by any department in the University, provided that you satisfy the pre-requisites or other requirements for that module and that the offering department permits you to take the module. NB – you will usually NOT be permitted to take 100-coded modules in your Final Year.

When selecting your optional modules, please make sure that your choices are consistent with your degree course regulations. Note that some of the modules in the lists are core or optional core on some Economics-based degree courses. Lists of approved modules can be found on the economics website: www.warwick.ac.uk/economics/current/ug/modules/

Language modules

If you are interested in one of the exchange schemes with institutions abroad offered by the Department of Economics, one of our partner departments in respect of joint degree students or at the university level, it is clearly useful to take an appropriate language option in your First Year.

Language modules are offered by the University's Language Centre, and also by the French, German, and Italian Departments. A list of approved language modules for Economics-based students can be found at www.warwick.ac.uk/economics/ug/modules/languagemodulesforeconomicstudents. However, you should also consult the relevant language Department for the full range of modules and pre-requisites: Language Centre modules are coded LL100, LL200 and LL300, reflecting their level. Language Centre staff advise students to select the level most suitable for their background and existing language ability. However, this must be within the parameters of the rules below regarding the permitted level of modules taken in the 2nd and 3rd Year.

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

- Not more than 30 CATS of language options may be taken in each year.
- Any language module taken in the final year must be in the same language as any language module taken in the second year and must show progression.
- Second year students: in languages in which there are accelerated beginners' modules, students are not permitted to take non-accelerated Level 1 (LL100-coded) modules but are permitted to take the accelerated beginners' modules. The only anomaly is LL129 – Japanese 1, which, despite its code, is an accelerated module.
- Final year students: students are permitted only to take accelerated modules. Students cannot begin a new language if they have already studied language modules in another language.
- A language option may not be taken in a student's first language under any circumstances.

History modules

The following rules apply to the choice of History options.

- Second Year students may take HI100 modules, but will be examined separately from First Year students.
- Third Year students are not normally allowed to take HI100 modules.
- However, History does regard some of their 100 – coded modules as being available to honours level Third Year students. If you wish to pursue such a module, please ascertain from the History Department the status of your chosen module.

Module registration procedures

There are two separate processes for registering your modules in the Department of Economics; pre-registration, which takes place in the Summer term, and registration with the University at the start of the Autumn term.

Pre-registration of modules in the Summer Term

Current Economics students who will be entering their Second or Third years of study, and external students wishing to take an Economics module as an option, are asked to pre-register their module choices in the Summer term. This helps the Department to plan the timetable and other resources needed for each module. The choices that you make at this stage are provisional only; the Department reserves the right to subsequently withdraw or change a module if necessary. When you re-enrol in October, the central University eVision Module Registration (eMR) System will open as normal to allow you to register your final choices.

Procedure for Economics students

From the start of the third week of the Summer term, i.e. Week 32, you will be asked to complete an online module pre-registration form. For students entering into their Second Year of study please complete the pre-registration form for 'second year students'. For students entering into their Third Year of study, please complete the forms linked to your degree course.

You will be contacted by email when this system is open. Please consider your choices carefully; although there will be a chance to change them later in the year, it is important that we gather as much meaningful information on what you want to study next year as we can.

Warwick Business School will also be running an on-line module pre-registration system for their modules and we will provide you with further information regarding this in due course.

Procedure for Warwick Business School students wishing to take an Economics module

Please visit **my.wbs** to register your modules.

Procedure for all other external students

If you are a student from an external department, other than Warwick Business School, you will need to complete an online form to register your interest in taking an Economics module. Please bear in mind that many of our modules are very popular and an early expression of your interest will give you a better chance of being accepted onto the module. You need to check your degree course regulations carefully to make sure that taking an external option is permitted and that there are no restrictions on particular modules.

eVision Module Registration system (eMR)

You must register your modules on the University's intranet, called the eVision Module Registration system. Initial selections must be made by the end of Week 3 of the Autumn term.

Obtaining a place on a non-Economics option module

You cannot take an "outside" option unless you have been accepted on the module concerned by the department that offers it. When you have been accepted by the outside department, checking that you have fulfilled any conditions they set, complete your online eVision Module Registration (eMR) page.

Some departments (Politics & International Studies, Warwick Business School, History, and Law, among many) limit the number of students allowed to take some modules; the situation is one of rationing. Places are allocated sometimes by ballots, sometimes on the basis of "first come, first served". To find out whether rationing is in operation on a module you wish to take, visit the department concerned as soon as you can. If there is no rationing, please make sure that you inform the relevant department's undergraduate office that you are registered on their module.

Changing your optional modules

Note that you are not permitted to drop any module if either of the two criteria apply: 1) you have already submitted assessed work for that module that is worth 10% or more of the total mark for that module or 2) it is now beyond the third week of the Spring Term (week 17). However, you are advised to make any changes as soon as possible, as you may find it too difficult to catch up if you change. You must first find a place on a new module by contacting the relevant module organiser and amend your online registration as well as informing the Undergraduate Office.

Modules for Visiting Students

Academic Year

Our system differs from most continental universities in that the year is split into three terms, each of ten weeks. These run approximately from October – December, January – March, and April – June. Most of the teaching takes place in the first two terms, with examinations taking place in June. For 1st and 3rd Year modules this means that there is usually no teaching between the middle of March and the exam in June.

Modules

Visiting students can take first, second and third year modules in Economics. Be aware that some modules will have pre-requisites and that you will need to be able to show you have appropriate knowledge and skills in order to take these modules. Typically you will have to confirm your choice with your home university. They will have to accept what is a feasible pattern here and the fact that modules may be changed or not run in a specific year. As modules for different years are taught in the same slots in the week, you may find if you mix 2nd and 3rd Year modules that there will be clashes. Please note that our modules are in economics, not in business studies. It is sometimes possible for you to take some modules run by Warwick Business School or other departments. However, this depends upon the consent of the member of staff teaching the module, and it is not possible to make any commitments in advance. We cannot accept as Economics-based students those who wish to do a majority of non -EC coded modules.

In this Department, modules run either for one term or the whole year. In both cases, however, students are only examined at the end of the year i.e. in the third term; the Summer term. It is however, possible to enrol as a visiting student for only one or two of the terms. Not all modules are available to students who are with us only for the Autumn and/or the Spring terms. It is likely that if you only study the modules for one or two terms that you will receive fewer credits than students studying it for the entire year. Look at the Module Thumbprint on the module webpages and check the booklet for Assessment methods for part year students for details. The booklet is available from the International Office. Students who come for more than one term are not permitted to change modules after the third week of the first term they are studying here.

Number of modules: Our own students do a certain amount of modules each year; these must add up to 120 CATS (60 ECTS) and it is a government requirement that visiting students fit as closely as possible with the amount of study undertaken by a 2nd or 3rd Year student. It may mean that visiting students accrue more credits than are required by their home university. Each module will usually consist of two one-hour lectures a week, and usually a small class every two weeks or so. Some third year modules do not have classes

Assessment

For second and third year modules, our students will usually do approximately two pieces of work during the year which count for 20% of the module mark, with the June examination counting for the remaining 80%. Unless a visiting student is present for the entire academic year, module marks for visiting students are based on assessed work: for non-quantitative modules this usually means essays. Visiting students should be aware that this will be the case. If you come for just one term, then the norm is that you will do one essay.

Help in essay writing and other study skills for your time at Warwick are available from the Library: www.warwick.ac.uk/library/students/undergraduates/ And from Careers & Skills: www.warwick.ac.uk/scs/skills/

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

Contact

Director for Erasmus and Visiting Students (Economics)

Skills acquired throughout your modules

We thought it might be helpful if we were to summarise some of the key skills and experiences we think you are taking from your Warwick degree. You might be able to cite some of these in your applications and/or interviews. More importantly, we hope that the list might be something you can base your reflections on as you review what your studies mean to you and how you have grown personally, academically, and professionally in your time in the Department.

As you go through your degree course at Warwick and as you consider the various skill sets below, you might want to reflect on how the level of difficulty of the tasks set for you in your time at Warwick has increased from the start of Year 1. You also may want to think about how your capacity to approach complicated problems, to reason and to communicate your answers and views has grown. It is useful to relate this to the context of the teaching and learning environment you have experienced at Warwick.

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

In designing and delivering your degree course and modules, we aim to enable you to develop in a variety of ways, as indicated by the different skill sets below. In particular, we have introduced a compulsory module for first year students which will provide you with opportunities to take part in a wide variety of activities that will help you to develop and apply your academic knowledge and enhance your CV, by demonstrating an active engagement in becoming an effective learner. We also aim to enable you to reflect on your learning and development as you proceed. In your first year and second year, your contact hours are greater than in the final year as we think that the opportunity for you to have contact, discussion and feedback through seminars is especially important. We also give you more exercise sheets, tests and problems sets on the core modules in Years 1 and 2 to enable you to have more continuous feedback on how you are performing against the

standards we set. In some universities, assessment is solely by way of end of year (or even end of course) exams. The Warwick tradition is to give some weight to other forms of assessment partly to reduce the pressure of final exams.

These also enable you to gauge your progress over time from the comments and marks you receive at regular intervals. Having compulsory seminars and a regular timetable of strict submission deadlines over your degree programme is an important signal to potential employers that our graduates are conscientious and work well under the pressure of deadlines.

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

Skill Set 1: Cognitive Skills

- 1) **Analytical thinking and communication.** Your study of Economics has required you to develop a deep understanding of often complicated issues using a variety of analytical frameworks, tools and approaches and to communicate your understanding in a variety of ways, including through verbal, graphical, mathematical and statistical techniques. You have demonstrated your ability to understand formal analysis and to communicate your understanding through: engagement and contributions in compulsory seminars and group project presentations, completion of exercise sheets, problem sets, and non-assessed essays, and through tests and formal examinations.
- 2) **Analytical reasoning.** Some key concepts in Economics have wider significance in aiding analytical reasoning: e.g., the *ceteris paribus* method, counter-factual analysis, the concepts of opportunity cost, trade-offs, and comparative advantage.
- 3) **Critical thinking.** Developing the habit of questioning received ideas, forming judgements and making evaluations. E.g., comparing Keynesian with neo-classical approaches to macro; evaluating the case for or the efficiency of government interventions.
- 4) **Creative thinking.** E.g., if there is no model to explain some observed behaviour, we need to develop an appropriate model. Economics provides tools with which to build models of behaviour.
- 5) **Strategic thinking.** E.g., through game theory with multi-agent decision making where payoffs depend on the endogenous actions of others.
- 6) **Problem solving.** Knowing how to approach various types of problem, determining whether a solution exists.
- 7) **Abstraction.** Judging how to balance simplification against 'realism'. Knowing how to isolate separate effects of different factors – as with marginal or *ceteris paribus* effects.



- 8) **Policy evaluation.** Being aware of the policy context and also of methodological issues involved in evaluation – such as with the identification of causal effects of policy interventions.
- 9) **Analysis of institutions.** Understanding the roles of institutions and through political economy analysis of the origins and behaviour of these institutions.
- 10) **Analysis of incentives.** Understanding economic motivations of individuals and the limits of economic explanations.
- 11) **Concepts of simultaneity and endogeneity.** Understanding complex inter-reactions between economic variables and behaviours.
- 12) **Analysis of optimization.** Understanding choice and decision-making based on analysis of the interplay of preferences, objectives and constraints.
- 13) **Understanding of uncertainty and incomplete information.** Probability, expectation and risks asymmetric information

Skill Set 2: Subject-specific and Professional Skills

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

Skill Set 3: Key General Skills

- 1) **Written communication skills:** through submission of essays, problem sets, seminar work, tests, projects and examination scripts.
- 2) **Oral communication skills:** through participation in seminars and group work.
- 3) **Team work skills:** through engagement in group project work and in seminars.
- 4) **IT skills:** as above under Skill Set 2 (iv).
- 5) **Mathematical, Statistical, data-based research skills:** as above under Skill Set 2 (i), (ii), and (iii).

Skill Set 4: Subject Knowledge and Understanding

- 1) **Economic Principles:** Economic Principles. Knowledge and understanding of core concepts and methods in micro- and macroeconomics.
- 2) **Applied Economics:** Knowledge and understanding of standard economic models and quantitative techniques with application to problems arising in public policy and the private sector.
- 3) **Economic information:** Knowledge of economic trends and patterns; understanding of problems and solutions in economic measurement.

- 4) **Research and debate:** Familiarity with contemporary theoretical and empirical debates and research outcomes in some more specialized areas of economics. Understanding of how to approach an economic problem from the perspective of a researcher in economics.

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

Module evaluation

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.

Why is feedback collected?

The Department is seeking to improve its teaching provision and your learning experience on a continuous basis. . We need to identify problems in order to mitigate or eliminate them. We need to know what you find helpful so we can disseminate best practices in teaching and learning throughout the Department. Your responses are an essential input into these processes. If you treat it seriously and responsibly, so will we.

What is useful feedback?

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

List the positives as well as the negatives

You probably like to be told what you got right; being told only what you got wrong is discouraging. When you comment on a module, please try to mention those features that you enjoyed or found helpful.

Be honest

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

Try to separate content from personality

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

Be considerate

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

Be conscientious

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

What happens to your feedback?

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

- The written comments are retained by the module leader, though they are also read by the Head of the Department
- At the end of the year each module leader writes an annual module report, incorporating both qualitative and quantitative feedback results.
- These reports are reviewed by the Director of Undergraduate Studies, who summarises the main issues for the Department’s Undergraduate Management Committee. This identifies causes for concern, suggests action to overcome problems, and monitors trends from year to year. Reports may also be made available to outside agencies such as QAA subject review assessors.
- At the end of the year the department produces an annual course report covering all the modules within the degree courses, identifying any positive features and issues for action where improvement is needed.
- Finally, sections of both module and course reports will be made available to your Student-Staff Liaison Committee and will be uploaded to module web pages.

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

Annual module and course review

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

Annual module review

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

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

Annual course review

Annual Course Review is the process by which every course run in the Department is reviewed each year. One single annual course review report, relating to the previous academic year, is produced each Autumn term. This report encompasses all of the undergraduate degrees (including the joint degrees, except for PPE, which has a separate Annual Course Review Report) run in the Department. It is submitted to the University for further scrutiny within the committee system. Annual Course Review examines issues such as recruitment and admissions, quality assurance procedures, cases of student plagiarism and cheating, changes made to and planned for the programme, and issues raised at SSLC.

Your timetable

Your timetable comes from two sources. First is the lecture timetable, which can be found on the Economics website. You can also see the timetable for your chosen lectures through visiting Start.Warwick from the University’s main webpage. The lecture timetable is also displayed on the Urgent Notice board. Second, class times and other smaller group teaching activity can be seen by visiting your **my.economics** page. By checking **my.economics** you will see that you have been assigned to classes for core modules; you also have a choice of classes for your optional modules.

How to resolve a clash

Check your timetable for clashes as you build it up. Make sure that you check Spring term as well as Autumn term, as sometimes lecture and class times are at different times in different terms. If there is a clash, you need to take action to resolve it. If a lecture for an optional module you wish to take clashes with a lecture for one of your core modules, this cannot be resolved and you will have to choose another option. But if it clashes with a class, or one class time clashes with another, you may be able to solve this problem. You should start by seeking advice from the staff in the UG Office (room S0.98). They will, if possible, resolve the problem for you by switching you to another class group. Keep your current timetable printed and close at hand, as some clashes can be resolved only by making (or re-making) the class allocations when everyone is together at a lecture.

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Coursework and tests

There are different types of assessment that we use in the Department of Economics. Formal assessment means that the mark given enters into the first year or Honours credit of the student. Some coursework is informally assessed. For example in most first-year modules, while formal assessment of the student's performance is limited to mid-term tests and a June exam, some class assignments and essays are assessed informally so that both tutor and student can monitor the student's progress.

Formative and summative assessment

- Summative assessment defines the progress a student has made towards the module's learning objectives.
- Formative assessment provides the student with feedback on their progress and advice on how to maintain or improve it.

Formal assessment often combines both formative and summative elements, for example when an essay is returned to a student with a mark and some comments. Only in end of year exams is assessment purely summative. However, even here, examiners are required to produce comments on exam scripts. Informal assessment is purely formative; a first-year essay may receive a mark, but the mark, like the marker's comments, is just for guidance.

We aim to enable you to reflect on your learning and development as you proceed through your degree at Warwick. We give you more exercise sheets, tests and problem sets on the core modules in Years 1 and 2 to enable you to have more continuous feedback on how you are performing against the standards we set. You need to submit all work whether formal or informal by the deadlines set. Working to deadlines is a skill which employers look for from graduates.

Assessed and non-assessed coursework

Much of your time at the University will be spent engaged in coursework. Coursework includes locating information, taking notes, carrying out calculations and analysis, preparing reports for class discussions, completing exercises, and writing essays and projects.

In addition to formal and informal types of assessment, coursework can also be either "assessed" or "non-assessed". Assessed coursework forms part of your final mark for the module you are taking. For example, in most second and third year Economics modules, essays contribute 20% of the final mark; the other 80% is made up by the June examination. Non-assessed coursework is often also marked, and the marks are recorded. However, the procedures for submission and marking are less stringent, and the marks are simply additional information for you and your tutor and do not enter directly into your final module grade.

In most Economics first year modules there is some non-assessed coursework. This gives you time to learn about the standards that will be applied to your coursework in the second and third years, and to make a few mistakes without damaging your prospects. Non-assessed coursework is not less important than assessed coursework, and is just as compulsory, forming an essential part of the learning process in all first year modules. Students who fulfil non-assessed coursework requirements benefit from it intellectually, psychologically, and in their examination performance.

Class tests

A number of modules have mid-term tests that contribute to students' final marks in the modules concerned.

Please note that the Department reserves the right to take group photographs of students attending a test, in order to discourage cheating through assuming false identities.

TABLE OF MODULES WITH ASSESSMENT METHODS

CODE	TITLE	ASSESSMENT (WEIGHT)	EXAM (WEIGHT)
EC104	World Economy: History and Theory	30%	3-hour (70%)
EC106	Intro to Quantitative Economics	4 tests (25%)	2-hour (75%)
EC107	Economics 1	1 assessment (10%)	3-hour (90%)
EC108	Macroeconomics 1	1 test (10%)	3-hour (90%)
EC109	Microeconomics 1	2 tests (20%) +	3-hour (80%)
EC112	Industrial Economy: Its Global Shift		1.5-hour (100%)
EC119	Mathematical Analysis	5 problem sets (20%)	1.5-hour (80%)
EC121	Mathematical Techniques A	2 test (25%)	1.5 hour (75%)
EC122	Statistical Techniques A	2 test (25%)	1.5 hour (75%)
EC123	Mathematical Techniques B	2 test (25%)	1.5 hour (75%)
EC124	Statistical Techniques B	2 test (25%)	1.5 hour (75%)
EC125	Computing and Data Analysis	2 assessments (100%)	
EC131	Economics for Business		2-hour (100%)
EC132	Industrial Economy: Strategy		1.5-hour (100%)
EC133	Linear Algebra	5 problem sets (20%)	1.5-hour (80%)
EC134	Topics in Applied Economics (1a)		1.5-hour (100%)
EC135	Topics in Applied Economics (1b)		1.5-hour (100%)
EC201	Macroeconomics 2	2 tests (20%)	3-hour (80%)
EC202	Microeconomics 2	2 tests (20%)	3-hour (80%)
EC203	Economic and Social Statistics	2 tests (10%) + 1 assessment (10%)	3-hour (80%)
EC204	Economics 2	2 assessments (20%)	3-hour (80%)
EC205	Dev Economics: Macroeconomics	1 assessment (20%)	1.5-hour (80%)
EC208	Ind Ec: Market Structure	2 problem sets (10%) + 1 assessment (10%)	1.5-hour (80%)
EC220	Mathematical Economics 1a	1 test (20%)	1.5-hour (80%)
EC221	Mathematical Economics 1b	1 test (20%)	1.5-hour (80%)
EC224	War and Economy 20th Century	1 assessment (20%)	1.5-hour (80%)
EC226	Econometrics 1	2 tests (13.33%) + Problem sets (6.67%) + 2 assessments (20%)	3-hour (60%)
EC228	Collective Decisions	1 test (20%)	2-hour (80%)
EC229	Economics of Strategy		2-hour (100%)
EC230	Economics of Money and Banking	1 assessment (20%)	1.5-hour (80%)
EC231	Ind Ec: Strategic Behaviour	2 problem sets (10%) + 1 assessment (10%)	1.5-hour (80%)

CODE	TITLE	ASSESSMENT (WEIGHT)	EXAM (WEIGHT)
EC233	Dev Economics: Microeconomics	1 assessment (20%)	1.5-hour (80%)
EC235	Topics in Applied Economics (2a)		2-hour (100%)
EC236	Topics in Applied Economics (2b)		2-hour (100%)
EC301	Mathematical Economics 2a	1 test (45%) + seminar presentation (5%)	1.5-hour (50%)
EC303	The British Economy in the 20th Century	1 assessment (20%)	1.5-hour (80%)
EC304	The Making of Economic Policy	2 assessments (20%) + 2 presentations (10%)	3-hour (70%)
EC306	Econometrics 2: Time Series	1 assessment (20%)	1.5-hour (80%)
EC307	Macroeconomic Policy in the EU	1 assessment (20%)	1.5-hour (80%)
EC310	Topics in Development Economics	1 assessment (20%)	1.5-hour (80%)
EC312	International Economics	1 test (20%)	1.5-hour (80%)
EC313	Int Economic System Since 1918	1 assessment (20%)	1.5-hour (80%)
EC314	Topics in Economic Theory	2 tests (20%)	1.5-hour (80%)
EC320	Economics of Public Policy	1 assessment (20%)	1.5-hour (80%)
EC326	Ind Ec 2: Strategy and Practice	4 problem sets (20%)	1.5-hour (80%)
EC331	Research in Applied Economics	1 assessment (10%) + 2 presentations (10%)	Project (80%)
EC333	Financial Ec: Theories and International Finance	1 assessment (20%)	1.5-hour (80%)
EC334	Financial Ec: Corporate Finance and Markets	1 assessment (20%)	1.5-hour (80%)
EC335	Managerial Economics		2-hour (100%)
EC336	International Trade	1 test (20%)	1.5-hour (80%)
EC337	Ind Ec 2: Market Economics, Competition and Regulation	2 problem sets (20%) 10% each	1.5-hour (80%)
EC338	Econometrics 2: Microeconometrics	1 assessment (20%)	1.5-hour (80%)
EC340	Topics in Applied Economics (3a)		2-hour (100%)
EC341	Mathematical Economics 2: Political Economy		2-hour (100%)
EC343	Topics in Applied Economics (3b)		2-hour (100%)

Please note this table does not include non-assessed work. Assessment methods in this table are subject to change. Please ensure that you check the online handbook for the latest version of this table.

Coursework

Deadlines, extensions and absences

Deadlines

Each piece of work must be submitted by a particular date set by the UG Office and approved by the module leader. You will be given notice of these deadlines. The Department's guidance to markers specifies a minimum of four term-time weeks' notice of deadlines. It is your responsibility to arrange your own schedule and manage your time accordingly. We advise you always to leave a safety margin in case of last-minute difficulties in obtaining books, printing files, and so on. Aim to submit the piece of work a day or more before the final deadline. No reduction in late penalties will be made if you find you cannot upload the material before the deadline. Also bear in mind that demand on the system is liable to be high in the last hours before the final deadline.

Assessment deadlines for the academic year 2014-15 can be accessed through **my.economics**

Extensions

Deadline extensions and exemptions from tests are approved or refused by the Director of Undergraduate Studies or the relevant Director of Year, not by your module tutor or lecturer. To seek an extension you must fill in an extension request form, available on **my.economics**. Evidence should be sent to the UG Office (**economics.ugoffice@warwick.ac.uk**) or the PPE Office (**PPEoffice@warwick.ac.uk**) as appropriate for your programme of study. Bear in mind that your request will not be the only one coming in, especially during periods of numerous submissions deadlines. Allow a reasonable time to pass for the situation to be resolved before contacting the staff involved again.

For assessments that are spread out over a long period of time such as dissertations, there is an expectation that almost every student will encounter some difficulties in their lives during this period. As a result, it is anticipated that they will handle these situations without impacting on their final submission. Thus, low-level and short-term illnesses, let alone factors such as problems with computers, will not be considered as a basis for an extension for this work. This differs from assessments which have a shorter time to complete and for tests that have to be taken at a specific time.

Please ask for an appointment to see the Director of Undergraduate Studies or appropriate Director of Year only if your request relies on highly personal information. Personal lobbying will not benefit your case at all.

If you are taking a module that is offered by a different academic department, for example, Warwick Business School (WBS), it is still your home department (Economics) which makes the decision on an extension or an exemption from a test. In the case of an outside module, you need to e-mail the Director of Undergraduate Studies or appropriate Director of Year directly and include your evidence. S/he will consider your request, and if it is approved, you will then need to collect and complete the form (if there is one) from the outside department, ask the Director of Undergraduate Studies or Director of Year to sign it and take it to that department so they are aware of your extension.

With some departments the Director of Undergraduate Studies or Director of Year will need to email or telephone the appropriate person in that department. Given the inter-departmental communication approval is likely to take longer than for an assessment within Economics. Note that extensions and exemptions can be applied retroactively, lifting any late penalty or absence record you might have already received for that assessment.

Nature of evidence required for deadline extensions

The nature of evidence that you will need to supply to back up a deadline extension or test exemption request is dependent on the type of assessment, as follows:

University exams, term papers and assessed essays

For major assessment events you will require a medical certificate signed by a doctor or other medical professional to avoid late penalties or a mark of zero. There should not be a delay of more than one week between submitting a request for an extension and submitting medical evidence. Should there be an unexplained delay of one week before submitting medical evidence, the Department may not be able to agree to your extension request. This includes University-administered formal exams, and more substantial assessed essays and term papers of the sort that is usually worth at least 10 per cent of module credit and is due no more than twice in the year in each module. These are events for which you have lengthy notice and plenty of time to prepare. Low-level illness should not prevent attendance and short-lived illness should not get in the way of timely submission. More serious illness will easily entitle you to a formal medical certificate. Therefore, there is no role for self-certification. In the event that non-submission of coursework is condoned on medical grounds, the credit for the coursework will be transferred to the June examination.

Problem sets, mid-session tests and presentations

For lesser assessment events we will normally accept self-certification of illnesses that are relatively short-lived, i.e., of less than 7 days' duration. This includes problem sets that are submitted more frequently than once a term, mid-session tests administered by the Department, and assessed presentations. Such events are normally worth between 5 and 10 per cent of module credit. Students are given shorter notice or less time to prepare. Short-lived illness may disturb preparation or performance. If you are not sure into which category a given assignment falls, ask your lecturer.

Problem sets

If you self-certify illness for failure to submit work on time, you will normally be granted an extension that may vary with circumstances but which will always be short.

Mid-session tests

If you self-certify for illness, the credit for the test will be transferred to the June examination. Your test will not be re-scheduled.

RAE (EC331) presentations

If you self-certify for illness for failure to present, your tutor will re-schedule your presentation and/or accept late submission of any written work that is associated with it, within appropriate limits.

Note that the Department will not regard frequent use of self-certification as normal. We will maintain a register of all cases. Students who self-certify frequently will be required to produce more formal documentary medical evidence.

All applications are considered against the criteria of force majeure and evidence. If your application is necessitated by factors over which you have no control, and which you could not have reasonably anticipated, and if these factors can be documented in some way, your request will normally be approved. Requests on grounds of illness should be supported by a medical certificate. Extensions may also be granted on compassionate grounds, e.g. death or serious illness in the student's immediate family.

If you are thinking of asking for an extension, you should first ask yourself whether you could have reasonably foreseen the reason for your late submission and taken avoiding action. If so, in fairness to those students in similar situations who took the necessary steps or precautions, your request is unlikely to be granted.

Regularly refused reasons for extensions

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

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

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

"I travelled abroad over the vacation and as a result I returned late to the University."

Comment: The University requires you to be in residence in term time.

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

Comment: You knew you'd applied for the job, and building in some slack for interviews is just part of normal time management. You should plan to research and write assessed coursework with a margin to spare, so that complications like this, which are really predictable, don't put you into a spin. However, your request will be viewed sympathetically if you get several last-minute invitations to interviews in quick succession.

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

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

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

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

"I submitted the wrong file to the e-submission web-site, but didn't notice at the time/I submitted the file for the wrong assessment/to the wrong department's system." **Comment:**

You should review your submission before confirming or submitting. Students doing this will receive a 10% penalty to their mark even if they can prove it was submitted by the deadline. It is the responsibility of the student to check that they have submitted the correct file to the correct assessment/department.

Extensions for Visiting and Erasmus students

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

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

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

Absence from class tests

If you miss a mid-session test you will normally be given a mark of zero in that test. Exceptions to this rule are considered against the twin criteria of force majeure and evidence. If your absence was necessitated by factors over which you had no control, and if these factors can be documented in some way, your absence may be condoned. Normally this means that the percentage weight that your test mark would have attracted will be redistributed to the end-of-year examination.

Requests to condone absence from a test on grounds of illness should be supported by a medical certificate; the requests are via **my.economics**. Evidence should be sent to the UG Office (**economics.ugoffice@warwick.ac.uk**) or the PPE Office (**PPEoffice@warwick.ac.uk**) accordingly. Absence may also be granted on compassionate grounds, e.g. death or serious illness in the student's immediate family, supported by an appropriate letter from home or a medical certificate. Evidence that is in any other language aside from English must be accompanied by an official translation. It is your responsibility to ensure that the UG or PPE Office receives these documents within one week of the date of the absence. We will not chase you for them, and if you do not provide this evidence, your absence will not be condoned.

You should notify the UG or PPE Office if you have missed a test or expect to miss one. The Director of Undergraduate Studies will then rule on your request on the basis of supporting documentary evidence. Please note that requests made to condone absences from tests due to attendance at an interview or an assessment centre will not normally be accepted. The Department expects you to make clear to potential employers who may invite you to attend interviews and assessment centres that you have certain commitments throughout the academic year, and that attending tests is a compulsory part of your course. There is a standard letter available on the website that you should use when liaising with potential employers. See www.warwick.ac.uk/economics/current/ug/resources/

These reasons for absences will not normally be condoned:

- Interviews
- Open Days / Assessment Centres
- Family celebrations
- Holidays
- Mistake with travel arrangements

Please note that this list is not exhaustive.

Research in Applied Economics (RAE) project

Research in Applied Economics (EC331) is a core (obligatory) module for final-year students in BSc Economics, BSc Economics and Industrial Organisation, BSc Mathematics and Economics, and optional for other Economics joint degrees. The module is unusual in the Department, in that it is assessed entirely by coursework (3 assessments and the final project). We have received feedback from External Examiners and employers that this is a valuable module in terms of challenging the student, providing a bridge into an MSc degree, and through giving the student a platform to demonstrate the accumulation of learning from their economics degree.

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

Over the last years a number of our RAE students have been selected to present their final project at the Carroll Round – an International Conference for Undergraduate Research held at Georgetown University, alongside students from other leading economics programmes around the world, including Harvard, NYU, LSE and Oxford. Others have had the opportunity to present their final project at the British Conference of Undergraduate Research.

Good practice in assessment

Essay-writing guidance

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

- Departmental guidance: www.warwick.ac.uk/economics/current/ug/resources/essay/
- Your class tutor
- The study skills sessions organised by Careers & Skills: www.warwick.ac.uk/services/scs/skills/
- Online provision from the Library: www.warwick.ac.uk/services/library/students/undergraduates/
- Online provision from Careers & Skills: www.warwick.ac.uk/services/scs/skills/

During your first year, you will have the opportunity to develop a range of skills through the Professional Skills Development Module. One compulsory session will be on essay writing, which will include how to structure and reference your essays, and another will be on plagiarism and how to avoid it. Having participated in these sessions, you will then be able to apply these skills across your modules in all years of your Degree. You are advised to back up your disk files regularly to minimise the risk of losing documents. Please make sure that you do not leave the submission of your work until the last minute; build in some time to put things right if your computer crashes. You will find more precise advice on submission conditions and procedures on the department website. Note that submission is typically online through e-submission though for many modules you will also need to submit a physical copy to the UG Office.

Presentation

Coursework should normally be printed on one side of the paper only. Double line spacing is required as this makes reading easier and leaves space for comments by the tutor. In all modules equations may normally be hand-written and diagrams hand-drawn, however you should make sure that any hand-written equations and hand-drawn diagrams are clear. It is advisable for students to draw diagrams with computer packages where possible, in order to further enhance their skills in this area. Pages should be numbered.

Further details regarding the formatting rules relating to e-submission, are available here: www.warwick.ac.uk/economics/current/ug/handbook/examinations-and-assessments/#submitting-your-work

Word limits

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

Academic referencing

It is important that all students, no matter what their background, familiarise themselves with the approaches used at Warwick. The fact that you may have not written essays before coming to this university is not an acceptable excuse. You must take the initiative to ensure you have all the skills needed to produce good work as it is expected here.

Bear in mind that there will be slight differences between what departments require so do not assume that the approach will be exactly the same if you are taking a module in another department.

There are numerous online resources to help you grasp proper academic referencing:

The Library: www.warwick.ac.uk/library/using/getmore/bibliographic-citation-referencing/

Careers & Skills: www.warwick.ac.uk/scs/skills/asd/referencing/

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

When should you acknowledge sources?

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

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

How should you acknowledge sources?

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

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

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

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

Avoid the use of footnotes to add extra comments and asides. If what you need to say matters it should go in the text. If it doesn't belong in the text, leave it out.

What goes in the bibliography?

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

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

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

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

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

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

When you don't need to acknowledge sources

Any textbooks you do use should be included in the bibliography at the end of your coursework. However, you don't need to give references for ideas and theories which have passed into the public domain and appear in any number of textbooks: for example, "Economic theory suggests that demand curves for normal goods are negatively sloped." The same logic means that you can refer to a vacuum cleaner as a Hoover, even if it is made by Panasonic or Miele, because the Hoover Corporation failed to register its name as a trademark before it entered the public domain.

Some examples of misuse

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

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

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

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

- Don't pad the bibliography out with stuff you haven't used because you think it might impress the marker. It won't!

Submitting your work

Please note that most modules will require submission of assessment by e-submission, but there may be some assessments that will also be submitted as a paper copy. It is your responsibility to make sure you check the module web page and/or with the module leader about the submission arrangements for each module. If you are not able to bring your work to the UG Office you may send it in by recorded delivery. However, make sure you post it with sufficient time that it arrives in the department before the deadline. Take into consideration that the department is not open at the weekends, University closure days or during public holidays.

E-submission

Students will submit assessed coursework via electronic submission, accessed via Tabula: **tabula.warwick.ac.uk/coursework/**. Staff in the UG Office then print off the submitted work which is stored only by University ID number. All work is date and time-coded. It is distributed to the designated marker.

E-submission is open to access up until 11.55pm on the deadline day. Students are strongly encouraged to complete e-submission earlier than the specified assessment deadline. You are asked to carefully read the guidance on the e-submission system before using it. Students submitting assessed coursework to other departments should also check that they are familiar with that department's particular submission deadlines as these may differ to those in the Department of Economics.

The Economics Department uses both Tabula for submissions and **my.economics** for recording submission dates/times and grades. If you are granted an extension it will not appear on Tabula when you submit the work. However, it will be on **my.economics** meaning a late penalty will not be imposed. If you are taking modules outside the department, ensure you are familiar with how that specific department wants you to submit the work. It is likely to be different from the approach used in this department.

E-Submission guidance

With the exception of a small number of modules offered by the Department of Economics, you are required to submit your assessed work electronically. For this to be done the assignment must be a 100% electronic submission and so any object such as graphs, figures or equations will have to be incorporated into your electronic document. As a last resort this may entail having to scan in from a hard copy (e.g. a picture you have drawn), although this should, where possible, be avoided as such scanned documents take a lot of space and there is a limit on the size of the file you can upload. If needed, scanners are available in the Learning Grid and in the ground floor of the computer centre next to the Library.

- 1) In submitting your electronic copy we recommend you submit your work on the deadline day prior to 3:30pm, in order that you can inform us of any problems that arise during the working day; however, a penalty will not be applied to electronically submitted work until after 11:55pm of the due date for that assessed work. Computer difficulties will not be accepted as a reason for granting any extension. Students taking modules from outside the department should also ensure that they are familiar with that specific department's e-submission deadlines as they are likely to be different from those in this department.
- 2) To submit your document online, once you have produced your final electronic file as e.g. a Word document, you will need to create a PDF document from that Word document. Advice on creating a PDF can be found on the online economics handbook.
- 3) Name the resultant pdf file as follows:
module code-assignment number.pdf

For example, ec208-a1.pdf would be the name for your 1st assignment for EC208-Industrial Economics 1. ec307-a2.pdf would be the name for your 2nd assignment for EC307-Economic Policy in the UK.

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

Paper submission

You must submit two identical copies of your work to the UG Office, SO.98. 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 UG Office will accept assessed work from the start of the working day, at 9.30am, through to the submission deadline of 3.30pm.

A submission and evaluation form supplied on **my.economics** or by the Department must be attached to both copies of your work. This includes a declaration that you have read the assessment guidelines on the Economics website. All work will be date-stamped on receipt. In particular you are stating that you understand the rules regarding plagiarism and have properly referenced the content of your submission that you have taken from someone else or reused yourself.

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 UG Office will require your University library card when you submit your work. Your submitted work will then be recorded on the Departmental database.

Late submission

Work submitted late will be marked subject to a penalty, in the form of a deduction of percentage points from the awarded mark.

For e-submission, the penalty clock typically starts ticking after midnight on the required day of submission and remains 5 percentage points for work submitted on the day after the due date. It then increases by 5 percentage points per day (excluding Saturdays and Sundays, Bank Holidays and University closure days) thereafter, with a minimum mark for that assessment of zero.

For paper submission, work submitted on the due date but after 3.30pm will incur a 5 percentage points penalty in marks. All late work must be submitted to the UG Office to be date-stamped accordingly. Late work must not be submitted to anyone else.

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

Do not leave your e-submission too close to the last minute. Penalties cannot be removed in situations where the network was busy around the time of the submission deadline. You must also check your submitted work as invited to do so when e-submitting. Penalties cannot be removed if you or we later find that you have submitted a wrong file or a corrupted document. A 10% penalty will be imposed anyway if you submit the wrong piece of work or submit your work to the wrong assessment or department.

Examinations

Exam methods

Most 15 CATS second and third year Economics modules are assessed under a "standard scheme" which combines a 1.5-hour, closed-book, unseen examination contributing 80% of the credit for the module, with one piece of assessed coursework contributing 20%. The number of pieces of coursework can vary from one module to another; this is indicated in the module descriptions. Some non-standard schemes apply, and you are advised to check the individual module web pages for the definitive information.

In some departments where modules are assessed by a combination of coursework and examination, examiners prohibit students from answering exam questions that overlap with coursework previously submitted. This is not the case in Economics. In all EC-coded examination papers, candidates may answer any question subject to the restrictions (rubric) written on the question paper itself, regardless of the assessed work they have submitted.

PENALTY SYSTEM WORKS (penalties are given in percentage points)

DAY SUBMITTED	SUBMISSION DEADLINE				
	Mon	Tue	Wed	Thu	Fri
After deadline Mon & Before deadline Tues	5				
After deadline Tues & Before deadline Weds	10	5			
After deadline Weds & Before deadline Thurs	15	10	5		
After deadline Thurs & Before deadline Fri	20	15	10	5	
After deadline Fri & Before deadline successive Mon	25	20	15	10	5
After deadline Mon & Before deadline successive Tues	25	20	15	10	5
After deadline Tues & Before deadline successive Weds	30	25	20	15	10
After deadline Weds & Before deadline successive Thurs	35	30	25	20	15
After deadline Thurs & Before deadline successive Fri	40	35	30	25	20
With a further 5 points for each day, excluding weekends					

It is important that you answer the number of questions indicated in the examination rubric, whether for a formal examination or a class test. If you answer more questions than are prescribed by the rubric, and fail to provide a clear indication of which answers should be discarded by the marker (e.g. by crossing them out), then the marker will mark answers in the order in which they appear in the exam booklet. After the prescribed number is reached, the marker will discard the rest.

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.

Exam dates and timetable

For undergraduates, there are two examination periods, with the main exams being held in June and resit exams held in September. For more information on the exam periods, please see the Examinations Office website. Please note that undergraduate examinations are scheduled centrally by the Examinations Office and, as such, the Department has no control on which exams are held on which day.

Exams for Visiting and Erasmus students

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

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

For some modules there will be separate examinations for 2nd Years and for 3rd Years. The 3rd Year examination will usually come first. For such modules, all Visiting and Erasmus students must ensure that they are registered for the 3rd Year examination.

Special arrangements for exams

If you have a properly-documented and approved need for special arrangements for your examinations (e.g. you are allowed extra time to compensate for a condition) then these arrangements can be made. If your condition will last more than 12 months, typically evidence will be provided by Disability Services. But you do still need to notify us when asked to do so – otherwise late requests may not be granted. If you have a serious condition which will affect you sitting an exam but it will last less than 12 months, you will need to send medical evidence from a doctor or hospital to the UG Office. If it is in a language other than English then an official translation is required.

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

Exam pass lists

Pass lists for exams are posted in University House first. You can elect to have your name withheld from the pass list. The classified pass list is subject to confirmation by the Senate. Detailed results are posted on **my.economics** as soon as practicable after the pass list has been posted (usually about a day). Compliance with the Data Protection Act (1998) means that we will not give out examination or assessment marks over the telephone, by email, or to any third party without the student's prior written permission.

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;
- 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;
- Make sure that if you use more than one answer booklet, you label them appropriately. Ensure that the separate booklets are tightly bound together so that they will not come apart before they reach the markers;
- Other advice on how to tackle exams is available on the following websites:
 - Students' Union www.warwicksu.com/advice/academic/examinations/
 - University Counselling Service www.warwick.ac.uk/services/tutors/counselling/informationpages/managingexamxiety/
 - Student Careers and Skills www.warwick.ac.uk/services/scs/skills/recipes/revision/revisiointips/

Use of PDAs or mobile phones in examinations

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

Exam boards, progression and resits

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

Examination boards are obliged to adhere to Examination Regulations.

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

The First Year Board of Examiners

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

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

For candidates admitted in 2013-14 or later, the criteria for proceeding are as follows: "A candidate who achieves passes in whole modules weighted at 80 credits, who has also passed in all required modules and has also achieved an overall average mark of 40 should proceed. Note also that at the June examination board, a candidate who is not permitted to proceed, but has achieved an average of at least 40, will be required to resit all failed required core modules." Full conventions are available at: www.warwick.ac.uk/aro/dar/quality/categories/examinations/conventions/fyboe

The Board meets first after the June examinations. At this time, the decisions available for each candidate on an Honours degree and taking First Year exams for the first time are normally for the candidate:

- to proceed to the Second Year
- to resit exams in failed modules, normally in September

If you have failed the criteria for proceeding to the 2nd year, you will be given the chance to resit them. The First Year Board of Examiners may recommend that you withdraw from University, but you still have the right to resit. Secretaries to First Year Boards of Examiners will inform you of the modules that you are required to resit and when the resits are (normally September). If you fail your resits, you will normally be asked to withdraw from the University. Under defined circumstances you have the right to appeal against this decision. More information on the appeals process can be found online

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

- to proceed to the Second Year
- to proceed to the Second Year of a Pass degree course
- to be required to withdraw.

Medical and other documented information affecting performance is noted in June, but will usually affect decisions only at the September Board. This is because any student who is unable to take the June examination through illness is offered the chance to sit exams "in a first attempt" (i.e. retaining the right to resit in the event of failure) in September.

The Second Year Board of Examiners

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

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

- to proceed to the final year of an Honours degree course
- to proceed to the final year of a Pass degree course
- to resit failed modules the following June, without residence, in order to proceed to the Third Year but with marks capped at 40%
- to be required to withdraw.

If you fail a module you will not normally be allowed to resit it. However, in case of illness or other very special circumstances a first attempt may be declared null and void and a subsequent first sit allowed. The University publishes rules on progression for intermediate year students online at: www.warwick.ac.uk/aro/dar/quality/categories/examinations/conventions/ugprogression09

Medical and other documentary evidence potentially affecting performance is noted by the Second Year Board and carried forward to the Final Year Board. It is not normally considered by the Second Year Board in any detail, unless special circumstances make it relevant to the Board's decision. It is very important that you make available to your Personal Tutor or to your Year Tutor any evidence that provides documentary support for any mitigating circumstances (usually medical) affecting your performance – and to do so before the Examination Boards meet.

The Final Year Board of Examiners

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

The external examiners are experienced senior academics from other universities whose role is to monitor our standards, to advise us on issues including borderline cases, and generally to act as independent arbiters and scrutineers. Please note that all marks are provisional and may be raised or lowered by the exam board.

The Board usually meets in the last week of the Summer term and considers the results of each candidate's second and third year modules. The decisions available to it are normally for each candidate:

- to be awarded an Honours degree of first, upper second, lower second or third class
- to be awarded a Pass degree
- to resit failed modules the following June, without residence, in order to be awarded a Pass degree
- to fail.

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

Medical and other documentary evidence potentially affecting performance is noted by the Final Year Board. It is very important that you make available to your Personal Tutor or, to your Year Tutor, any evidence that provides relevant documentary support for any mitigating circumstances (usually medical) affecting your performance – and to do so before the Examination Boards meet.

Discretion

Although the Examination Boards follow standard guidelines, in exceptional circumstances, they can exercise discretion when awarding a particular class of degree to take into account relevant individual circumstances such as health. However, the Boards do not exercise discretion lightly or arbitrarily. Nor do they alter marks, unless specifically authorised to do so by the external examiners on academic grounds. Exercising discretion may mean placing more weight than usual on some parts of a student's performance than others – for example, on the third year, if the second year was known to be affected by illness. Any departure from guidelines is always based on properly documented evidence (usually a medical certificate or counsellor's report), and taking into account the need to treat all candidates consistently and fairly. Thus the Boards do not (and do not have the right to) waive rules or adjust marks without good reason. In particular, the Boards will not award a higher degree class just because of illness if there is insufficient evidence in a candidate's record to justify the higher class.

How degrees are classified

The Examination Board works with a set of conventions that determine each student's degree class in a consistent and fair way. The conventions are based partly on the average mark across all modules and partly on the profile of marks across modules. The conventions are harmonised for use in all degree courses within each Faculty and are available online:

www.warwick.ac.uk/aro/dar/quality/categories/examinations/conventions/fyboe



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

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

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

Pass degrees

A Pass degree may be considered for those students who have displayed several failures and who would appear to require a reduced workload. There are a number of points in a student's career where transferral to a Pass degree might be considered necessary, as follows:

First year: A student may be transferred to a Pass degree at the end of their first year by decision of the First Year Board of Examiners in Social Studies, upon the recommendation of the student's department.

Second year: A student who has performed poorly in their second year may be permitted, by decision of the Second-year Board of Examiners, to proceed to the third year of a Pass degree. Students permitted to proceed to a Pass degree course by the Second Year Board of Examiners will normally be required to pursue a full load of four modules (120 CATS). Alternatively, the student may be required to resit their second year 'without residence' which means that they do not attend the University but return the following June to resit specified examinations for a Pass degree. Very poor performance may result in a recommendation to withdraw.

Final year: If you fail your degree overall, you will normally be permitted to resit failed exams the following summer, without residence, in a final attempt to obtain a Pass degree (an honours degree is no longer possible).

Please see the Senate Examination and Degree Regulations on Pass degrees for more information.

Mitigating circumstances

Extenuating or 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 the Department's attention to them and ask for them to be considered in mitigation of poor 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 shocking or traumatic personal experience. In addition, 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.

The Department is aware that in some cultures it is considered shameful or embarrassing to disclose the details of these kinds of circumstances 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 your Personal Tutor or other member of staff in the first instance, you may also consider talking to a member of your SSLC, the Students' Union, the University Senior Tutor or a member of staff in Student Support for initial, informal advice.

Clearly, though, in order for your circumstances to be considered as mitigating by the Department, they must be conveyed formally to someone in the Department (the UG Office, a Personal Tutor, Year Tutor, the Director of Undergraduate Studies, the Dean of Students, for instance). The Department expects that you will discuss your circumstances before Exam Boards meet, so that they may be taken into account in good time. You should be aware that, in the event you feel you need to appeal the outcome of an Exam Board, offering extenuating or mitigating circumstances at that point will need to be accompanied by a good reason why you withheld the information earlier. Without wanting to invade your privacy, the University does expect that you bring such circumstances to the Department's attention in a timely manner, despite the discomfort you might feel in so doing. Failure to disclose such circumstances at a time when you could have done so may subsequently be problematic. The Department will do all it can to support you in difficult situations.

Absence from an examination normally means a mark of zero in that examination. Exceptions to this rule are considered against the twin criteria of force majeure and evidence. If you are unlucky enough to be ill or suffer adverse circumstances (e.g. bereavement) or to be ill in such a way as to affect your performance either during the year or at exam time, you must ensure that you do the following:

- make sure that either your Personal Tutor or your Year Tutor knows the circumstances;
- 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 take different sorts of action, depending on whether you are a First Year, or Second/Third Year student. It might recommend that you sit in September or the following June (as a first sit), or base a grade for a module on (possibly adjusted) assessment marks, etc. Note that self-certification, unsupported by a medical consultation, will not be acceptable in these circumstances.

Regulation 12 Absence for Medical Reasons from a University Examination for First Degrees: <http://warwick.ac.uk/regulation12>



Marking, moderation and feedback

Marking and moderation

A percentage mark will be awarded and recorded on each piece of assessed coursework. All marks that contribute towards end of first-year or final degree credit are moderated across the range of marks and across the first markers. Usually this involves taking a preliminary sample, then sampling more thoroughly where the preliminary sample indicates discrepancies. The agreed marks remain provisional until confirmed by the external examiner at the end of your final year. Thus, you are told your marks on a provisional basis.

Return of marked assessed work

Marked assessed work will normally be returned to you within 20 University working days after the submission deadline, and should be collected within four weeks thereafter. Depending on the module, your marked work will either be returned to you by the lecturer, within a tutorial meeting or will be available to collect from the UG Office. The UG Office will announce days/times for the collection of specific pieces of assessed work. The Department does not accept responsibility for work which is not collected by students within four term-time weeks of its being made available for collection. After four weeks work that is left uncollected in the UG Office will be discarded.

Please also see the University Policy on the Timing of the Provision of Feedback to Students on Assessed Work:

www.warwick.ac.uk/quality/categories/examinations/goodpractice/assessment/timeliness

Feedback on your assessed work

The Department takes very seriously the provision of feedback to students on assessed work. We are sensitive to the importance of this and have mechanisms in place to enhance the quality of the feedback on assessed work. The Warwick tradition is to give some weight to assessed work submitted through the year partly to reduce the pressure of final exams but also to enable students to gauge their progress over time from the comments and marks you receive at regular intervals.

When work is submitted, the Department's anonymous submission and evaluation sheet is attached (automatically in the case of e-submission). On this sheet the marker will indicate your provisional mark together with an evaluation of your coursework on a range of relevant criteria including comprehension, analysis, critique and presentation.

You may also receive written comments on the form and/or in the margins of your work. These should enable you to understand the basis of the mark you have been given and how you may improve your work in the future.

If you are not satisfied with the quality of the feedback you have received, you should approach the module lecturer or, alternatively, the UG Office, who will forward your request for more feedback to the Director of Undergraduate Studies.

Other types of feedback

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

Here are some of the different ways in which we provide you with feedback:

- seminar meetings complementing module lectures are intended to give students the opportunity to test their understanding of material. Most module seminars are often based on exercises or problem sets which should be prepared in advance. Seminar time is given to working through answers so that students can see what they did well and what less well. We try to keep the number of students in a class as small as possible so that each student's needs can be accommodated.
- pieces of non-assessed work, in addition to assessed work and tests, are collected periodically and feedback given by tutors on these.
- tutors and lecturers advertise office hours at which they are available to students to go over individual problems with them.
- tutors and lecturers are accessible by email to receive and respond to individual questions.
- lecturers are often available to students at the end of lectures to respond to questions.
- a number of modules run online blogs or forums by which lecturers can respond to issues raised by students.
- the Department has a policy of making marked examination scripts accessible to students.
- where students wish to have feedback on more general issues beyond module-specific questions, feedback can be obtained from a variety of sources including the UG Office, the Director of Undergraduate Studies, the Personal Tutor, the Year Tutors and the Departmental Senior Tutor.

Querying of assessed work marks

University regulations state that students may not query a mark awarded on a piece of assessed work or examination on the basis of academic judgement. The Department will reject any requests by students to have their work reviewed on the basis that they disagree with the marker's evaluation of their performance. Students are entitled to approach the module leader or lecturer to discuss their performance in the assessment, but not to lobby for a re-mark. The Department will, however, allow a student who believes that the marks for a piece of work in a module run by the Department of Economics have been totalled incorrectly, to request an arithmetic check on the paper. The Department has the right, after such an arithmetic check, to adjust the mark upwards or downwards.

Should you wish to request an arithmetic check of your marks for an assessment, please complete an Assessed Work Mark Check form (downloadable from **www.warwick.ac.uk/economics/current/ug/resources/forms/**) and submit it, together with the marked copy of the assessed work in question, to the UG Office within seven working days of the date the assessment was made available for you to collect. The Department will then carry out a check of the marks. If no discrepancy is found, you will be advised of this and asked to collect your work. You will be advised that there is no right to a further check or questioning of marks. Should a discrepancy be discovered, the Department will calculate the correct mark for the work and adjust this on our systems. You will then be contacted to collect your work, which will have the corrected mark annotated on it.

External examiners

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

The role of the External Examiner is to ensure that:

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

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

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

The appeals process

First Year and intermediate-year appeals

First Year and intermediate-year undergraduates also have the right to appeal only against a decision that they be required to withdraw from their course of study, and then only if they are in possession of relevant evidence which was not available to the Board of Examiners when its decision was reached. You are required to complete a form if you wish to appeal. An appeal must be lodged in writing within 10 days of the publication of the exam results.

Final Year appeals

Under certain defined circumstances Final Year undergraduate students may appeal against the award of a particular degree class or if they have not been awarded a qualification. You are required to complete a form if you wish to appeal. An appeal must be lodged in writing within 10 days of the publication of degree results.

- The appeal procedures may not be used to challenge the academic judgement of examiners nor to dispute marks awarded in individual modules or pieces of work.
- Further appeals information and forms can be found on the Academic Registrar's webpages.

Plagiarism

What is plagiarism?

In University Regulation 11, cheating is defined as "an attempt to benefit oneself or another, by deceit or fraud. This shall include reproducing one's own work or the work of another person or persons without proper acknowledgement."

Under the same regulation, departments may add more detailed definitions. We define plagiarism as a specific form of cheating: the attempt to pass off the theories, inferences, reasoning, computations or work of others as if they were your own.

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

A significant amount of unacknowledged copying shall be deemed to constitute prima facie evidence of plagiarism, and in such cases, the onus will be on you to establish otherwise.

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

All of the practices on the following list constitute plagiarism:

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

Why is plagiarism penalised?

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

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

How is plagiarism penalised?

The procedure is described in University Regulation 11. The Department also has its own policy and procedure document used in the investigation of any case of suspected plagiarism. This document is available at www.warwick.ac.uk/gov/archive-calendar/calendar-0910/section2/regulations/cheating/

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

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

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

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

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

Students have the right to appeal against the decision/s of the Investigating Committee, but only on very specific grounds: please see Regulation 11 (6) and Regulation 11 (10).

Good practice and unfair practices

It is not plagiarism to cite without attribution ideas and theories that have passed into the public domain and appear in any number of textbooks: for example, "Economic theory suggests that demand curves for normal goods are negatively sloped." The more widely you read and research your coursework, the quicker and better you will know what is and is not in the public domain, and the more safely you will be able to determine what can go without a supporting reference.

It is important for you to avoid the suspicion of plagiarism or cheating in your assessed work. The best way is to ensure that you adhere to good practice, represented by the rules for references and citations above. 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. For more detail on how to present references and citations, please see <http://www2.warwick.ac.uk/fac/soc/economics/current/ug/handbook/examinations-and-assessments/%20-%20good-practice-in-assessment>.

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

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

Helping others to plagiarise or collaborating?

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



Collaboration, or working cooperatively with other students, is an excellent way of acquiring knowledge. Teamwork enables you to cover material more quickly and more efficiently. Having to explain things to others clarifies them and fixes them in your mind. But collaboration can give rise to two concerns. Sometimes students fear that collaboration may lead to accusations of plagiarism, in the sense of passing off others' work as your own. We think there is a clear distinction between the co-operative acquisition of knowledge and the copying of another's work and submitting it as your own. Your module tutor may supply you with further guidance. If you find yourself in a situation where co-operation with another student has become so close that you find yourselves working towards a joint result, discuss it with your tutor before submitting your work.

Another fear is that students may damage their own prospects of a high mark by helping others. This fear is groundless. Our examination system is not competitive; there is nothing in the regulations to prevent every student from getting a first (or every student failing). Helping other students cannot work to your detriment; strategies intended to disadvantage other students cannot work to your benefit.

Other forms of cheating

Plagiarism and collusion are just two forms of cheating. There are, of course, other kinds, such as cheating in tests or exams. This can take several forms, some of which are listed below:

- concealing information on or near your person during a test or exam and then referring to this information during the test or exam;
- by using electronic devices to retrieve information in a test or exam;
- copying another student's work or communicating with other students in a test or exam;
- arranging for another student to take a test or exam on your behalf.

The above list is not exhaustive and any form of cheating can and will be punished by the University. As with plagiarism, the penalties for cheating in a test or exam can be severe. Please refer to the University's Regulation 11 for more information.

As is stated in Regulation 11, suspected instances of cheating in a test or exam will be referred to the Academic Registrar and on to the Investigating Committee of the Senate. It should be noted that, whereas plagiarism is dealt with in the Department and may be passed on to the Academic Registrar and the Investigating Committee, cases of cheating in a test or exam are not dealt with in the Department, i.e. they are reported directly to the Academic Registrar by the invigilator. If an invigilator suspects a student of cheating in an exam, the invigilator should let the student know that they will be submitting a report to the Academic Registrar. Once the invigilator has warned the student that a report will be made, the student will be allowed to complete the test or exam.

Where should I go for advice on these matters?

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

Prizes

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

- 1) **Deutsche Bank Prize** for the best performance in first-year examinations in an Economics-based degree.
- 2) **Departmental Examiners Prize** for second year students in Economics or related degrees (£150 cheque). The award winner(s) are chosen by the Second Year Board of Examiners and may share the prizes in some years.
- 3) **The Giving to Warwick Economics Prize** for the student who made the largest academic and non-academic contribution to the department (£150).
- 4) **Greenlite Prize** for best second-year performance in Economics and Economic History (£100 cheque).
- 5) **2011 Peggy Ford Memorial Prize** for final year students for outstanding performance in Economic History (£25 cheque).
- 6) **Rohin Modasia Prize** – an enterprising approach to Economics in application to the real world business or public sector – i.e. a practical project or a practical application of the subject making a potential usable contribution towards the wider community (promoting sustainability, alleviating poverty etc).
- 7) **Departmental Examiners Prize** for final year students for best performance in EC331 Research in Applied Economics (£100 cheque) and best performance in Economics-based degrees (not EPAIS or PPE) (£100 cheque). The award winner(s) are chosen by the Final Year Board of Examiners and may share the prizes in some years.
- 8) **Shiv Nath Prize** (£100 cheque) for final year students for best performance in BSc or BA in Economics, Politics and International Studies.

PASTORAL CARE AND WELFARE

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Personal Tutor system

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

In the Department of Economics, there is a network of Personal Tutors (PT), and three Year Tutors (YT), headed by a Senior Tutor (ST). Each of these three roles carries specific responsibilities.

PPE students are not covered by a Year Tutor as they have direct access to the PPE Director, [REDACTED] (whose role includes that of Senior Tutor for PPE).

Your Personal Tutor

Each student is allocated a Personal Tutor (PT), who is the member of academic staff to whom the Personal Tutee can turn for confidential advice regarding personal matters. New students can find out who has been assigned as their personal tutor on **my.economics**. Visiting and Erasmus students will be assigned to [REDACTED] the Director of Visiting and Erasmus Students or [REDACTED] deputy, however this will not appear on **my.economics**; the information is available from the UG Office. Your Personal Tutor is one of your most important contacts with the Department and University.

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

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

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

The Personal Tutor has a number of major responsibilities, as follows:

- **To meet their Personal Tutees once per term.** This could be in a single meeting of the Tutor's entire group of Personal Tutees – or in individual meetings. We have identified Week 3 of each term as a Personal Tutor week. For first year students the initial PT meeting is in Week 2 rather than in Week 3 of Term 1. Typically, these initial meetings will be group gatherings but first year students who wish to have an individual meeting with their PT are also welcome to call in on their PT's office hour.
- **To take a registration of attendance at the termly PT group meeting** and to log this in **my.economics** to serve as a Contact Point;
- **To be available in office hours.** Availability in office hours is intended to provide occasions for the Tutee to maintain some form of connection to the PT in order to (i) sign-post students to other sources of support, (ii) provide 'low-level' pastoral support and (iii) generate material which can 'flesh out' reference letters. It will be the Tutee's responsibility to determine the extent to which they avail themselves of this opportunity. The PT log within **my.economics** will have two specific roles: for the PT to log each tutee's attendance at the termly PT group meeting (or at an office hour) and to store information that might be helpful for completing references;
- **To share the departmental responsibility for pastoral care with the Year Tutor (YT) and Senior Tutor.** At Warwick, PTs have a pastoral role which is built in to University procedures. In Economics, however, we distinguish between low-level and high-level student needs for pastoral support. If the PT perceives that a tutee simply needs someone to listen to a short-term, minor concern, then the PT should be able to deal with this. However, as soon as the PT believes that the student might have a higher-level need for support, then the YT should be informed of this – provided the tutee gives permission.

The student will retain the right of choosing in whom they wish to confide – this might be the PT or the YT or the ST or someone from the University's counselling service, as appropriate. Note that the YT will have the responsibility of collating evidence on mitigating circumstances. Under University procedures, part of pastoral care involves 'advocacy' for students having to appear before panels such as the Investigating Committee. The Warwick tradition is that it is the responsibility of the PT to represent the student on these occasions.

Within the Department, we have found that this role of advocacy or representation is often more effectively undertaken by a senior tutor. Accordingly, under the new arrangements, we see the PT as transferring the responsibility of advocacy to the YT. There might be exceptions to this; for example, where the individual PT-tutee relationship is such that the student would have a clear preference for being represented by the PT.

- **To sign-post Tutees to more appropriate sources of support and guidance.** The Department will use a number of methods to direct students to appropriate sources of help and information;
- **To act as a reference-writer.**

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

If you wish to change your Personal Tutor for any reason you must complete the form on **my.economics** and submit your request.

Year Tutors

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

- **To meet with students who are experiencing personal/health problems** affecting their capacity to study effectively and advising these students on the sources of support available to them inside the Department and the University. Students will be referred to Year Tutors through a variety of channels, including by direct approach from students themselves, by referral from Personal Tutors, from the Director of Undergraduate Studies, et alia. When Contact Points data or other evidence of student absence or difficulty emerges, the Year Tutors will be involved pro-actively in making contact with students who appear to be experiencing difficulties. Year Tutors will have a responsibility for following the progress of students with difficulties and this might involve referring them to the Counselling Service, via liaison with the Senior Tutor in Economics. When cases have been referred from PTs, the student might opt to confide only in the PT and hence the YT will work with the PT in managing the case, respecting the confidential nature of the PT-tutee relationship. The student will have the choice regarding the person in whom they wish to confide. On occasion, students have to appear before University panels such as the Investigating Committee (for example in cases involving serious charges of cheating): the default position is that YTs will liaise with PTs about the handling of these cases.
- **To advise students with problems on Departmental rules and regulations,** working in liaison with the Director of Undergraduate Studies and the UG Office Team – e.g. concerning having absences or late submission of work condoned.

- **To liaise with the UG Office in keeping up-to-date records** on mitigating circumstances for each student. We have a well-established system of maintaining file evidence on mitigation. Accurate file evidence is important in order to give appropriate welfare support to students; for the purposes of Exam Board decisions and for consideration of issues such as temporary withdrawal.
- **To present mitigating circumstances file evidence in Mitigating Circumstances Committees (MCCs)** ahead of the respective Exam Boards in June (and in September in the case of re-sits). In the case of the First-Year Exam Board, the Year 1 Tutor should liaise with the 1st year Exam Secretary about the generation of file evidence for students failing modules – replacing the role of the Personal Tutor in producing a report on the individual student. The YT will seek to gather information from the PT, module tutors and from file evidence.
- **To advise students in their year cohort who wish to pursue the option of taking Temporary Withdrawal.** In such cases, the Year Tutor should liaise with the Director of Undergraduate Studies.
- **To review students with poor attendance or study records.** The Quality Assurance Manager has responsibility for management of the Contact Points system. Where this – or other sources of Department information – identifies cases of students with poor attendance records or with other apparent study problems, the relevant Year Tutor will have the responsibility of contacting the students to suggest a review meeting. The student might choose to involve the PT in this discussion.
- **To represent students in University processes.** There are a number of situations in which the University expects the Personal Tutor to represent personal tutees in University processes – such as in the investigation of plagiarism, other sorts of cheating and in investigating or disciplinary committees. In Economics, this role will be transferred from the Personal Tutor to the relevant Year Tutor. The Year Tutor will assemble relevant information, which will include conferring with the PT. If the student has a close working relationship with the PT, then it might be appropriate for the YT to delegate the case to the PT.
- **To advise students who are studying abroad.** The Year 2 Tutor, liaising with the Director of Visiting and Erasmus Students and the UG Office Team, will have departmental responsibility for Warwick students studying abroad under Erasmus or other schemes.

The Senior Tutor

The Senior Tutor has overall responsibility for the operation and design of the Personal Tutor system in Economics. Personal Tutors and Year Tutors may defer cases needing higher-level support, particularly those in which advocacy or representation at a University committee are warranted, to the Senior Tutor. The Senior Tutor is also a member of the Student-Staff Liaison Committee.

The University has a very detailed web page describing how Warwick operates its personal tutor system that you also may wish to access.

Visiting Students

The Director of Visiting and Erasmus Students has special responsibility for Visiting and Erasmus students.

References and Referees

When you apply for jobs, postgraduate training, and scholarships, you will usually need at least one academic referee who has some general familiarity with your work and progress over a period of time. Your Personal Tutor is one person who will normally do this. You can also ask other members of academic staff (i.e. lecturers and professors) to act as referees as well as or instead of your Personal Tutor; however, graduate teaching assistants and tutors will refer you to a member of academic staff.

Before citing anyone as a referee you should seek their advice and permission. This is both a matter of courtesy and also to give your referee that permission to divulge information about you to third-parties seeking a reference. Please note that if your Personal Tutor or other nominated referee receives a reference request from, say, a potential employer, the nominated referee will be able to report only if they have previously received your explicit permission to produce a reference for that employer. The Department has introduced an online request form for reference letters for final year students. This can be accessed through **my.economics**.

In order that references can be as accurate and supportive as possible, please supply your referees with copies of your curriculum vitae (CV), let them know why you are applying, and keep them informed of your triumphs and tragedies. If you believe that you have some quality or experience that is especially relevant to a particular application, please make a point of telling your referees.

University support

There are many different sources of support across the University. We list and describe some of the important ones here:

Accommodation Office – advice on campus residences and on finding accommodation off-campus.

Advice and Welfare Services at the Students' Union – practical advice on all aspects of student life.

Chaplaincy – welcomes students and staff of any or no faith.

Counselling Service – service offering free counselling to all staff and students.

Disability co-ordinator – support for disabled students.

The University's Mental Health Coordinators – help and advice for students enduring mental health difficulties.

Financial Advice – information and advice on tuition fees, accommodation fees, library fines and any other charges students may have whilst they are at Warwick.

Health Centre – access health advice and register at the Practice.

International Office – guidance for students from overseas and visiting students, including visa and immigration advice.

Nightline – an independent listening service open all night every night of term from 9pm to 9am ext **22199**, or **024 7641 7668**, or drop in at Rootes P-Block.

Nursery – friendly and professional childcare for Warwick University members.

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.

Security Services – The University Security Team works 24 hours a day to support the University's overall aims by ensuring there is a safe, secure and friendly environment for all.

Senior Tutor – The University's Senior Tutor, Stephen Lamb, has overall responsibility for student welfare and the Personal Tutor system.

Student Support Services, located on the ground floor of University House, can be contacted by telephone on **024 7657 5570** or email on **studentsupport@warwick.ac.uk**

Students' guide to Student Support Services entitled *Need Help Finding Your Way?* (Available online from **<http://warwick.ac.uk/supportservices/student-support-services-brochure.pdf>**) offers more information on the services provided above.

Academic Office:

a) Examination Office

<http://warwick.ac.uk/services/academicoffice/examinations>

b) Student Records

<http://warwick.ac.uk/studentrecords>

c) Awards and Ceremonies

<http://warwick.ac.uk/congregation>

d) Student Finance

<http://warwick.ac.uk/services/academicoffice/finance>

e) Student Funding

<http://warwick.ac.uk/services/academicoffice/funding>

f) Graduate School

<http://warwick.ac.uk/graduateschool>

Academic Registrar's Office:

g) International Office

h) Teaching Quality

<http://warwick.ac.uk/quality>

Further information on all of these services can be found on the University website. If you can't find what you are looking for, please contact the UG Office or your Personal Tutor in the first instance.

Complaints and grievances

How to raise issues and how to complain, informally or formally

There may be occasions during your time in the Department when things do not work out quite as you would wish or something may go wrong. The information below explains how to raise any issue and/or to make a complaint, either informally or formally.

It is important to note that you should always feel free to contact the Head of Department, [REDACTED], directly at any point via email on [REDACTED].

Here are the normal procedures to address any issue or concern, or to complain:

Informal channels

You may wish to contact the member of staff in the Department whose actions have caused the issue to occur. Alternatively, complaints may be raised directly with the Head of Department at any time and particularly if you do not feel comfortable contacting the person responsible directly or where you have done so and the matter has not been satisfactorily resolved. 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 SSLC 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 you may take the matter up with your Personal Tutor, who will help you refer the issue to the appropriate authority, or with the Head of Department. If you do not feel comfortable doing this, you may contact the Students' Union's Education Officer or the Student Advice Centre for support.

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

Formal channels

Student Academic Complaints procedure

A complaint should initially be made in writing to the person responsible for the action which has given rise to the complaint. Where this is not appropriate (e.g. where you do not feel comfortable contacting the person responsible directly or where there has been previous unproductive discussion/disagreement) or where such action has been taken and the matter has not been satisfactorily resolved, it should be raised with the Head of Department, [REDACTED] via email at [REDACTED].

If, having contacted the Head of Department, 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

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

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
- Professional advisors who work at the Students' Union
- The University Senior Tutor

You may also wish to look at the University's procedure on complaints and feedback on the website: www.warwick.ac.uk/gov/complaintsandfeedback

STUDENT VOICE AND HOW TO GET INVOLVED

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Student voice

There are a number of ways in which you can get involved in the life of the Department, and contribute towards its successes. Not only does this benefit the Department, but it's interesting, and a fantastic opportunity for you to develop some skills that you might not ordinarily use. Through contributing in this way you can demonstrate your resourcefulness, adaptability and willingness in your CV.

Feedback

You can provide feedback to us through a number of mechanisms such as Module Evaluation, through your Personal Tutor or Year Tutor, through the SSLC (see below) and in the third year through the National Student Survey (NSS). We encourage you to participate in all of these activities fully. It is your feedback which helps us to improve.

Student-Staff Liaison Committee (SSLC)

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

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

What kind of issues does the SSLC discuss?

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

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

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

Membership of the Economics Undergraduate SSLC

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

Student representatives from each degree course and each year are elected during the first three weeks of the Autumn term. Please take part in this election, feel encouraged and confident to stand as a candidate, and be aware who your representatives are. Representatives from the PPE and Economics, Politics & International Studies degree courses also sit on the Politics SSLC.

The committee is led by an SSLC chair and secretary, elected from amongst and by the student SSLC representatives. For a full list of duties of the Chair and Secretary of the SSLC see the SSLC Handbook.

There are various members of staff who attend the SSLC to make sure every aspect of student life is represented and to respond to issues raised in an effective way. The Director of Undergraduate Studies (DUGSE) and a Director of Year, SSLC Convenor, Senior Tutor, Undergraduate Teaching and Learning Manager Quality Assurance Manager, Undergraduate Coordinator, Undergraduate Secretary are certain members of the staff who may attend.

Meetings and attendance

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

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

Agenda, minutes and annual reports

The meeting details, agendas, minutes, annual report and any other publications relating to the current and previous year's SSLCs can be found on our website.

How to get involved in the SSLC

- Stand as a candidate in the Autumn term elections
- SSLC Economics Undergraduate Study
- Vote for your preferred candidates in the elections
- Use the electronic forum for discussing SSLC matters outside of normal meetings.
- Follow the official Economics Undergraduate SSLC Facebook page. SSLC members are added to this page and are encouraged to invite any economics students to join. The aim of the page is to allow free flowing discussions on issues about the Department; it should not be used for derogatory or irrelevant purposes.
- Submit an item for the agenda of the SSLC meeting by contacting one of your SSLC representatives.
- Keep up to date with the agenda and minutes of your SSLC meeting.

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

For more detailed information and previous minutes and agendas please see the SSLC information on the Economics website.

Economics Student Ambassadors

The Department has a great opportunity for our students to become Economics Student Ambassadors and promote the Department and enhance their own student experience.

We are looking for students to assist in the running of numerous events including:

- Open Days
- Taster Events
- School/College Events and Visits
- Alumni events and
- Induction

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

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

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

If you would like to be considered for this rewarding and exciting opportunity, please contact [REDACTED] to express your interest.

Economics Careers Representative

As a career rep you will communicate Careers and Skills information to fellow students at all levels of study in the Department – through Facebook and notice boards, as well as involvement in SSLC meetings and other careers events, both Department specific and general. Regular liaison with Careers and Skills will facilitate early knowledge of campus events, visiting organisations, paid jobs and career planning innovations, such as new software and other initiatives. This position is organised through the Centre for Student Careers and Skills and opportunities will be advertised through **my.Advantage**.

Warwick Economics Society

Warwick Economics Society is one of the largest societies on campus with over 1200 members. Its aim is to give its members a diverse range of events that helps them to progress not only academically but also along their chosen career path. With sponsors including top law, accountancy and banking firms there is something for everyone. The society hosts the most talked about socials on campus, that never fail to sell out, and also boasts some of the strongest sports teams in Warwick, providing opportunities to get involved with football and netball in the earlier terms and cricket and mixed rounders later on. The society provides students with an opportunity to make the most out of their university experience including signing up to our mentor scheme or becoming a fresher rep, which entails making active decisions that shape the future of the society.

If you would like to know more visit us at **www.warwickeconomicsociety.com** and give us a like on Facebook!

Will Robinson and James da Costa, President and Vice President, Warwick Economics Society

Warwick Economics Summit

The Warwick Economics Summit is one of the largest student-run academic conferences in Europe, set out from the rest by world-renowned figures, engaging debates and educational workshops. It touches on a range of global issues including politics, development, finance and psychology. The Summit is not just an engaging platform for economics students, but an opportunity for anyone with an interest in economic affairs and politics to discuss the latest worldwide developments.

Last year's summit welcomed distinguished speakers such as [REDACTED] as well as inspirational talks from [REDACTED]. In the past, the summit has hosted leading academics such as [REDACTED], along with key policy makers such as [REDACTED].

The weekend offers the chance to meet and learn from a truly diverse group of students, and to socialise with delegates from around the world at our black tie ball.

Our vision for the 2015 Economics Summit is to continue to improve on the extremely high calibre of speakers that has come to be expected of the Warwick Economics Summit. Working closely with our team, we would like to ensure that each and every delegate has a great experience, making them feel welcomed to the University of Warwick.

The Summit is not just an event for delegates. We are fully student run and would encourage you to apply to join our successful and highly diverse team. Being involved is a great way to get to know people who share similar interests, whilst developing key skills. Organising the Summit is not all work, we have many social activities to develop friendships and memorable shared experiences. If you would like to join the team, then look out for more information from us in term one or visit us at the freshers' fair.

If there's anything you'd like to know about the Summit, then don't hesitate to contact us. You can find the summit on Facebook and Twitter. You can also visit our website for more information at: **www.warwickeconomicssummit.com**

We look forward to seeing you at the 2015 Warwick Economics Summit!

[REDACTED], Warwick Economics Summit 2015 Coordinators.

SUPPORT AND PERSONAL DEVELOPMENT

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Student Careers and Skills

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

- A Careers Consultant linked to each department. The Careers Consultant for Economics is Chris Manley. You can make a 30 minute appointment to talk through your ideas, or attend one of the workshops organised specifically for Economics students.
- The Centre for Student Careers and Skills website contains up-to-date careers information designed specifically for Warwick students, and the popular blog is at <http://careersblog.warwick.ac.uk>
- A huge range of opportunities to meet organisations and employees, from large careers fairs to alumni meetings to employer-led skills events.
- Support with finding internships and other work experience.
- Skills development workshops and opportunities.
- Support with the practical process of application, including bookable 20 minute application form/CV checks and mock interviews.

Details and booking for all events and appointments run by Student Careers and Skills are at **myAdvantage**.

T 024 7652 4748

E careers@warwick.ac.uk

F 024 7652 4220

Visit: Learning Grid, Ground Floor, University House (Weekdays 10.00am – 6.00pm, reduced hours in vacations).

Your Student Careers and Skills representatives for Economics are Jonathan Chu and Abdul Gabbar.

An economics careers page has been created and is maintained by your representatives for all the Economics students on Facebook.

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. They also provide online resources about academic skills and work with Economics to provide input into modules on these.

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. www.warwick.ac.uk/library/using/practicalinfo/newusers

- Use the Library Catalogue to find what you need. The Catalogue contains details of the books and journals (print and electronic) held by the Library. You can also use the search box in the centre of the Library Home page: www.warwick.ac.uk/services/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 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 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 international macroeconomic time series, plus social data, on the UK Data Service, available online through the Library web pages for Economics www.warwick.ac.uk/library/subjects/socsciall/economics/
- If you find a useful book or journal article which Warwick does not have, we can try to obtain it for you from another library. Collect a form from the Library or download it from the Document Supply section of the website, under 'Using the Library'. There is also a free scheme to obtain journal articles, called Article Reach.
- 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. There are also extra facilities; Learning Grid Rootes and Learning Grid Leamington www.warwick.ac.uk/library/using/libspaces/

Contacting the Library

General Enquiries

In Person:

Help is generally available between 9.00am – 5.30pm Monday – Thursdays and 9.00am – 4.30pm on Fridays.

T 024 7652 4103

E Library@Warwick.ac.uk

Economics Enquiries

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

In Person:

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

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

T 024 7657 2712

E ██████████

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

Information Technology (IT) Services

Your email address

Once you have registered with IT Services and your account has been activated you will have 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 using the appropriate IT Services delivered applications or via webmail at **warwick.ac.uk/mymail**

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 at: **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 RJ45 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/servicessupport/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**

Printing

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

You will also need enough credit in your printing account to print to other printers in the University. You can buy printer credits online with a debit or credit card 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): 5p single sided, 8p double sided

A4 colour (per sheet): 20p single sided, 38p double sided

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

A3 colour (per sheet): 40p single sided, 78p 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 students in Economics are described below:

Microsoft Windows and Apple Mac Software

GiveWin (win), Maple (win/mac), Mathematica (win/mac), MATLAB (win/mac), NVIVO (win), SAS (win), Scientific Word / Workplace (win), SPSS (win/mac), S-PLUS (win), Statistics for the Terrified (win) and WinEcon (win) are all available for use. The majority of this software is available from the University network, although some titles will need to be installed onto your computer. 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

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.

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.

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 these 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.

Personal Development Planning (PDP)

The University views PDP as a structured process undertaken by an individual to reflect upon their own learning, performance and achievement and to plan for their personal educational (and career) development.

Which means?

'PDP means Personal, Professional and Academic Development by encouraging reflection and planning: in the end, it should produce for you a record, which you can revisit, to assist you in the planning and development of our ideas to make you more effective and successful both now and in the future'.

- PDP makes you more organised and more motivated by helping you appreciate your own values, goals and methods of study/research – which, in turn, influence the way you study and the conclusions you reach
- The emphasis is on helping you to see for yourself how you can succeed or improve upon existing results
- PDP is a method for understanding how to make yourself more effective in your studies and set goals

- It can help you put together a CV and express your goals at interview, including those with your personal tutor
- It will be a part of your course and key moments will be highlighted from time to time. You should reflect and record your thoughts when essay feedback is returned, after contentious seminars, after key lectures, after professional training, after syndicate or group work, before or after assessed tasks, prior to presentations, research papers or key experiments
- It is tailored to your personal needs, and it's private
- Your records will be a good place to keep your incomplete thoughts about research/your course to revisit later
- Your PDP can include reflections on literature you found useful, e-bibliographies and annotated reading lists
- PDP helps you keep track of your personal progress – it can be encouraging to see how far you have come!

Find out more on the Warwick Advantage website:

www.warwick.ac.uk/services/scs/services/myadvantage

The Carroll Round

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

The Department has a strong track record of supporting exceptional final-year students to participate in this conference, usually in connection with their final projects for the EC331 Research in Applied Economics module. You can read some of the past reports from Carroll Round attendees on the Carroll Round website: www.warwick.ac.uk/economics/current/modules/ec331/carrollround

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

The Undergraduate Research Scholarship Scheme (URSS)

The URSS offers undergraduate students the opportunity to:

- take part in original research;
 - achieve substantial outcomes;
 - develop a range of research and transferrable skills;
 - work as a member of a research team or department and develop an awareness of the research environment;
 - enhance discipline-specific skills or knowledge;
 - where possible, participate in interdisciplinary work.
- The URSS opens for applications in December, in preparation for projects undertaken in the summer, and is open to all undergraduates, usually non-finalists.

Reinvention: A Journal of Undergraduate Research

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

Reinvention is published through the Institute for Advanced Teaching and Learning, a department at the University of Warwick designed to support the University's unequivocal commitment to teaching and the development of innovative programmes and modes of delivery which have a real impact on student experience. More here: www.warwick.ac.uk/fac/cross_fac/iatl/reinvention

Private Tutoring Policy

Purpose of Policy – to clarify the Department's position on private tutoring arrangements between its Graduate Teaching Assistants and undergraduate and postgraduate students.

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

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

Policy content

- 1) The Department of Economics actively discourages private tutoring arrangements between undergraduate/postgraduate students and Graduate Teaching Assistants, but does not prohibit it.
- 2) Undergraduate or postgraduate students who are experiencing study difficulties are encouraged to make full use of University and Departmental resources, such as advice from their personal tutor, year tutor, and other academic staff, and the guidance provided by Student Careers and Skills, which should be sufficient to meet student needs.
- 3) However, we recognise that private tutoring arrangements are likely to persist; hence the Department imposes the following regulations:
 - a) A Graduate Teaching Assistant employed in the Department of Economics is not permitted to tutor privately on an undergraduate or postgraduate module on which they are employed to teach or have previously been employed to teach.
 - b) A Graduate Teaching Assistant who tutors privately is not permitted to access any materials not available to other students registered for the module.
 - c) Any private tutoring arrangement must not be conducted on University premises, with the exception of within campus student accommodation.
 - d) The Graduate Teaching Assistant must assume responsibility for ensuring the tutee is aware that the tutoring arrangement does not form part of the tutee's Warwick degree, that it is not governed by any of the University's or Department's quality assurance mechanisms, and that the Department will not be accountable for any misinformation given out as part of the private arrangement.

STUDY ABROAD OPPORTUNITIES

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Erasmus Exchange

The Economics Department is an active member of the EU's Erasmus programme which offers opportunities for students in EU countries to study abroad at other universities in EU countries. Students enrolled on: L100, L116, LM1D, V7ML and GL11 are able to apply to spend a full academic year abroad between their second and third years of study, with placement providers who are partners of the Economics Department.

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

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

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

- **Universiteit Antwerpen (Belgium)**
- **Universiteit van Amsterdam (Netherlands)**
- **Université Paris 1 Panthéon-Sorbonne (France)**
- **Sciences Po - L'Institut d'études politiques (IEP) de Paris (France)**
- **Université Catholique de Lille (France)**
- **Ludwig-Maximilian Universität München (Germany)**
- **Universität Mannheim (Germany)**
- **Universität Konstanz (Germany)**
- **Universidad Carlos III de Madrid (Spain)**
- **Universitat Autònoma de Barcelona (Spain)**
- **Universitat Pompeu Fabra (Barcelona, Spain)**
- **Ca'Foscari in Venice (Italy)**
- **Università Commerciale Luigi Bocconi in Milan (Italy)**

Financial aspects

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

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

Eligibility

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

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

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

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

Programme of study while on Erasmus placement

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

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

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

Assessing your Erasmus performance

Transcripts of the marks you attain during your Erasmus placement are forwarded to the Department. A sub-committee of the Final Year Examination Board reviews these marks to ascertain whether you have passed the appropriate number of ECTS points. You need to pass a minimum of 45 ECTS to be considered to have passed the year. The marks you achieve do not count towards your final Warwick degree classification. However, an unsatisfactory performance may be taken into account by final-year Boards of Examiners in considering cases at the borderlines of degree classes. Failure to achieve the appropriate number of ECTS points will result in your reverting to your original degree course. We do not, however, ask a higher standard from fourth year students at Warwick than third year students – they are judged by the same standards. Job prospects are substantially improved where an academically successful year abroad can be shown.

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

How to apply

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

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

Please use the application form found here: www.warwick.ac.uk/economics/current/ug/resources/studyabroad.

Completed forms should be emailed to the UG Office via: economics.ugoffice@warwick.ac.uk

Contacts

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

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

Exchanges to the USA and Australia

Background

Through connections with the University of California, the Department has one place allocated for students wishing to study there. The university alliance with Monash University in Melbourne, Australia, means that the University of Warwick as a whole currently has tens of places for students to apply for; students from the Economics Department are certainly encouraged to apply to Monash. In 2013/14, the Department offered 9 places at Monash and a larger number may be available in the future.

For the year abroad successful applicants will pay a reduced tuition fee to the University of Warwick – check with the International Office for the current rate. Tuition fees will not need to be paid to the University of California or Monash University under the reciprocal exchange agreement. All other expenses incurred during the year in California or at Monash will be met by you. This includes travelling to and from the university; your accommodation while living in the country and living expenses. All students are strongly advised to take travel and health insurance for the duration of their stay abroad. The Australian government has made it compulsory for students travelling to the country to have insurance before they arrive, this can cost £300-500. In addition, for Australia, you will have to pay for a visa which costs around £800. However, this visa does permit you to do up to 20 hours paid work during the term and work full-time during the vacations.

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

The application process

To be eligible for the schemes through the Economics Department you need to:

- 1) Be in the first term of your second year in either BSc Economics, BSc Economics and Industrial Organisation, BSc/BA Economics, Politics and International Studies, BSc/BA Philosophy, Politics and Economics or BSc Mathematics and Economics. Students studying BSc/BA Economics, Politics and International Studies, BSc/BA Philosophy, Politics and Economics and BSc Mathematics and Economics are also eligible to apply for Erasmus through the other departments contributing to their degree; different departments have different rules for applications.
- 2) Be achieving 60% or above across their first and second year modules. In some cases a student achieving a lower score in some modules can be considered if they are achieving high level grades in other modules. This is judged on a case-by-case basis.

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

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

The application scheme is very similar to that for Erasmus. It starts in October and details on how to apply are communicated to students at an introductory session. If you miss this session, contact the Director of Visiting and Erasmus Students who can provide you with the relevant resources.

There is a two-stage process. First you apply to the Economics Department to be selected as one of the students to study abroad, using the same form as for Erasmus applications. If you are selected you then have to apply directly to the University of California or Monash University itself. You will receive support in making this application from the Department and the International Office. It is rare for a student to be rejected by the foreign university, but it is best for you if you ensure that your application is accurate and submitted on time.

The candidate selected for the University of California will be asked at this stage to specify their three preferences from the eight campuses within the University of California. Potential applicants are advised that the application process for the University of California exchange scheme requires significant commitment on the part of the applicant, especially since the final part of the process occurs during the summer examination period. Students are therefore advised to be aware of the time commitment involved and, should they be successful, to be prepared to plan their time carefully. Successful applicants to this exchange scheme will receive a travel grant from the American Study and Student Exchange Committee, worth about £300.

Please use the application form found here: www.warwick.ac.uk/economics/current/ug/resources/studyabroad.

Completed forms should be emailed to the UG Office via: economics.ugoffice@warwick.ac.uk or to the Undergraduate Teaching & Learning Manager.

What to study and how assessment works

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

Performance over the year in California or at Monash will be monitored, and candidates performing at a satisfactory level will be permitted to graduate with the following suffix to their degree: 'with Study Abroad'. A Returner's Report will be required from candidates on these schemes.

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

Other study abroad opportunities

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

Contacts

For queries about Erasmus and other Study Abroad opportunities through the Economics Department contact the Undergraduate Teaching & Learning Manager. The International Office oversees all Study Abroad and can help you with general queries regarding the process. For questions about studying at the University of California or Monash University, contact the International Office on exchange@warwick.ac.uk or on **024 7652 4133**. They can also provide details of exchange opportunities in East Asian universities that are available for Warwick students.

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: www.warwick.ac.uk/humanresources/newpolicies/dignity/

You may also wish to look at the University's procedure on complaints and feedback here: www.warwick.ac.uk/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 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.

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 [REDACTED] (email: [REDACTED]) and any enquiries relating to health and safety within the Department should be referred to him. In the absence of the DSO, queries should be addressed to the Head of Department.

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.

Other policies and regulations

University Health, Safety and Wellbeing Policy Statement: http://warwick.ac.uk/services/healthsafetywellbeing/university_health_and_safety_policy_statement_as_approved_by_council_dec_2012.pdf

Warwick Student Community Statement: www.warwick.ac.uk/quality/categories/wscs

Policy on Recording Lectures by Students: www.warwick.ac.uk/quality/recordinglectures

Smoking Policy: www.warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy

Data Protection Policy: www.warwick.ac.uk/services/legalservices/dataprotection

University Calendar: www.warwick.ac.uk/calendar/

- Regulation 10 Examination Regulations <http://warwick.ac.uk/regulation10>
- Regulation 11 Procedure to be Adopted in the Event of Suspected Cheating in a University Test <http://warwick.ac.uk/regulation11>
- Regulation 23 Student Disciplinary Offences <http://warwick.ac.uk/calendar/section2/regulations/disciplinary/>
- Regulation 31 Regulations governing the use of University Computing Facilities <http://warwick.ac.uk/regulation31>
- Regulation 36 Regulations Governing Student Registration, Attendance and Progress <http://warwick.ac.uk/regulation36>





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.

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