

Your studies

STUDENT HANDBOOK
CENTRE FOR
PSYCHOANALYTIC
STUDIES

Postgraduate research student handbook

2016–2017



University of Essex

Introduction and Welcome



Welcome

I would like to offer a warm welcome to all new students this autumn and welcome back all who are returning for another year. I hope that you will enjoy your time at the Centre and find your studies rewarding and engaging. All the modules and courses we run encourage both learning and personal growth, so you can look forward not only to being intellectually and emotionally stimulated, but also challenged to think about new problems in new ways. As people search for individual meaning and for an understanding of social and political relatedness in a conflicted and uncertain world, our field is relevant as never before.

The Centre provides the setting for a very wide range of courses and modules, from foundation degree to doctoral programmes, and across a multitude of subjects including psychoanalysis, analytical psychology, refugee care, counselling and management and organisational dynamics. Our research explores theoretical and clinical knowledge, as well as applying these in many different social and cultural settings. You will be tapping into this breadth of interest and expertise and starting to make your own particular contribution to a vibrant and expanding field.

We know you will be busy with your chosen studies, but we hope you will also make broader use of what the Centre and the University have to offer. As well as conferences and workshops, the Centre holds Open Seminars monthly in term time – these are free talks with invited speakers on a wide range of topics. A schedule is available in this handbook and will be updated with fuller details on the Centre's web page. We have an e-mail forum for announcements and there is also a student blog at <http://moodle.essex.ac.uk/>. We also encourage you to follow your interests and take full advantage of the rich offerings in other departments, and make full use of the University environment and facilities.

All of us at the Centre want to help make your time here successful and enjoyable. There are many sources of advice and support available to you, should you require it. Besides the teaching staff on individual modules, many courses will provide you with a personal tutor, while the members of the Administrative Team are knowledgeable and helpful about all aspects of Centre and University life.

You will also have many opportunities to let us know how you are experiencing your time here: individually, in tutorials; through end-of-module evaluation questionnaires; through the Student-Staff-Liaison Committee;

and through student satisfaction surveys. It is important for us to have feedback and we take your input seriously and use it to improve our programmes. As Director and Senior Tutor I will also be available by appointment if you have a specific concern. You can arrange this through Mrs Debbie Stewart in room 4SB.6.2, or by phone (873640) or email cpseo@essex.ac.uk. Please also feel free to e-mail me direct at mffytche@essex.ac.uk. I am always happy to meet with you.

This handbook should be your first resource whenever you have a question. It contains important information that the University and Centre staff will assume you know, including essay submission procedures, deadlines and rules of assessment, as well as general information about modules, the Centre, the Graduate School and the Registry.

Whatever you are studying at the moment, also bear in mind the opportunities for further study. The Handbook contains information on all the Centre's activities, and what you cannot find in it, you can follow up on our web pages, at: <http://www.essex.ac.uk/cps>.

I look forward to seeing you around the Centre. Best wishes for your time with us.

Matt fytche
Director

Term dates

2016-2017

Autumn term	3 October 2016 – 16 December 2016
Spring term	16 January 2017 – 24 March 2017
Summer term	24 April 2017 – 30 June 2017

2017-2018

Autumn term	2 October 2017 – 15 December 2017
Spring term	15 January 2018 – 23 March 2018
Summer term	23 April 2018 – 29 June 2018

myEssex

myEssex is your online account. Use it to see your timetable, keep your personal details up-to-date, see how you're doing on your course, let us know if you'll miss a lecture or class, contact the Student Services Hub and much more. <https://www.essex.ac.uk/myessex>

About your Student Handbook

This handbook has been designed to give you essential information about your Centre and the University.

Other sources of information are available to help you, and are listed below at www.essex.ac.uk/myessex and www.essex.ac.uk/students. Our friendly departmental staff are here to help and you can find their contact details in this handbook.

Remember that at Essex, we don't separate our students and academic staff, or our professional services staff from our alumni. Everyone is a member of our community for life. Our three uniquely intimate campuses encourage an inter-weaving of people, ideas and disciplines. We celebrate diversity and challenge inequality. Whatever your background, race or sexual orientation, you're part of a vibrant community that lives, learns and plays together.

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About the Centre for Psychoanalytic Studies

Meet your Centre staff (please note all emails end in @essex.ac.uk)

CENTRE DIRECTOR

Dr Matt ffytche	4SB.6.18	3958	mffytche
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PROFESSORS

Professor Roderick Main	4SB.6.14	4842	rmain
Professor Renos Papadopoulos	4SB.6.12	3558	renos
Professor Andrew Samuels	4SB.6.12	3558	samua

SENIOR LECTURERS

Sue Kegerreis	4SB.6.16	3263	skeger
Dr Chris Nicholson	4SB.6.10	3075	cnich
Chris Tanner	4SB.6.13	3972	ctanne

LECTURERS

Dr Elena Della Rosa	4SB.6.11	3903	edella
Dr Kevin Lu	4SB.6.9	4971	klu
Dr Zuhura Mahamed	4SB.6.12	3558	zmaham
Dr Christian McMillan	4SB.6.14	2921	ckhmcm
Leonardo Nascimento	4SB.6.13	3962	nnasci
Dr Jochem Willemsen	4SB.6.11	3903	jawill

EMERITUS PROFESSOR

Professor Bob Hinshelwood		2921	rhinsh
Professor Karl Figlio		2921	kfiglio

ADMINISTRATIVE STAFF

	4SB.6.2		
Debbie Stewart - Centre Administrator Part-time		3640	cpsadmin
Alison Evans - Student Administrator (UG)		4969	cpsugrad
Fiona Gillies - Student Administrator (PGT) Part-time		3745	cpsgrad
Anne Snowling - Student Administration Assistant (PGR) Part-time	4554		cpsasst

Centre for Myth Studies

Director

Professor Roderick Main 4SB.6.14 4842 rmain

Centre for Trauma, Asylum and Refugees (CTAR)

Director

Professor Renos Papadopoulos 3558 renos

Further details about all of our staff can be found at: <http://www.essex.ac.uk/cps>

Staff research interests

Elena Della Rosa

- Psychoanalytic psychotherapy with adolescents
- Young people's relationship and use of mental health services
- Qualitative and process research in psychotherapy
- Psychotherapeutic technique and short term psychoanalytic psychotherapy

Dr Matt fytche

- The history of psychoanalysis and analytical psychology
- Psychosocial Studies and integrations of psychology with sociology
- Nineteenth-century theories of the unconscious
- German Romantic psychology and philosophy
- Psychoanalysis and critical theory
- Modernist poetry and poetics

Sue Kegerreis

- Child and Adolescent Psychotherapy
- Psychodynamic Counselling with Children and Adolescents
- Applications of Psychodynamic Thinking in non -clinical work
- Organisational Dynamics
- Eating Disorders
- Training issues with Counsellors and Psychotherapists

Dr Kevin Lu

- C. G. Jung, analytical psychology, Jungian and Post-Jungian theory
- Psychoanalytic history, psychohistory and oral history

- Transgenerational transmission of trauma
- Chinese/Vietnamese Diaspora
- Psychology of Religion
- Graphic Novels

Professor Roderick Main

- Historical, philosophical, religious and cultural contexts of the work of C. G. Jung
- Depth psychology (especially Jungian psychology), religion and modernity
- Analytical psychology and society
- Synchronicity
- Myth

Leonardo Nascimento

- History of Psychoanalysis, Psychology and Psychological Practices
- Epistemology of Psychoanalysis, Psychology and Psychological Practices
- Psychoanalysis and Neuroscience
- Consciousness and Philosophy of Mind

Dr Chris Nicholson

- Issues facing 'looked after' children, particularly trauma, transitions and leaving care
- Assessment of children and adolescents
- Therapeutic communities
- Robert Graves and modernism
- Psychoanalytic theory and literature

Professor Renos Papadopoulos

- Involuntary dislocation (forced migration), trauma and refugees
- Working with survivors of violence and disasters
- Psychosocial humanitarian interventions
- Psychosocial perspectives on Human Rights
- The interface between Analytical Psychology and systems, family therapy, and culture
- Epistemology of therapeutic endeavours
- Academic and professional interface with Eastern Orthodox Christianity

Professor Andrew Samuels

- Application of psychoanalytic thinking to politics
- Comparative theoretical research in depth psychology
- Political, social and cultural aspects of transference and counter-transference
- The father

- The construction of masculinity;
- The history of Jungian psychology

Mr Chris Tanner

- Creating effective learning environments
- Psychoanalytic perspectives on organisational dynamic
- Executive coaching and consultancy practice in organisations
- Leadership development-psychodynamic perspectives
- Compassionate care in health and social care

Dr Jochem Willemsen

- Forensic psychotherapy
- Psychotherapy process research
- Crime, conscience and rehabilitation
- Narrative perspective on (change in) subjectivity
- Lacanian psychoanalysis

Your Centre Contacts

Director	Dr Matt ffytche
Deputy Director	Dr Chris Nicholson
Director of Education	Dr Chris Nicholson
UG Director	Prof Roderick Main
Director of Graduate Studies	Dr Kevin Lu
PGT Director	Dr Kevin Lu
GTA Co-ordinator	Dr Kevin Lu
Director of Research	Dr Jochem Willemsen
Director of Employability	Dr Jochem Willemsen
Progress Officer (CO/SE)	Prof Roderick Main (CO) Dr Chris Nicholson (SE)
Academic Offences Officer (CO/SE)	Prof Roderick Main (CO) Dr Jochem Willemsen, Dr Chris Nicholson (SE)
Taught Academic offences committee members (2)	Prof Roderick Main, Dr Jochem Willemsen
PGR Academic Offence Representatives	Dr Kevin Lu
Open Seminars Convenor (CO/SE)	Dr Jochem Willemsen
Social Media Officer	Leonardo Nascimento
Athena Swan	Dr Kevin Lu
DDLO	Dr Elena Della Rosa
Green Impact	Dr Kevin Lu
Tavistock Link	Prof Sue Kegerreis

Further details about all of our staff can be found at: <http://www.essex.ac.uk/cps>

Who to go to if you need help

If you have any queries relating to your department or course of study, please contact your Student Administrator.

Opening hours

Our Administrative Office (4SB.6.2) is open: Monday, Thursday and Friday 10am to 1pm, Tuesday and Wednesday 10am to 4pm. The location of the Student Administration Office is 4SB.6.2, just off of Square 4. Enter by the doors labelled 4SW. Proceed along the corridor to the end and go up one floor to level 6. Turn left at the top of the stairs and the office is the third door on the right.

All staff offices are located along the same corridor.

Common room

The Centre's common room is located on the floor directly below our offices in room 4SB.5.10. Please ask any of the Centre's administrators for the door code.

Centre Library

We have a small Centre library in room 4SB.6.15. All the books have been donated. Books and journals are for reference, and should be used in the library during office hours and when it is available. Information and a searchable database can be found at: <http://www.essex.ac.uk/centres/psycho/current/library.aspx>

Photocopying

If you need to photocopy material in connection with your studies, please use either the Albert Sloman Library or the Copy Centre on Square 4. Additional copying facilities are available during office hours in the Centre for Psychoanalytic Studies, where you can purchase a photocopy card from the Centre Administrator. There are copyright laws which must be adhered to.

Correspondence and communication

You are entitled to free e-mail supplied by the University. Please ensure that you know how to access this. The Computer Helpdesk can assist you. You can visit in person, or telephone them on extension 2345 (internal) or 01206 872345 from outside the University. Further information on how to use your University email can be found online at: <http://www2.essex.ac.uk/cs/services/email/default.asp>

The teaching and office staff will use this method of communication regularly, especially to tell you about last-minute changes in teaching arrangements or to send you other important messages. The University of Essex expects you to check your e-mail regularly.

You can arrange for your University emails to be forwarded to your private e-mail address if you prefer. See the Computing Services webpages for further information.

Recording Lectures

A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student's academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of those present. Disabled students who have difficulty with note-taking are encouraged to contact Student Support for further information on when recording is permissible and other access strategies.

Research Fund

The Centre has a small fund to help our research students with exceptional expenses related to their research. The total amount available will be decided each year, and will be available from the beginning of the financial year (August). The principle will be 1) whether the expense is exceptional (not fees or ordinary travel expenses, books, photocopying, etc); 2) whether it is essential or very advantageous to your research; 3) whether it adds to the research reputation of the Centre, especially its international reputation; 4) whether it enhances your research standing and career prospects. Typically students may request funds to help them attend conferences at which they have had a paper accepted.

We cannot promise to fund all requests, and you must set out your request in writing, with enough detail to make clear how it meets the above criteria, as well as the criteria outlined on the application form (in the section *Notes for Information*). The Application Form can be found at: <http://www.essex.ac.uk/cps/fees-and-scholarships/default.aspx>

Academic Matters

Learning and Teaching

Supervisors' and Students' Responsibilities

The Supervisor

A supervisor is appointed for the duration of the student's registration, and he or she is responsible to the Centre and to the University for the student's progress and academic welfare.

The duties of the supervisor are:

- To maintain regular contact with the student (keeping the student well- informed in advance of any prolonged absences from the University), and maintain on a standard form a record of dates of meetings with the student, which can be produced later if necessary.
- Students contact with Supervisors will be regularly monitored by the Centre.
- To convene meetings of the Supervisory Board (at least twice a year for full-time students and once a year for all other students, as well as more frequently when appropriate and/or when determined by the Research Students Progress Committee) where appropriate, co-ordinating contact with such associate supervisors as may be appointed.
- To help with the formulation of the problem to be elaborated in the thesis
- To give guidance on the appropriate methodologies to be employed
- To suggest relevant literature to be consulted
- To read and comment on outlines, working and position papers, draft chapters, etc
- To co-ordinate any other supervisory or consultative input to the student's research from other sources, either officially appointed by the University or otherwise.
- To communicate with the Director of Graduate Studies of the Centre and through him or her, to submit reports, as required, for example to the Supervisory Board and Progress Committee.
- To provide guidance about the nature and standard of research work expected, and advice on attaining that standard, together with advice on academic practice in the discipline including health and safety and ethical issues.
- To facilitate meetings between the student and other researchers in the field (including opportunities to present work to staff and fellow postgraduates and for attendance and participation in appropriate seminars and conferences).
- To warn and advise students and, as necessary, the Supervisory Board and the Progress Committee where work is not of the appropriate standard and f steps which might be taken to remedy the situation or of the supervisor's belief that the standard is unlikely to be achieved.

The Student

The student is expected to abide by Centre and University regulations.

The duties of the student are:

- To meet the requirements set out by the supervisor and supervisory board with regard to producing outlines, working and position papers, draft chapters, etc, within the agreed time limits.
- To keep the supervisor informed regularly about the development of the research, and of any situation or needs that might affect the student's work.
- To keep the supervisor informed of any substantial changes in the research
- To inform the supervisor of any additional input received from other sources and persons
- To prepare progress reports or other written material for the supervisory board, and to keep a log of work done, to be discussed each term with the supervisor.

- To keep a record of personal progress, including a copy of the agreed training needs, modules that need to be attended and when they are attended. This may take the form of a log book or research portfolio to be signed off by the supervisor.

Moodle, ORB and FAser

Our online resource bank (ORB) stores important module materials such as reading lists and past exam papers.

We use Moodle as our online learning environment, to enhance face-to-face teaching. It lets you get to course materials, and has built-in features to enhance learning such as discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.

FAser is our online coursework submission and feedback system. Use it to submit your coursework electronically, produce a watermarked copy of your work and receive electronic feedback all in one place.

faser.essex.ac.uk

www.essex.ac.uk/it/elearning

Registration, intermitting, changes to studies

All new students and returning students must **register** at the start of each academic year. The full process for new students includes activating your student record for the academic year, your email account, access to IT and library services, enrolment on modules and confirming your contact details.

You should discuss **any proposed change of degree title** with your supervisor. Once you have decided you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form (available here: www.essex.ac.uk/esf/)

Until your final term, you may request **a transfer from one mode of study** to another, for example from full time to part time, including distance learning, or vice-versa. You should discuss any proposed change with your supervisor.

If you are a **sponsored student**, you should discuss any proposed change with your funding body and/or check its terms and conditions. If you are a Research Council funded student you should contact the Student Services Hub to discuss your request to change your mode of study.

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online **Change of Mode of Study form**, which will need to be approved by your department and the Dean. You can find the form at: www.essex.ac.uk/esf/

If your request is approved your minimum and maximum period will be adjusted pro-rata.

Please read carefully our guidance on Tier 4 and course changes here:

<http://www.essex.ac.uk/immigration/studies/changes>

Maximum and Minimum periods of study from 2008-09

Research degree	Mode	Minimum	Maximum
Masters by Dissertation (MA or MSc by	FT	One year	Two years
	PT	Two years	Three years
Master of Philosophy (MPhil)	FT	Two years	Three years
	PT	Four years	Five years
Doctor of Medicine (MD)	PT only	Two years	Three years
Doctor of Philosophy (PhD)	FT	Three years	Four years
	PT	Six years	Seven years
Doctor of Philosophy	FT	Four years	Five years

Integrated (<i>PhD</i>)	PT	Eight years	Nine years
Professional Doctorate	FT/PT	See individual programmes	See individual programmes

(Table taken from the Principal Regulations for Research Degrees – Appendix 1)

The Director of Graduate Studies and the Research Student Progress Committee

The Director of Graduate Studies, or his or her delegate, has overall responsibility for doctoral procedures in the Centre. He or she deals with applications, liaises between the Centre and the University administration on doctoral matters, and monitors the general progress of doctoral students via the Supervisory Boards. There is also a Centre Progress Committee, chaired by the Director of the Centre. The Progress Committee reviews reports from the Supervisory Boards and any other relevant information, and reports to the relevant Dean on the student's progress. It also recommends to the relevant Dean any change in status.

Student induction

All research students should be provided with an induction programme. During this induction, or within the first three weeks of term, the Director of Graduate Studies should discuss the supervisory documentation and other University and Departmental regulations.

Higher Degree Regulations - www.essex.ac.uk/academic/docs/regs/highercont.shtm

The Graduate School Code of Practice for Postgraduate Research Degrees (a copy will be provided on registration) is available at www.essex.ac.uk/academic/docs/regs/prdcode.shtm University regulations regarding plagiarism can be found at <http://www.essex.ac.uk/plagiarism/> and the relevant sections of this handbook.

The student also meets with her/his supervisor. Together they devise an overall plan of the research, which includes a) an assessment of training needs and how they will be met; and b) the content, procedures and a tentative timetable for the research. A more detailed plan of the initial phase of the research is drawn up, where tasks are assigned and deadlines set.

Supervision Meetings

Once underway, a supervisor should normally meet with a student three times between supervisory boards. The frequency will vary with the stage of the research and the nature of the research project. For Taught Doctorate students there may be less frequent meetings with a nominated member of staff, who will advise on the research proposal, in the first year. A student or a supervisor may request a meeting at any time, but students should plan their work so that they can meet during term times, or give their supervisor plenty of advance notice if a vacation meeting is going to be necessary. Vacation meetings are more difficult, because supervisors must attend conferences, visit abroad and undertake research activities.

Research Student Supervisory Boards

Each student has a supervisory board, which consists of the supervisor and two other members of staff invited by the supervisor in consultation with the student. They may include members of other departments, if appropriate. The supervisory board meets with the student to consider written work presented by him/her such as thesis outlines, draft chapters, etc. and to plan further research. The purpose of the board is to assist the supervisor, to widen the range of professional advice available to the student, to monitor student progress and to set out in a report, in discussion with the student, the work expected by the time of the next board meeting. Other members of the board may also act as replacement supervisors when the principal

supervisor goes on leave. The board must meet twice a year (for full-time students), with more frequent meetings when needed or appropriate. The mid-term board will be scheduled in late November or early December. The second board will be held between early May and the end of June.

Part-time research students have one supervisory board each year. This board will be held between early May and the end of June. Part-time distance learning research students will have their supervisory board during Research Student week which is held in Week 35. **This year the Research Student Conference week will be from 30th May – 2nd June 2017.** You will be contacted by the Student Administrator (Research) to arrange a date for your board to take place.

Full-time distance learners will have two boards per year. The first board may be conducted via skype or Adobe Connect. The second board must be attended in person.

All students have a supervisory board in May or June. For students not resident in the UK, that meeting takes place in the same week as a range of research student activities, including seminars, the Research Student Conference, as well as other Centre activities, including the annual Freud Memorial Lecture. The aim of this timing is to allow all research students to attend these events, which they are strongly encouraged to do.

PhD Milestones

These are be accessible via: <http://www.essex.ac.uk/cps/current-students/default.aspx>

Confirmation of PhD status

PhD students will be registered for a standard minimum period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students will be supervised as PhD students, but PhD status will need to be confirmed by the end of the first full year of study (i.e., the second board for both full-time and part-time students). During the Confirmation Board, the Board members will review the evidence to confirm whether or not progress and work is at PhD level.

In order to decide whether to confirm PhD status, the supervisory board will apply the following criteria:

1. The student has completed a review of the secondary literature in the field, established a critical position in relation to it, and identified the major primary and secondary sources to be used.
2. The student has begun examining primary sources and has demonstrated this in a draft chapter(s) of the thesis.
3. The student has adequately formulated the topic and produced a clear outline of the thesis, together with a plan of work for the remainder of the minimum period.
4. The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time.

The Confirmation Board can make the following recommendations to the Research Students' Progress Committee:

- Confirm PhD status
- Defer a decision to the next board
- Downgrading to MPhil
- Discontinuation

When PhD status has been confirmed by the Dean of the Graduate School, the student will be sent a letter indicating that their formal registration status has been changed to PhD instead of MPhil/PhD. The minimum period will be unchanged. Students will continue to have two supervisory boards each year (one for part-

timers) and the full range of decisions regarding progress will remain open to the board. Confirmation status, then, is not a guarantee that a student will be permitted to enter Completion at the end of their minimum period or that a subsequent recommendation of downgrading or discontinuation could not be made if good progress did not continue.

If the first Confirmation Board does not recommend that a student's PhD status should be confirmed the student will automatically have the right to continue as an MPhil/PhD student until the next supervisory board. If, however, a student accepts the assessment that their status be downgraded or discontinued, then this change will take place immediately. In such cases, the student does not have a right of appeal. A student who is downgraded to MPhil will have revised minimum and maximum dates.

If the decision regarding PhD status is deferred to a second Confirmation Board, or a student decides not to accept the recommendation of the first Confirmation Board of downgrading or discontinuation, then a second Confirmation Board will be held in the second year (beginning of the third year for part timers).

If, following the second Confirmation Board, PhD status is not confirmed, then the Board will recommend to the Research Students' Progress Committee either downgrading to MPhil or discontinuation. At this point, a student has a right of appeal against that decision. The RSPC's recommendation is made to the Dean.

Information for disabled students

We would encourage all new students with a disability, long term medical condition, specific learning difficulty or mental health difficulty to disclose and register with the disability service so that we can plan how best to support you in your studies.

You can find out about the academic and learning support we offer here:

www.essex.ac.uk/students/disability/academic

UK students may be eligible for a Disabled Students' Allowance grant. Go here for more information including application forms and key changes for 2016-17

www.essex.ac.uk/students/disability/funding

Information for international students

We are proud to be a global community and we recognise that living and studying in the UK may be very different from your own country.

Essex has a wide range of support covering academic and health and wellbeing issues. Our friendly and professional staff will be able to guide, advise and assist you during your time at Essex.

You can find helpful information here - www.essex.ac.uk/students/new/international

If you are studying on a Tier 4 visa, don't forget to read section 8.4 Tier 4 Information of this handbook which has further information and links.

Mature and part-time students

As a mature student you'll be in very good company – around 37% of our students are mature students.

We appreciate that studying as a mature student can present challenges. This is particularly true if this is your first experience of higher education and you have other commitments and responsibilities to meet such as work and family. We want you to be aware of the support available so that you can make the most of your time at Essex.

You can find more information here: www.essex.ac.uk/life/students/mature

Student representation, Student Assessment of Modules and Teaching and Student Surveys

Student feedback is a vital part of the University's approach to quality assurance and enhancement. It is important that you are given the opportunity and that you take time to feedback to the University.

You can do this in a number of ways:

1. You can contact (or be elected as) a student representative who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.
2. You can find more information on the Students' Union website www.essexstudent.com/representation/course reps/ and the University's policy here: [/www.essex.ac.uk/quality/student_representation/student_rep.asp](http://www.essex.ac.uk/quality/student_representation/student_rep.asp).
3. You can find out information about Student Staff Liaison Committees (SSLCs) here: www.essex.ac.uk/quality/student_representation/sslc.asp.

Library Services

At our Colchester Campus and located on Square 5, the Albert Sloman Library has long opening hours, a new extension, a dedicated postgraduate research room and 24 hour access in the weeks leading up to

exam time. The library has a wide range of learning resources, including books, journals, British and foreign-language newspapers, databases, microfilms and audio-visual materials. There are quiet group study areas and networked PCs on all floors.

libwww.essex.ac.uk/

Research Skills Development

Proficio

Proficio is our innovative professional development scheme for doctoral students, and it's unique to Essex. We believe that your academic and professional development is vital to your growth as a postgraduate research student and so we credit your Proficio account with funds that can be spent on a variety of courses. You can find out more information via www.essex.ac.uk/study/pg/research/proficio and you can contact the Proficio team at proficio@essex.ac.uk.

Please note that for all new students beginning as of October 2015, you will need to fill out a Training Needs Analysis (TNA) form before your Proficio funds will be released. To access this, please visit: <https://moodle.essex.ac.uk/course/view.php?id=4474>

It is important to make contact with other researchers in the field and to present your work to academic audiences. It is part of your learning experience to take part in a research culture. This should include presenting work to staff and fellow postgraduates in the Research Student Forum, the Research Student conference and in seminars and conferences, as well as generally participating in these activities.

All students in CPS are required to present twice during their time at Essex. The presentations can be delivered either as part of the Research Student Forum or the Research Student Conference.

Research Student Forum

The Research Student Forum is the key site through which the Centre seeks to foster critical thinking in the community of PhD students. There are three per term on the following dates:

Wednesdays in weeks 4, 7, 10, 18, 21, 24 and 32 from 1.30 to 2.45 pm

Students who live within travelling distance are expected to attend the research forum. When possible papers will be pre-circulated for discussion, then put on the Centre's Research Space following the presentation. All doctoral students are strongly advised to attend whenever possible. Regular attendance at the Research Forum will allow students to get a broader understanding of the different ways in which a research question can be posed; how best to form arguments in the realm of psychoanalytic studies; what kind of obstacles people find in their research; different disciplinary perspectives on and attitudes to methodology; and how to ask your own critical questions as well as the chance to enter into discussion and to socialise with other research students from the Centre.

Students from their second year onwards are encouraged to apply to present to the Research Forum (application can be made direct to the Research Director, Dr Kevin Lu) and **all are expected to present to either the Forum or the Research Student Conference at least twice during the course of their studies here.**

Annual Research Student Conference

The annual conference is a two-day conference, in part co-organised with the students, and is held each year in **week 35**. This academic year it will be **Thursday 1st June and Friday 2nd June 2017**. It is dedicated to exploring the state of research in the Centre and to furthering critical discussion on all aspects of psychoanalytic studies, theoretical, clinical and applied. **Attendance is required from all students, including Distance Learners and Professional Doctorate students.**

Short Course on Research Skills and Psychoanalytic Methodologies

Each year the Centre runs a three-day Short Course on Methods and Research Skills. All new students are encouraged to attend this in their first year. It covers some basic academic research skills, as well as some questions of methodology for those in the early stages of their research. The programme changes from year to year (a schedule will be sent out by the Research Student Administrator) and students in any year of their studies are welcome to come. In addition the Centre will from time to time set up workshops run by the Centre staff or visiting fellows. Research students will be able to pay for this course using their Proficio funding. The three day course will take place on January 23th, 24th and 25th 2017.

Auditing MA modules

PhD students may wish to receive extra training on certain areas of their research by auditing MA modules. These might be modules from the Centre for Psychoanalytic Studies' own programmes, including those on Psychoanalytic Studies or Jungian and Post-Jungian Studies. But they can also be from other departments, such as Sociology which has a very wide range of MA modules on empirical methodologies, and especially quantitative and qualitative research and interviewing techniques. 'Auditing' means one sits in on the MA seminars or lectures without doing any of the assignments. There is no charge for auditing an MA module, but application must be made to the convener of the module concerned as there may be limitations on numbers attending particular modules. There is a list of the Centre's modules on page 34. Further information can be gained from the module directory at <http://www.essex.ac.uk/modules/Default.aspx>

Graduate Teaching Assistants (GTAs) and Demonstrators

The University Senate has approved a Code of Practice on Teaching and Demonstrating by Graduate Students which covers the selection and training of GTAs and Demonstrators as well as teaching duties and departmental arrangements. The Code of Practice is available on the Registry web pages at

<http://www.essex.ac.uk/academic/docs/regs/gstudents.shtm>

Details of any GTA posts that become available will be sent to all PhD students within the Centre with details of how to apply for these posts, usually in the Summer term.

A Sub-Committee has been established by Academic Standards Committee to consider all matters relating to GTAs and Demonstrators and its membership includes representatives of both groups.

Advice on Clinical Training

Although the Centre offers no clinical programme of its own, staffs are aware that many students are interested in clinical training and are happy to be consulted for advice on this front. Students wanting advice should get in touch informally with staff working in the appropriate clinical fields.

Assessment

Progressions and Assessment

Principal Regulations for Research Degrees and the Code of Practice for Research Degrees

www.essex.ac.uk/about/governance/regulations/regulations-higher;
<https://www.essex.ac.uk/about/governance/regulations/codes-higher>

The Principal Regulations and the Code of Practice are extremely important documents that set out both your responsibilities, and the responsibilities of the University to you. Take time to familiarise yourself with them. They outline the roles and responsibilities of you, your supervisor, your Supervisory Panel and the Research Student Progress Board.

Extenuating Circumstances, withdrawing and intermitting www.essex.ac.uk/students/exams-and-coursework/ext-circ

Extenuating circumstances are circumstances beyond your control which cause you to perform less well in your work than you might have expected. In general, extenuating circumstances will be of a medical or a personal nature that affect you for any significant period of time and/or during the examination period.

If you are taking taught modules you need to submit your form by the deadline, see: www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules

Exceptional circumstances submissions relating to your overall postgraduate research studies should be made to the Supervisory Board and Research Student Progress Committee and you should consult your supervisor for the appropriate deadline.

Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Please seek advice from the Students' Union Advice Centre,

www.essexstudent.com/services/advice_centre/, or the Student Services Hubs, www.essex.ac.uk/students/contact/registry if you need any guidance.

Intermitting is a temporary withdrawal or leave of absence from your studies for one term, two terms or one academic year (stage). In exceptional circumstances, a period of up to two academic years away from our University may be allowed as long as it does not exceed your maximum period of study. Normally this is for reasons beyond your control such as health or personal problems. An intermission is approved for a defined period of time after which you would return to your studies. This is a formal process which needs formal approval and must be supported by your supervisor.

If you are thinking about intermitting, there are some practical things you need to consider such as academic issues, for example the impact on your maximum period of study, accommodation, financial matters (including the impact on your fees) and visas if you have a student or Tier 4 visa.

If you decide to intermit your registration will be changed to partial registration, which means that you will no longer be entitled to supervision or to attend any modules or training events. You will still have access to your Essex email account which we will use to communicate with you and some library access.

If you decide to intermit, you will need to complete the online form at www.essex.ac.uk/esf/ and you will receive an email confirming whether your request to intermit has been successful.

You should read the guidance on intermitting very carefully before submitting your form, at: www.essex.ac.uk/students/course-admin/intermission.aspx. You are strongly advised to discuss intermitting with your department.

You may experience doubts about continuing on your course at some point during your studies. **Withdrawing from your course** is the formal process for permanently leaving your programme of study and the University. There are plenty of people at Essex who can provide you with information, advice, guidance and support to help you to make a decision that's right for you. For instance, you might find that taking a temporary break from your studies (intermitting) will enable you to resolve the current situation that is causing you to think about leaving. Also, please note that if you are thinking about withdrawing from the University, there are some practical things you need to consider: accommodation, financial matters including your tuition fees, visas if you have a student or Tier 4 visa, and careers advice. Who to contact for advice, the practical matters that you need to consider, your options, and the withdrawal process are all detailed here: <http://www.essex.ac.uk/students/course-admin/withdrawing.aspx>

Re-marking of coursework (if relevant)

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here:

http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy/default.asp

You will need to complete a form and be aware that marks can go down as well as up.

Your viva and your examiners

Your supervisor will not normally be present during **your viva** and will not normally have any contact with your examiners other than to arrange their appointment.

Appeals, complaints, and fitness to practise

If the recommendation of your Research Students Progress Committee is that your degree should be downgraded or your studies discontinued, and you want to appeal, you must do so **within two weeks** of receiving the notification. You must do so in writing on the Form of Appeal which is available online at www.essex.ac.uk/students/exams-and-coursework/ppg/pgr.

You should read carefully the Appeals Procedure against a progress decision – postgraduate research students at: www.essex.ac.uk/about/governance/policies/research-progress-appeals

You may also **appeal** against an examination decision. ‘Failed’ or ‘referred’ candidates may submit their appeal no later than **eight weeks** after the notification of the decision.

You should read carefully the Appeals Procedure against an examination decision – postgraduate research students (thesis) at: www.essex.ac.uk/about/governance/policies/research-progress-appeals.aspx#thesis

Professional doctorate students may appeal against the recommendation of a Research Students’ Progress Committee that they be discontinued or downgraded **within two weeks** of receiving notification of the recommendation. You should read carefully the Appeals Procedure for professional doctorate students at www.essex.ac.uk/about/governance/policies/research-progress-appeals.aspx#doctoral

Making a **complaint**. The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination. You can find the complaints procedure and the forms at www.essex.ac.uk/students/experience/complaints

A complaint is defined as *the expression of a specific concern about matters that affect the quality of a student’s learning opportunities* (this is in line with the QAA Quality Code for Higher Education, Chapter B9: Academic Appeals and Student Complaints). The University aims to resolve complaints quickly and informally.

Fitness to practise is only applicable to students on certain professional courses (such as nursing or social work) at: www.essex.ac.uk/about/governance/documents/policies/procedures-fitness-to-practise.pdf
If this applies to you, you will have been told by your department.

Academic Offences Procedure

www.essex.ac.uk/see/academic-offence

www.essex.ac.uk/see/academic-offence

All students are expected to behave with honesty and integrity in relation to coursework, examinations and other assessed work. If you do not do so, you may be found to have committed an academic offence. The University takes academic offences very seriously.

Academic offences can include plagiarism, false authorship, collusion, falsifying data or evidence, unethical research behaviour and cheating in an examination (this list is not exhaustive). Academic offences can be committed as a result of negligence, meaning that you may be found guilty of an academic offence even if you didn’t intend to commit one.

It is your responsibility to make yourself aware of the Academic Offences Procedure, the regulations governing examinations, and how to correctly reference and cite the work of others. If you aren’t sure what referencing system you should use, you should ask your department and also refer to **8: Referencing and good academic practice** in this handbook.

Ethics

All research involving human participants, whether undertaken by the University's staff or students, must undergo an ethics review by an appropriate body and ethical approval must be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here - <http://www.essex.ac.uk/reo/governance/human.aspx> - along with the University Ethical Approval application form.

'Human participants' are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and fetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.

Students who are planning a research project that involves human subjects must obtain ethical approval. Such projects include the use of clinical sessions, questionnaires, interviews and observations. Application should be made, in the first instance, to the Centre's Director of Research (Dr Jochem Willemsen) who will either be able to approve the project or will refer it to the Faculty Ethics Committee. You should apply well in advance of beginning your project.

Confidentiality Policy

A copy of the Centre's Confidentiality Policy can be found at: <http://www.essex.ac.uk/cps/current-students/default.aspx>

Referencing and good academic practice

Information relating to the University's procedure on academic offences

Respecting authorship through good academic practice is one of the keys to academic integrity, and a key value of higher education in the United Kingdom.

The Talent Development Centre provides online courses and guides to help you fully understand what is required from you. You can find out about the full range of workshops and resources that are available to you by visiting www.essex.ac.uk/see/tdc. You can also complete the online Academic Integrity course at <https://moodle.essex.ac.uk/course/view.php?id=5844>.

You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully. Failure to understand the academic conventions may result in you being found to have committed an academic offence (see section **5.6 Academic Offences Procedure**).

Remember, if you have any questions about referencing you can ask our academic staff, or staff in the Talent Development Centre.

Thesis Submission

At least two months before submission, students have to give notice to the Registry by completing the 'approval of title' form found at: <http://www2.essex.ac.uk/academic/students/pgr/title.rtf> and sending it to the

Centre for approval by the supervisor and Centre Director. Once Centre approval has been obtained the form is forwarded to the Registry.

Students are strongly advised not to present a thesis for examination without leaving time for the supervisor to read and comment on the final version and to suggest any final revisions. Please note, however, that it is not the responsibility of the supervisor to make grammatical or stylistic corrections to the thesis, except by way of example. Nor is it his/her responsibility to translate passages or to render it into adequate English. Where English is not the main language of the student, it is the latter's responsibility to obtain assistance from persons other than the supervisor for these purposes. Other graduate students are often willing to do this for a small fee, and the supervisor may be able to suggest some names. The student is responsible financially for these matters. Any such help with English should be duly acknowledged.

The Registry publishes notes for guidance on the presentation and submission of a thesis. These are available at: <http://www2.essex.ac.uk/academic/services/staff/grad/thesis.doc>

Notes for Guidance on the Submission, Presentation and Examination of a Thesis (for the degree of MPhil, MD, Professional Doctorate or PhD) **or a Dissertation** (for the degree of MSc or MA by Dissertation)

PRESENTATION

The following notes have been prepared in consultation with the University Librarian.

1. **Title Page** - The layout of this page should be to the following pattern:

A time-series analysis of Shakespeare's metrical psalms

A.N. Other

A thesis submitted for the degree of

Department of

University of Essex

Date of submission (month and year)

2. **Paper**

Use standard Continental A4 white. The original typescript should be on good bond paper and all copies on good quality copy paper. Good quality photocopies are also accepted. Candidates are asked to check each photocopied page to ensure that the copy print is clear.

3. **Page Layout**

- Candidates may print on both sides of the paper (double-sided printing) with double spacing for everything except quotations, footnotes, captions to plates etc.
- Where double-sided printing is used, both the left hand and right hand margins must be at least 3.2cm (this is the binding margin).
- Where single-sided printing is used, only the left hand margin must be at least 3.2cm (this is the binding margin). It is desirable to leave about 1.3cm at the outer edge of the page.

- When photographs are mounted the binding margin must be increased to 3.8cm.
- It is desirable to leave 2.5cm margins at top and bottom of the page.
- The best position for the page number is at the top right 1.3cm below the top edge.

4. Photographs

Full page photographs are best on single weight printing paper, preferably not glazed. Double weight paper cannot be oversewn but must be hinged, which will increase the cost of binding. Small photographs are best mounted on cartridge paper, which is of the correct weight and offers some absorption to the adhesive used. Failing this, all photographs should be mounted on good bond paper even for the copies of the thesis. Coloured photographs should be mounted only by means of photographic corners. The use of adhesive may alter the colours.

5. Plate captions and margins

- Plate upright - Caption at bottom, plate number immediately above.
- Plate sideways - Caption at right-hand side with plate number above it.
If the plate is to face the text, binding margin must be at the right-hand edge but if the plate is to face blank verso of previous page then the binding margin must be at the left.

6. Graphs, diagrams, computer printout etc

Page-size graphs should be treated in the same way as plates with regard to numbering, captions and margins. Joining and folding of oversize plates, graphs etc. should be left to the binder. Large maps and diagrams are unsuitable for binding in the text. If they can be folded so that their overall dimensions do not exceed 28cm x 17.7cm and their total thickness is not more than one third of the thesis then they can be accommodated in a pocket attached to the inside back cover. Failing this, a separate portfolio will be required. Large sheets of computer printout are unsuitable for binding in the text and should be contained in a portfolio. Good quality photocopies of computer printout may be accepted. Candidates are asked to check each photocopied page to ensure that the copy print is clear. Numbers for graphs, diagrams and maps are best located in the bottom right hand corner.

7. Word Length

Scheme	Word Length*
PhD	80,000
Professional Doctorate	40,000
MD	65,000
MPhil	50,000
MA/MSC by dissertation	30,000

* In all cases including quotations but excluding appendices and footnotes (as long as the latter do not contain substantive argument). Please note these are word limits not targets. The thesis (each copy) should contain a **summary** not exceeding 300 words.

8. Appendices

Submission of appendices in electronic format, such as on a CD-Rom or USB storage device, are permitted provided the contents do not contain substantive argument/evidence, and are not used to store parts of the main body of the thesis. This is important to observe, as there is no requirement for examiners to view or read electronic appendices.

The electronic device should be appropriately appended to the thesis copies, and should be accompanied by a note explaining which programme/format has been used (e.g. Word, Publisher, Photoshop).

SUBMISSION – FOR EXAMINATION

1. All registration fees and debts must be paid before the thesis can be accepted for submission.
2. Your two copies of the thesis should be submitted for examination in an unbound format.

They **must** be adequately secured (for example in spring-back binders or comb binding and **not** in ring binders or lever arch box files). They **must not** be overfilled and to avoid all risks of coming open and jeopardising examination, two binders **must** be used, if required.

3. You should submit to the Registry Office (Student Services Hub, Silberrad Student Centre, Wivenhoe Park)
 - **Two** copies (one original and one good copy) of the thesis or dissertation.
 - A submission form (RD1) completed and signed by yourself.

You are strongly advised to retain one good copy of the thesis or dissertation yourself.

PROCEDURE

1. Once you have submitted your thesis and your examiners have been appointed, the Registry will forward the thesis copies to the examiners.
2. Your internal examiner will arrange and contact you regarding the date of the oral examination (viva). After it has been held, the report will be returned to the Registry Office who will then contact you again. In most cases the thesis copies will be returned to you at the viva. In some cases it may be necessary for the thesis to be returned to the Registry.
3. The average time taken to examine a thesis is 3-4 months, depending on the examiners' other commitments. This amount of time should therefore be allowed before the Graduation Ceremony in July. The University cannot, however, guarantee that the result will be available in time for a particular ceremony. You can obtain your certificate at any time of the year once the degree has been conferred and you have received your award letter.
4. Research degree candidates are entitled, on request, to receive copies of the examiners' pre and post viva reports on their thesis, after the examination is completed and the result has been recommended.

SUBMISSION – FINAL BOUND COPY

From the 1 October 2015, you will only need to provide one hard bound copy of your thesis to the Library and should submit an electronic copy to the Repository. This new arrangement will allow a wider audience to access theses electronically and will save you the cost of producing a second bound copy.

How the new process will work

Following the successful examination of a thesis, the Registry Research Team will email you to confirm that you should submit one bound copy of your thesis to the Library and an electronic copy to the Repository. Once the hard copy and electronic copy of the thesis have been formally accepted, you will then receive your award.

The new thesis repository is for all postgraduate research degree programs

This includes PhD and Doctorate Programs, MPhils and Masters by Dissertation programs.
NB The Repository is for finished theses and should not be used for theses that are being submitted for examination.

The process for theses that are being submitted for examination has not changed.

Binding - It is your responsibility to check the collation of theses before they are sent to the binder. If any pages are missing or not in their correct sequence, then the University copies will have to be rebound at your extra cost. Pages should be sewn together and bound in boards, in black cloth.

Your name should be shown on the spine, the lettering to read upwards (if it has to be vertical). At the bottom of the spine the title of the degree and year of conferment should be printed thus:

ESSEX
PhD (or MPhil or MSc)
(Year of Conferment)

The University Library can arrange binding of theses, but private firms may be used providing the rules for binding given above are observed.

LIBRARY REGULATIONS

You should also be aware of the University Library regulations and in particular the following: One print copy of all theses for which a research degree has been conferred under University regulations will be deposited in the University Library. It will be bound in accordance with the rules laid down by the University. The author will empower the Librarian to allow the print copy of the thesis to be copied in whole or in part without further reference to the author on the understanding that such authority may be given in respect of single copies made for study purposes and will be subject to normal conditions of acknowledgement. The Librarian is similarly empowered to allow the digitisation of the thesis, or the retention of an existing digital copy of the thesis, by the British Library or its agents for the purpose of making its content available on the World Wide Web.

Print theses will be available in the Library for reference, and digital copies will be made available by the University, the British Library or its agents, except when permission to consult or digitise a thesis has been withheld at the special request of the author for a period not exceeding five years agreed with the university.

Theses may be lent to an approved library for consultation in that library on receipt of an application from the librarian.

The University may publish the title and summary of the thesis in any way it sees fit and may authorise others to do so.

Any person wishing to consult a thesis must sign an undertaking (on the form provided):

- a. not to reproduce the thesis or any substantial portion of it or to quote extensively from it or otherwise make substantial public usage of it without obtaining the written permission of the author
- b. that due acknowledgement will in each case be made whenever such information is published. The author may empower the Librarian to give such permission. (See Higher Degree Regulations 4.41-4.49)

Further details may be obtained

via: <http://www.essex.ac.uk/about/governance/regulations/library.aspx#theses>

Outline of Examination Arrangements for Research Students

The thesis will be examined by two examiners, one internal and one external. Examiners are nominated by the Centre Director on the recommendation of the supervisor, in consultation with the student. They are formally appointed by the University. The internal examiner **cannot** be the supervisor nor any member of staff who has been on the supervisory board during the six months prior to submission.

The time taken by examiners to read the thesis varies according to their availability. All efforts will be made to examine the thesis within the term after submission although that may not always be possible given the external examiner's commitments.

THE VIVA

An oral examination is usual for all PhD and Doctoral theses. Exemption from the viva can be granted in *very exceptional circumstances*, but only after both examiners have read the thesis, and both agree that the thesis is of such a high standard of excellence that no clarifications or modifications are necessary.

The viva takes about two hours on average and involves a detailed discussion of points raised by the thesis. The result of the examination is normally given at the end of the session, but in some cases the examiners will need to confer after the interview before finally reaching their decision. In any case you should hear the result the same day.

For students submitting before January 2017 Examiners may recommend the following viva outcomes:

pass - no corrections required;

pass with minor typographical/presentational corrections - the student makes the corrections prior to binding the thesis; **pass with minor editorial revisions to be made within two months** - the examiners must provide a list of revisions that they wish to see made and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and the thesis submitted within two months;

pass with editorial revisions to be made within four months - the examiners must provide a list of the corrections and revisions that they wish to see made and the internal examiner must confirm in writing that the corrections have been made satisfactorily. Revisions must be made and the thesis submitted within four months;

referral - for re-examination in up to 12 months - the student may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period required, which should not normally be less than four months or exceed 12 months;

fail - the examiners must provide a clear statement describing the shortcomings of the thesis.

For students submitting after January 2017 Examiners may recommend one of the following:

Oral examination outcomes

A. Pass with *no corrections or minor typographical/presentational corrections*. The candidate makes any corrections prior to submission of the final version of the thesis.

B. Pass with *minor corrections to be made within three months*. The examiners must provide a list of corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.

C. Pass with *major corrections to be made within six months*. The examiners must provide a list of corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within six months.

D. Referral for re-examination in up to 12 months. The candidate has not met the requirements for the degree examined but may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts

or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

E. Award of a (lower award) with *minor corrections* to be made within three months. The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of *minor corrections*. The examiners must provide a list of the corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.

F. Award of a (lower award) with *major corrections* to be made within six months. The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of *major corrections*. The examiners must provide a list of the corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within six months.

G. Referral for a (lower award). The candidate has not met the requirements for the degree examined but may resubmit a revised thesis for re-examination for a (lower award). The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

H. Fail. The examiners must provide a clear statement describing the shortcomings of the thesis.

Glossary of Academic Terms & Abbreviations

The University uses many terms and abbreviations to describe its organisation, staff members and academic provision. The Registry Office has produced a Glossary of Academic Terms and Abbreviations which students may find helpful. This is available on the University website at:

<http://www.essex.ac.uk/academic/docs/hbks/glossary.shtm>

Proof Reading Policy

Information on the University's Policy and Guidance on Proofreading can be found at:

<http://www.essex.ac.uk/proofreading/policy.aspx>

A register of Proof-readers who have agreed to comply with the University's guidance and protocols can be found at: <https://www.essex.ac.uk/proofreading/restricted/>

Guidelines on the Ownership of Intellectual Property Rights in Students' Work This note provides guidance for students at the University on the handling of intellectual property rights — that is, copyright and the right of exploitation of inventions. If you are a student at the University, then by default all the rights in work you produce as a student belong to you. This covers written works, artistic works, and recordings. Written works include computer programs, tables and so forth, as well as more obviously 'literary' writings. In particular, you own the intellectual property rights in any Masters or PhD thesis you produce at the University. There may be exceptions to this rule if your work has been sponsored by a commercial organisation. In such cases the University's Research and Enterprise Office helps draw up a contractual agreement with the commercial organisation concerned which will cover any special intellectual property provisions. In the course of your student work you may produce an invention, or part of an invention, which could be commercially exploited. The intellectual property in such an invention belongs to you. However commercial exploitation is difficult and costly to achieve. The University would seek to reach an agreement with you to assist you in exploitation and share the benefits. When you submit a postgraduate research

thesis to the University, both the Library and your department have the right to keep a copy. The Library regulations summarise how the University will preserve your rights while providing for academic access to your thesis. You can find the University Regulations governing intellectual property rights under Regulations relating to Academic Affairs, Higher Degree Regulations and Procedures, and Library Regulations. You can find information on respecting other people's intellectual property rights on the University's IPR web pages.

You Matter

Practicalities: Getting started and IT matters

Registration, enrolling and transcripts

All new and returning students must **register** at the start of each academic year. The full process for new students includes activating your student record for the academic year – which is held by our Postgraduate Research Education Team– getting your email account, gaining access to IT and library services, and enrolment on modules and confirming your contact details. As your studies draw to a close, once your exam board has met, it takes up to five working days for your results to be confirmed. The Postgraduate Research Education Team will publish your results, close your record and send you an award confirmation letter. Your award certificate and academic transcript cannot be produced until the Postgraduate Research Education Team has completed the above step so if you have not received your award confirmation letter, the Graduation Office cannot produce your documents. For more about registration and the Postgraduate Research Education Team, visit our student webpages.

www.essex.ac.uk/students/new/registration

www.essex.ac.uk/students/graduation/award-documents

Find Your Way and room numbering system

Find Your Way is our interactive campus map app. Download it to help you find any location on campus and get directions quickly and easily. There's also a handy web version - findyourway.essex.ac.uk/

If you're looking for a specific room, follow these rules.

If the room number has three parts and the first is alphabetical eg TC.1.20 then the room is in one of the outer buildings. The format is building.floor.room. The first part indicates the building - "TC" is the Teaching Centre and "LH" is the Ivor Crewe Lecture Hall. The second part tells you the floor and the third the room number. For example, LH.1.12 is Ivor Crewe Lecture Hall, floor 1, room 12.

If the number has three parts and the first contains numbers and letters eg 5N.7.16, then the room is in square 4 or 5. The format is entrance.floor.room. The first part tells you the square and corner (eg 4S is the south corner of square 4), which matches the labels on the entrances (eg door 4NW is next to The Store). The second part is the floor and the third part the room. For example, 5NW.6.12 is in the north-west (NW) corner of Square 5 (entrance "5NW"), floor 6, room 12.

If the number has two elements and the second element has three digits eg 4.722, the room is in the Maths/Social Studies/Rab Butler/Square 1 building area. The first number shows the floor and the last three digits show the room number.

Also... if the last three digits are 700-799 the room is off Square 1, and if the last three digits are 500-599 the room is in the Square 2 area (Computer Science). For example, 5.512 is room 512, floor 5.

www.essex.ac.uk/about/colchester/documents/location_of_teaching_rooms.pdf

IT support, wifi, email account, free MS office, computer labs, m:drive

Visit our website to set up your **IT account and password**. Once you're set up, you can access email, log on to lab computers, connect to eduroam wi-fi and much more. www.essex.ac.uk/it/getaccount.

You must change your password within four weeks of starting, and then once every four months after that. The easiest way to **change your password** is online at: www.essex.ac.uk/password.

As part of your Office 365 email account you get unlimited cloud storage space for all your documents with OneDrive. OneDrive lets you create, edit, and share documents online. You also get at least 300 MB of local storage, known as your M: drive. You can access this by going to 'My Documents' on any lab computer.

Visit the IT Services website for helpful information, including how-to guides, answers to frequently asked questions, and links to video screencasts. www.essex.ac.uk/it

If you can't find what you're looking for, or if you need to talk to someone, then you can get help from the IT Helpdesk in the Silberrad Student Centre. Open Monday to Thursday 8.30am to 6.00pm, and Friday 8.30am to 5.45pm.

You can also download Microsoft Office 365, for free. You can install it for free on up to five computers, and up to five mobile devices. www.essex.ac.uk/see/software

If you need to use a **computer on campus** our computer labs are the perfect place to study or work. Many labs stay open until late and some are open 24/7. For computer lab locations, opening hours and real-time availability visit: www.essex.ac.uk/it/computers/labs.

Tier 4 information

If you are a citizen of a country that is not part of the European Economic Area or Switzerland it is likely that you will require a **visa** to enter or remain in the UK to study. The type of visa you need to apply for will depend on your personal circumstances, proposed study and where you are applying from. Find out more on the University's website at: www.essex.ac.uk/immigration/

On-campus facilities

There is a broad range of **facilities** to support your living and learning experience at our Colchester Campus – including study-based services like the IT helpdesk and group study pods, but also various food and drink venues, three banks, a general store run by the Students' Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.

www.essex.ac.uk/students

www.essex.ac.uk/welcome

Graduation

The culmination of all your hard work, **Graduation** ceremonies take place at our Colchester Campus each July in the Ivor Crewe Lecture Hall. All eligible students studying at our Colchester, Loughton and Southend Campuses will be invited to attend. For more information visit our graduation pages: www.essex.ac.uk/students/graduation/default.aspx

Skills, Employability and Experience

Employability and Careers Centre

Our careers specialists can give you valuable advice throughout your time at Essex and beyond. We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online access to graduate and part-time job vacancies.

www.essex.ac.uk/careers

Learning Languages at Essex

Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you're looking for a job. There are a number of ways to do it, so look online to discover the best option for you.

<http://www.essex.ac.uk/study/why/languages.aspx>

Talent Development Centre

Unleash your potential and visit our Talent Development Centre. Providing support on academic literacy, numeracy, English language, employability and IT to help you be the best you can be.

www.essex.ac.uk/students/study-resources/tdc/

Career Hub

Browse hundreds of top jobs and graduate vacancies, sign up to exclusive careers events, book CV reviews and one-to-one careers advice, and connect with employers on CareerHub, our online jobs portal.

www.essex.ac.uk/welcome/careerhub

Frontrunners

Frontrunners is the on-campus work placement scheme, and one of the best ways to enrich Frontrunners is our unique placement scheme for students. We'll give you challenging employment opportunities on campus and help you develop the skills you need to compete for the best jobs. We'll even give you on-the-job training and pay you, too.

www.essex.ac.uk/welcome/frontrunners

Student Ambassadors

Student Ambassadors are current students who help to promote the University and higher education. As a Student Ambassador you can get involved in a whole range of opportunities, in particular helping our Student Recruitment and Outreach teams. Student Ambassadors are normally recruited at the start of the Autumn Term. www.essex.ac.uk/careers/job_hunting/on_campus

Volunteering

There are plenty of opportunities to **volunteer** during your time at Essex. The Students' Union runs the vTeam, which is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.

www.essex.su/vteam

Big Essex Award

This is the University's **employability award** and will help you stand out from the crowd and get University recognition for all your extra-curricular experience.

www.essex.ac.uk/careers/bige

Essex Interns

Essex interns create paid internships exclusively for you as an Essex student. They're flexible too; part time during term time or full time in vacations. You can even take part up to three years after you graduate, as part of our Essex graduates support package. www.essex.ac.uk/careers/internships

You Matter: Health, Welfare, Support and Safety

Student Services Hub, including contacts for disability, wellbeing, counselling and confidential issues

If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, the Student Services Hub is the place to go. Want to know how and when to apply for accommodation? Having problems with your funding? Struggling with exam stress? Your questions matter and you'll get answers from our team of experts.

Colchester email: askthehub@essex.ac.uk

Southend email: askthehub-sc@essex.ac.uk

Loughton email: askthehub-lc@essex.ac.uk

www.essex.ac.uk/students/health-and-wellbeing

If you get into financial difficulty get help and talk to someone as soon as possible. The sooner your problem is identified, the sooner it can be solved. Advisers in our Student Services Hub and our independent SU Advice Centre can listen and talk you through the issues.

<http://www.essex.ac.uk/fees-and-funding/money/> <http://www.essexstudent.com/advice/money/>

Harassment advisory network, dignity and respect

We are Essex. We encourage a culture of dignity and respect. We're committed to upholding an environment that's free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our network of trained harassment advisors are on hand to help.

www.essex.ac.uk/equality

www.essex.ac.uk/equality/harassment

www.essex.ac.uk/students/new

Faith groups

We're proud of our vibrant and diverse multicultural community and we recognise and support the many different religions and beliefs on campus. The calm, friendly and supportive atmosphere in our Multi-Faith Chaplaincy is a welcoming place for staff, students and the wider community to meet, interact and engage with each other.

www.essex.ac.uk/students/experience/mfc

Nightline

Established at Essex in 1970, Nightline is a friendly help and support service run by students, for students. We work under strict confidentiality ensuring complete anonymity, and we're always willing to listen. From tea and toast to campbeds, whether you're waiting for a taxi, need a revision break, or just want to chat, pop in or call us. www.essex.ac.uk/students/health-and-wellbeing/nightline

Health and safety on campus

Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this we work closely with local agencies including the police and borough councils. Take a look at our website for general advice and information.

<http://www.essex.ac.uk/students/experience/safety>

Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disabilities that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).

www.essex.ac.uk/students/experience/safety.aspx

www.essexstudent.com/services/safety_bus

www.essex.ac.uk/students/campus/emergency.aspx

www.essex.ac.uk/ohsas/fireSafety/peep.htm

Residence Life

Our Residence Life team is here to help you settle in and support you during your time living on campus. Each residents' assistant (RA) is assigned an area and will aim to get to know you and organise a range of social activities. Plus they can help if you've got any concerns or complaints. Residence Life operates outside of office hours when other University support services are closed.

www.essex.ac.uk/accommodation/support/reslife

Health Centre

If you're studying on a course for more than six months, you're required to register with a local doctor. Our Colchester Campus has its own health centre or you can use the NHS Choices postcode finder to find your nearest doctor.

www.rowhedgesurgery.co.uk

www.nhs.uk

Students' Union Advice Centre

Our SU advice centre offers free, confidential, independent and impartial advice on any issue that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex.

www.essex.su/advice

suadvice@essex.ac.uk

01206 874034

University Privacy Statement

Under the Data Protection Act 1998, any individuals about whom the University may be holding personal data have the right to access the data that is being held about them. Full details about how this works, and how to request such information are available on the Records Management web pages, see: 'How to access your personal data'.

www.essex.ac.uk/site/privacy_policy

www.essex.ac.uk/records_management/request

Essex Matters

The Essex Experience

The Essex Student Charter

Our Student Charter is developed by the University of Essex and our Students' Union as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community.

www.essex.ac.uk/students/experience/charter

Freedom of speech policy and the Code of Conduct

For regulations relating to the Code of Student Conduct; procedures for investigating breaches; appeals process please refer to the Terms and Conditions apply booklet all new students receive with welcome information, previously known as the Code of Student Conduct and The Rulebook. This information is on the University's website and is updated annually.

www.essex.ac.uk/students/study-resources/handbooks

www.essex.ac.uk/about/governance/regulations/code-conduct.aspx

Essex Spirit, social media and other channels of communication with students

Keep up-to-date with important news, events and offers from across the University with our Essex Spirit blog. Go to our email lists to subscribe to the fortnightly e-bulletin.

<http://blogs.essex.ac.uk/essexspirit/>

www.essex.ac.uk/students/new/

We have more than 60 Facebook pages, including one for each department. We're also on Twitter.

www.facebook.com/uniofessex/

https://twitter.com/Uni_of_Essex

Our 'What's on?' calendar brings together all the events happening across our three campuses, so you can make the most of your time at Essex.

<http://www.essex.ac.uk/events>

Students' Union

We're famous for our Students' Union at Essex, and for good reason. Here you're not just a member of a normal Students' Union, you're part of a family. We're here to cheer you on as you walk into exams and to help you absolutely destroy the competition in interviews and land your dream job. We've given students the tools to set up over 100 societies for anything they want. And if you're into sport – we run more than 40 sports teams and unlike other Universities ours are free to join. You choose what drinks we serve in our bar and what products we stock in our shops, just write it on the wall and we'll do our absolute best to get it in stock for you ASAP.

Say hello at essex.su

Alumni

Your time will fly by. But Essex is forever, not just for a few years, and you'll be part of this place for life. When you graduate, you'll get an alumni card, which gets you access to all alumni events, like our popular Sports Weekend, and allows you to keep using the gym and the library, so stay in touch.

alumni.essex.ac.uk/home

Further useful information and links

Centre for Psychoanalytic Studies Web Page: www.essex.ac.uk/cps



Centre for Psychoanalytic Studies Facebook page:

<https://www.facebook.com/UoEPsychoanalytic>



Centre for Psychoanalytic Studies LinkedIn group:

<https://www.linkedin.com/pub/university-of-essex-centre-for-psychoanalytic-studies/8a/134/a83>



Centre for Psychoanalytic Studies Vimeo Channel:

<http://vimeo.com/channels/pyscho>