

Your studies

STUDENT HANDBOOK

CENTRE FOR PSYCHOANALYTIC STUDIES

Undergraduate student handbook (Colchester Campus)

2016–2017



University of Essex

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1. Introduction



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 of these is available on the Centre's web page. 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, your 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.

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 ffytche
Director

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 at www.essex.ac.uk/myessex. 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 are part of a vibrant community that lives, learns and plays together.

1.1 Term dates, calendar and academic week numbers

Term dates

2016-2017

Autumn term	6 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	9 October 2017 – 15 December 2017
Spring term	15 January 2018 – 23 March 2018
Summer term	23 April 2018 – 29 June 2018

The University uses a week numbering system that covers the 52 weeks of a calendar year, beginning with Welcome Week as week 1. You can find the University week structure/calendar here:

<http://www.essex.ac.uk/students/course-admin/documents/weeks-2016-17.pdf>

If you are absent from the University during teaching weeks you should follow the procedure outlined in section 3.13.

1.2 Timetables

Information about teaching timetables and a link to your individual timetable can be found at <http://www.essex.ac.uk/students/course-admin/timetables.aspx>

1.3 myEssex

myEssex is the University's student portal. 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/>

2. About our Centre

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

	Room	extension	email
CENTRE DIRECTOR			
Dr Matt ffytche	4SB.6.18	3958	mffytche
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	3962	ctanne
LECTURERS			
Ms Elena Della Rosa	4SB.6.11	3903	edella
Dr Kevin Lu	4SB.6.9	4791	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 PROFESSORS			
Professor Karl Figlio		2921	kfiglio
Professor Bob Hinshelwood		2921	rhinsh
ADMINISTRATIVE STAFF	4SB.6.2		
Debbie Stewart - Centre Administrator <i>Part-time</i>		3640	cpsadmin
Elaine Beattie – Student Administrator (Southend) <i>Part-time</i>		8379	cpsugse
Alison Evans - Student Administrator (UG)		4969	cpsugrad
Fiona Gillies - Student Administrator (PGT) <i>Part-time</i>		3745	cpsgrad
Anne Snowling - Student Administrator (PGR) <i>Part-time</i>		4554	cpsasst
Centre for Myth Studies			
Professor Roderick Main (Director)	4SB.6.14	4842	rmain
Centre for Trauma, Asylum and Refugees (CTAR)			
Professor Renos Papadopoulos (Director)		3558	renos
GRADUATE TEACHING ASSISTANTS	email		
Anusnigdha	anusni		
Camilla Giambonini	clgiam		
Thomas Kugler	twkugl		
Rebecca Reynolds	rareyn		
Debbie Wright	dlsfri		

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 Alison Evans, email cpsugrad@essex.ac.uk or phone 01206 874969..

Need to talk to your tutor?

All members of academic staff are able to meet with students. Office hours will be displayed on their office door or they can be contacted via email.

Office Holders

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

Personal Tutors

Senior Tutor	Dr Matt ffytche
Personal Tutor	You can find the name of your Personal Tutor by logging in to myEssex.

2.2 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 ffytche

- 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

Dr Zuhura Mahamed

- Trauma
- Refugees
- Migration and health
- Autism and maternal migration

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

- 'Looked after' children, particularly trauma, transition and leaving care
- Psychodynamic assessment
- Therapeutic communities and group processes
- 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

2.3 Resources supplied or maintained by the Centre 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>

2.4 Location of Centre office, opening hours, common room, photocopying

Our location

Centre for Psychoanalytic Studies
Colchester Campus
University of Essex
Wivenhoe Park
Colchester CO4 3SQ

Telephone: 01206 874969

General enquiries: cpseo@essex.ac.uk

Website: www.essex.ac.uk/cps

We are located off Square 4. Use entrance 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.

Opening hours

Our Administrative Office (4SB.6.2) is open:

Monday, Thursday, Friday 10am to 1pm

Tuesday and Wednesday 10am to 4pm.

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.

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.

2.5 Personal tutor information

All undergraduate students are allocated a Personal Tutor. Personal Tutors provide general and academic support to a small group of students, offering opportunities to discuss their academic progress, their transition between years and their progression into the world beyond the University. Your Personal Tutor is someone you can talk to if you have any questions about your course or encounter any difficulties which affect your studies.

You can see the name of your Personal Tutor by logging in to myEssex.

2.5 Details of additional departmental support

Our friendly administrative team are able to provide support and guidance around administrative questions and queries. This may concern locating a University resource, a query about some aspect of your course or extra-curricular events occurring within the Centre. They are also able to signpost you to other University services.

2.7 Centre policy on the use of smart phones, laptops, tablets, dictionaries

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.

2.8 How the Centre will communicate with students

You are entitled to free e-mail supplied by the University. Please ensure that you know how to access this. The IT Helpdesk can assist you. You can visit in person at the ground floor of the Silberrad Student Centre, or telephone on extension 2345 (internal) or 01206 872345 from outside the University.

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. *You should check your University e-mail regularly for important information. It is recommended you check it no less than twice a week, but more frequently is better.*

You can arrange for your University emails to be forwarded to your private e-mail address if you prefer.

Further information on your University IT account can be found in section 7.3 of this handbook.

2.9 Departmental prizes

The Centre currently awards the following undergraduate prizes:

The **Ba Psychoanalytic Studies/BA Therapeutic Care First Year Student Prize** is awarded for the student who receives the highest overall essay marks in the first year of their degree, and also meets the following conditions: one piece of work must be at 1st Class level and the year grade overall must be at least at 2.1 level.

The **Hannah Curtis Prize** is awarded for the best BA Therapeutic Communication and Therapeutic Organisations long essay mark. (PA213, long essay mark not overall module mark).

The **Kegerreis Prize** is awarded to the student with the best overall mark on BA (Hons) Therapeutic Communications and Therapeutic Organisations.

3. Learning and Teaching

3.1 Brief statement about learning, teaching and independent study

Success on an undergraduate degree programme requires sustained effort on your part throughout the course. It is necessary for you to find and maintain an efficient way of working that suits your abilities and needs. Finding a manageable routine is the key!

You will be provided with tutorials and a variety of learning resources which may include lectures, seminars, groups, workshops and on-line activities as a foundation for your study, and from which you can develop your own unique relationship to the subject.

It cannot be emphasised too strongly that the contact hours with the teaching staff, though crucial to your learning, is only a guide. It is essential that you spend time on your own in order to work through and understand the material you are reading. You must read round the subject in the recommended books and papers and other books you find in the Library. The more you engage with the readings in and out of seminars the better your assignments will be.

3.2 What the Centre expects from its students and what students can expect from the Centre

Staff can reasonably expect that students will:

1. attend all lectures and classes. Absence should be reported by completing the notified absence on myEssex (see section 3.13 'Attendance monitoring (Count-me-in) and absence from sessions');
2. complete all essential or required reading prior to the relevant lecture or class.;
3. spend at least 10 hours per week reading and preparing for the module, including class-lecture contact time;
4. participate actively in classes and seminars and honour any commitment to produce work for a class;
5. familiarise themselves with the rules of assessment and the Centre's procedures for submitting coursework;
6. complete required coursework on time;
7. ensure that required coursework is clearly expressed, legibly written (ideally, that it is typed or wordprocessed); and properly documented (with adequate citations and bibliography).

You can expect clear guidelines on your coursework, well organised teaching and a serious response to your needs of, and complaints about, your modules. You can also expect to be able to contact staff and arrange meetings within a reasonable period of time. Marked work will be returned to students within four weeks of the submission deadline and feedback should give you a clear idea of strengths and weaknesses. In general, whatever procedures are relevant to any specific situation should be made clear to you on request (progress, appeals, course requirements).

3.3 Information about Moodle and FASER

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

3.4 Course structures, learning outcomes, programme specifications

	UCAS CODE
BA Psychoanalytic Studies	C890
BA Psychoanalytic Studies with Placement Year	C89A
BA Therapeutic Care	C847
FdA Therapeutic Communication and Therapeutic Organisations	LX51
BA Therapeutic Communication and Therapeutic Organisations (top up)	LX5C

Course structures

BA Psychoanalytic Studies

Year 1			
Module code	Title	Credits	Status in award
PA108-4-AU	Popular Film, Literature and Television: A Psychoanalytic Approach (Freud and Jung)	15	Compulsory
PA109-4-SP	Sex, Politics and Religion	15	Compulsory
PA123-4-AU	Understanding Individuals, Groups and Organisations – an introduction to Psychodynamic Concepts	15	Compulsory
PA125-4-SP	Child, Adolescent and Adult Development	15	Compulsory
PA208-4-AU	The Unconscious: Psychoanalysis, Culture, and Society - Freud	15	Core
PA209-4-SP	The Unconscious: Analytical Psychology, Culture and Society - Jung	15	Core
	Outside options	30	

Year 2			
Module code	Title	Credits	Status in award
PA401-5-AU	Psychoanalytic Theory: Freud and Object Relations	15	Core
PA402-5-SP	Advanced Jungian and Post-Jungian Approaches	15	Core
PA403-5-AU	The Psychoanalysis of Children	15	Compulsory
PA404-5-AU	Psychodynamics of Trauma	15	Compulsory
PA405-5-SP	Lacanian psychoanalysis	15	Compulsory
PA406-5-SP	Literature and the Unconscious	15	Compulsory
SK700-5-SP	Employability module	15	Compulsory
	Outside option	15	

Year 3			
Module code	Title	Credits	Status in award
PA229-6-SP	Organisational Dynamics - Theory	15	Compulsory
PA407-6-FY	Current Debates in Depth Psychology	30	Compulsory
PA408-6-SP	Contemporary Therapeutic Practice	15	Compulsory
PA409-6-FY	Reflective Practice	15	Compulsory
PA987-6-FY	Dissertation	30	Compulsory
	Outside option	15	Compulsory

BA Therapeutic Care

Year 1			
Module code	Title	Credits	Status in award
PA123-4-AU	Understanding Individuals, Groups and Organisations – an introduction to Psychodynamic Concepts	15	Core
PA125-4-SP	Child, Adolescent and Adult Development	15	Core
PA126-4-AU	Therapeutic Practice and Statutory Frameworks	15	Compulsory
PA127-4-FY	Work Based Learning for Care	15	Core
PA128-4-FY	Observation Skills and Reflective Practice	30	Core
PA129-4-SP	Therapeutic Work in Groups	15	Core
PA130-4-AU	Assignment and Research Writing for Psychoanalytic Studies	15	Compulsory

Year 2			
Module code	Title	Credits	Status in award
PA121-5-SU	Advanced Seminars in Theory and Practice	15	Compulsory
PA223-5-AU	Trauma in Individuals, Groups and Organisations	15	Core
PA224-5-FY	Advanced Psychodynamic Observation and Reflective Practice	30	Core
PA225-5-SP	Violence and Projective Processes in Individuals and Society	15	Core
PA226-5-FY	Reflective Practice	15	Core
PA227-5-SP	Work-based Practice	15	Core
PA700-5-AU	Non-Psychodynamic Approaches to Practice	15	Compulsory

Year 3			
Module code	Title	Credits	Status in award
PA250-6-FY	Reflective Practice and Professional Development	15	Core
PA251-6-AU	Therapeutic Communication Skills	30	Core
PA252-6-SP	Therapeutic Organisations	15	Compulsory
PA253-6-SP	Therapeutic Care in Context	15	Core
PA254-6-FY	Dissertation	30	Core
	One option	15	

FdA Therapeutic Communication and Therapeutic Organisations

Year 1			
Module code	Title	Credits	Status in award
PA123-4-AU	Understanding Individuals, Groups and Organisations – an introduction to Psychodynamic Concepts	15	Core
PA124-4-FY	Introduction to Psychodynamic Observation and Reflective Practice	30	Core
PA125-4-SP	Child, Adolescent and Adult Development	15	Core
PA120-4-FY	Work-based Learning	30	Core
PA133-4-SP	Group Relations and Professional Life	15	Core
PA119-4-FY or	Theory, Practice and Responsibility (for Child and Adolescent pathway)	15	Compulsory
PA319-4-FY	Theory, Practice and Responsibility (for Adult pathway)		

Year 2			
Module code	Title	Credits	Status in award
PA223-5-AU	Trauma in Individuals, Groups and Organisations	15	Core
PA224-5-FY	Advanced Psychodynamic Observation and Reflective Practice	30	Core
PA225-5-SP	Violence and Projective Processes in Individuals and Society	15	Core
PA220-5-FY	Work-based Learning 2	30	Core
PA121-5-SU	Advanced Seminars in Theory and Practice	15	Core
PA219-5-FY or	Theory, Practice and Responsibility (for Child and Adolescent pathway) or	15	Compulsory
PA321-5-FY	Theory, Practice and Responsibility (for Adult pathway)		

BA Therapeutic Communication and Therapeutic Organisations top up year

Module code	Title	Credits	Status in award
PA210-6-AU or	Counselling Skills with Children and Adolescents (Child and Adolescent pathway)	30	Core
PA222-6-AP	Application of Key Psychodynamic Concepts to Therapeutic Work (Adult pathway)		
PA211-6-SP	Organisational Dynamics	30	Core
PA212-6-SU	Mentoring and Supervision	15	Compulsory
PA213-6-FY	Long Essay	30	Core
PA214-6-FY	Advanced Work-based Learning	15	Compulsory

Programme specifications

Programme Specifications provide key information, such as the structure and aims of your course, as well as the knowledge and skills you will develop. The relevant Programme Specification for your course and stage of study will be available to you when you log onto either myEssex or eNROL.

Learning outcomes

Your course's learning outcomes are set out in Programme Specifications. They are categorised into knowledge, intellectual, practical and key skills, and are linked to the aims, learning outcomes and assessment on the modules you take. You can measure your progress against the outcomes, for example when reviewing coursework feedback, and they can be used to guide you when undertaking independent study.

You can find a copy of the module map showing how your course learning outcomes are connected to the modules with the programme specification on myEssex. Full module outlines including the learning outcomes specific to that module are available on the relevant Moodle module.

3.5 Changing your degree and maximum period of study

If you want to **change your course**, you should talk to someone in your department first. Check the deadlines for course changes with the Student Services Hub.

Investigate your potential new course by looking at course information on the department's web pages, talking to students on the course and speaking to tutors. You should also look at our Rules of Assessment for the new course to check whether there are any course-specific requirements.

If you are considering changing course due to academic worries with your current course, you might find it useful to seek academic support before changing. Contact the Talent Development Centre for advice.

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

If you want to make a formal request for a course change, you should do so via the online Course Change form. Go to www.essex.ac.uk/students/course-admin/changing-course for more information.

Undergraduate students have a **maximum period in which to complete their studies**. This is set at the point at which you register, and is normally the length of your programme plus two additional years. This is to allow some flexibility in cases where you find you must intermit, or you fail a stage of study and must repeat it, or you want to transfer to a new course and must retake a stage of study.

3.6 Information about modules including: choices, core, optional, enrolling for modules, the location of the directory, reading lists, changing modules, changing your class.

Students must attempt 120 credits for each year of study. Students must pass all core modules and at least 90 credits at level 5 (for a Foundation degree) or level 6 (for a BA) in order to be eligible to graduate. Students cannot graduate with more than 30 failed credits in non-core modules during the course of their degree.

Modules are normally categorised as follows:

- Core – must be taken and must be passed;
 - Compulsory – must be taken, but some condonement of fails may be possible;
 - Optional – you have a choice of which module to take from a designated list.
- Students on the FdA and BA top up for Therapeutic Communication and Therapeutic Organisations must make module choices via Enrol in order to determine the pathway of their degree (Child and Adolescent or Adult). For a full list of modules please consult the Module Directory: www.essex.ac.uk/modules/

3.7 Listen Again

Did you miss something? Our Listen Again digital recording service lets you listen again to lectures so you grasp every detail. It's available in teaching rooms or lecture theatres where you see the sign.

listenagain.essex.ac.uk

The Centre does not routinely participate in Listen Again, but if a module is participating the module lead will inform you.

3.8 Supervision of UG student research and final year capstone projects

Students will be allocated a long essay or dissertation supervisor. There will be some effort to match your topic with an area of interest or expertise in the supervisor, although this will not always be possible and is not in any case essential: what matters most is that you establish and commit to a productive working relationship with your supervisor.

3.9 Placement information

If relevant to your course, placement information will be published in your course handbook.

3.10 Summary of how the department offers an inclusive learning experience, ensures the quality of opportunities and responds to the diverse needs of students

The University is committed to providing equal opportunities for all students regardless of your background, the level and kinds of need you bring, your strengths and weaknesses and where or how you study. Our diverse student population is taken into account when developing the resources, services and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations. Where appropriate, reasonable adjustments will be made for individual students to support them through their studies. All of this information is provided at greater length within other sections of this handbook.

3.10.1 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

3.10.2 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, give advice and assist you during your time at Essex.

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

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.

3.10.3 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

3.11 Student representation, Student Staff Liaison Committee, 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:

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. 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.

You can find out information about SSLCs here:

www.essex.ac.uk/quality/student_representation/sslc.asp.

Every year, we will ask you to complete the **Student Assessment of Module and Teaching (SAMT)**. This survey will be summarised and discussed by SSLCs and will inform reports written by us for central University committees as part of our quality assurance processes.

Student satisfaction surveys enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance your experience of learning at Essex. You will probably be aware of the National Student Survey (NSS) for final year students which feeds into university league tables. We also run our own Student Satisfaction Survey (SSS) which tells us on a local level how we're doing and where we can make improvements. It's for all undergraduate students not covered by the NSS. The surveys are run online and you will receive a link to the survey in your email.

3.12 Library services

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has long opening hours, a new extension and 24 hours a day 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

3.13 Attendance monitoring (Count-me-in) and absence from sessions

Your attendance at lectures and classes has a significant impact on how successful you are in your studies. At Essex, we monitor attendance so we can identify students who may need guidance and support.

You'll need to **record your attendance** at teaching events using your registration card and the electronic reader in the teaching room. Just 'tap in' for every timetabled teaching event you attend. Your tap will count from 15mins before the start time and up to 15mins after the start time on your timetable.

You should not tap in for someone who is not attending the class; and also you should not tap in if you then immediately leave the teaching event. This is breaking the Student Code of Conduct and you could be fined.

Attending is especially important if you are here on a Tier 4 visa.

If you **lose your card** or it is **faulty**, go to the Student Services Hub to get a new card (a small fee is applicable for lost cards).

If you need to **report an absence** from a teaching event you should do so by completing the **notified absence** on MyEssex. We will consider the reasons and may record it as an **authorised absence**. Be aware that you may need to **provide evidence**, including medical evidence if relevant. Please see www.essex.ac.uk/see/attendance for acceptable reasons to be absent.

You will be able to **check your attendance record**, and notified absences on **MyEssex**. **We are introducing this by department during the year.**

Please contact your Personal Tutor, Centre staff or the Student Services Hub for advice and support, particularly if you are going to be absent for several weeks.

For more information on attendance, and for links to forms and guidelines visit: www.essex.ac.uk/see/attendance

4. Assessment

4.1 Rules of Assessment

www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx

The Rules of Assessment are the rules, principles and frameworks which the University uses to calculate your course progression and final results. These decisions are made by the Board of Examiners, which meets at the end of the Summer Term. The Board of Examiners use the Rules of Assessment to decide:

- whether you can be awarded credit for the modules you have studied
- whether you have done enough to move on to the next stage of your course
- whether you have done enough to pass your course
- what classification you will receive
- what reassessment you could be offered
- whether you must withdraw from your course, with or without an exit award

Exit Awards

If you decide to withdraw from your course before you finish, or you fail too many credits to be awarded a Bachelor's degree, you may be awarded a qualification at a lower level, if appropriate.

4.2 Extenuating Circumstances, withdrawing and intermitting

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

You need to submit your form by the deadline, see: www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

You will **not** get extra marks if you hand in an extenuating circumstances form. Boards of Examiners use other methods to take into account extenuating circumstances, such as permitting further reassessment opportunities for uncapped marks.

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 Hub, www.essex.ac.uk/students/contact/default.aspx, if you need any guidance.

Intermitting is a temporary withdrawal or leave of absence from your studies. 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.

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 module choices and maximum period of study, accommodation, financial matters including the impact on your tuition fees and visas if you have a student or Tier 4 visa.

If you decide to intermit you will no longer be entitled to attend tuition but you will still have access to your Essex email account which we will use to communicate with you and some library access.

Please see www.essex.ac.uk/students/course-admin/intermission for guidance on intermission.

You should read the guidance on intermitting very carefully before submitting your form, at: www.essex.ac.uk/students/course-admin/intermission. 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>

4.3 Re-marking of coursework

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 at: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy. You will need to complete a form and be aware that marks can go down as well as up.

4.4 Moderation, second marking policies and external examiners

The University policy on **moderation** is part of the Marking Policy. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given. A moderator would not change the individual marks for the work, but would liaise with the first marker if he or she believed that the marks were not at the correct level, with a view to the first marker reviewing and adjusting the marking.

Second marking is where a second marker marks the work but has access to the first marker's marks and/or comments. Where two members of staff are involved in marking a piece of work, the markers should make every effort to agree a mark, rather than merely averaging the two marks. Departments must keep a full record of both individual and agreed marks for all work which is second or double marked.

External Examiners are usually academics from other universities but may be from industry, business or the profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that courses at the University meet the academic standards expected across UK higher education. External Examiners write reports on the courses and modules they are responsible for which are made available to you via your department. You can find the name and institution of the External Examiner for your course and modules by looking on the Programme Specifications

Catalogue and the Module Directory. You can find out more about how the University uses External Examiners at: www.essex.ac.uk/quality/external_examiners

Please note: you may not contact External Examiners directly under any circumstances. If you have any concerns about the quality and standards of your course, please contact your student rep, your Head of Department or the Students' Union.

4.5 Appeals, complaints, and fitness to practise

Academic Appeals Procedure

www.essex.ac.uk/see/appeals-ug

Following the release of your end of year results, you are eligible to submit a formal appeal against the **progress decision** of the Board of Examiners that have made the decision regarding your academic progress. Formal appeals can take up to 6 weeks to be considered, however, if you are not in the final year of your programme of study, you can "Consult the Dean" before submitting a formal appeal. The Dean can take action and change the original progress decision, and can also consider requests from students who want to repeat the year rather than take reassessment across the summer. Please visit the Appeals webpage for information regarding the deadline by which you must "Consult the Dean" and/or submit your formal appeal by.

As with all appeals, you would be required to provide any relevant evidence that substantiate your claims. The main legitimate grounds for appeal are any extenuating circumstances that you could not make the Board of Examiners' aware of in advance, or procedural irregularities in the conduct of the Board of Examiners (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred. Other grounds will be considered on their merits but **you may not appeal against academic judgement**. This means that you can't appeal against the marks you have been given by a Board of Examiners without evidence of extenuating circumstances or procedural irregularity.

The Appeals Procedure gives examples of grounds for appeal which are not considered legitimate. You should read these before submitting an appeal. You may also appeal against the outcome of academic offences committees and progress committees under certain circumstances.

We strongly advise all students thinking about making an appeal to contact the Students' Union Advice Centre. Please visit www.essexstudent.com/advice for more information.

The Complaints Procedure:

The University is a large community engaged in many activities, both academic and non-academic. If you feel dissatisfied with some aspect of your dealings with the University, 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 here: www.essex.ac.uk/see/complaints

Fitness to practise is only applicable to students on certain professional courses (such as nursing or social work). If this applies to you, you will have been told by your department.

You can read the procedures on the University website at: www.essex.ac.uk/students/exams-and-coursework/ppg

4.6 Academic Offences Policy

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 **7: Referencing and good academic practice** in this handbook.

If an allegation of an academic offence is made against you, we strongly advise contacting the Students' Union Advice Centre. Please visit www.essexstudent.com/advice for more information.

4.7 Ethics

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

4.8 Centre for Psychoanalytic Studies Confidentiality Policy

The Confidentiality Policy can be found on the Centre website at the following URL: <http://www.essex.ac.uk/cps/current-students/default.aspx>

Submissions of coursework that breach the policy, explicitly or implicitly, in the view of the internal assessor/moderator or External Examiner will be penalised. A breach of confidentiality is an offence that will be referred to the Director of Education for investigation and may lead to a fail.

5. Coursework

5.1 Assignment and essay length and department word count policy

All submitted coursework needs to be within 10% either side of the stated word count. This total does not include the title and the reference list. You will lose marks if your work is over the upper boundary, details below:

- Between 10-20% over - 3 marks deducted
- Between 21-30% over - 8 marks deducted
- Over 30% over- 15 marks deducted

You must supply a computer-generated word count.

5.2 Coursework submission details (including FASER) and deadlines

Coursework must be submitted electronically via the FASER facility. This is available via your myEssex portal and via the University home page. Please note:

- You must use the cover sheet supplied on the relevant Moodle course.
- Do not put your name on your work. Your work is identified by your registration number which is captured electronically. Your work is marked by staff who will not know your registration number, so will not know if any piece of work belongs to a specific student. If you do not trust electronic capture of your work, you are welcome to put your registration number on your essay. Essays are identified by the Student Administrator after marking.
- Essays must be 1.5 line spaced and the font at least 12pt type size.
- You must supply a computer generated word count on your essays. Do not include essay title or reference lists in this count.
- You must only submit Word (.doc or .docx) or Rich Text format (.rtf) files. Do not submit Microsoft Works (.wps) or Open Office (.odt) files. If you create a document with Works or Open Office you must convert (file, followed by save as) the file to Rich Text format (.rtf) before submitting to the system.
- All work related to one assignment must be submitted in one file.
- When you log on to FASER you should see a list of all your modules. If a particular module is not listed, please contact the Student Administrator.
- For each of the modules listed, you will be able to store your work-in-progress while you are preparing your assignments. There is provision to indicate that submitted work is a draft version. FASER can act as a backup to your own files and prevents work being lost if your computer crashes. You can add or delete files as often as you wish.
- Read the online instructions very carefully. If you experience any problems, please contact your Student Administrator.
- You DO NOT have to watermark your essay.
- You will automatically receive an email receipt to your University of Essex email address once your work has been successfully submitted. If you do not receive a receipt immediately this may mean you have not submitted correctly. Please try again ensuring that you have submitted to the correct assignment code. Don't submit to the test page by mistake!

Deadlines

Log onto FASER to see a list of your modules and the coursework deadlines. Deadlines will also be published on the relevant module outline.

5.3 Return of coursework policy

Feedback will be available on FASER within four weeks of your submission deadline. Should you require more detailed feedback on your coursework please contact your Student Administrator who will send the essay back to the marker requesting more detailed feedback.

5.4 Late coursework policy

We have a single policy at the University of Essex for the late submission of coursework in Undergraduate courses: All coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the University's and department's arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline. More information about extenuating circumstances relating to late submission of coursework is available at:

<http://www.essex.ac.uk/students/exams-and-coursework/late-submission.aspx>

5.5 Essay writing support

First year students on FdA Therapeutic Communication and Therapeutic Organisations and on BA Psychoanalytic Studies will be offered a series of five essay writing workshops in the autumn term.

First year students on BA Therapeutic Care take an essay writing module in their first term; PA130-4-AU, Assignment and Research Writing for Psychoanalytic Studies.

For support on academic literacy including one-to-one sessions with Academic Advisers visit the Talent Development Centre

<http://www.essex.ac.uk/students/study-resources/tdc/default.aspx>

5.6 Anonymous marking policy

Effective feedback helps students to understand the mark given for a particular piece of work, and helps students to reflect on their own learning and to achieve better marks in future pieces of work. A variety of methods of providing feedback are used across the University, and departments chose the most appropriate for their courses and modules. The University does not have an institution-wide approach to anonymous marking in coursework. Departments decide whether to use anonymous marking in coursework or not.

This department operates a system of anonymous marking in coursework. The Quality Assurance Agency for Higher Education defines anonymous marking as the 'marking of students' submitted work without their identity being revealed to the person carrying out the marking at the time the work is marked, so that the assessment is unbiased.' Anonymity helps to ensure that conscious or unconscious prejudice does not affect marks, and that each piece of work is judged on its merits and not in relation to the marker's other impressions of a student. Anonymity should not prevent you discussing your work with

academic staff, although systems for permitting this may vary depending on factors such as the nature of the exercise.

Please see **section 5.2** on coursework submission for details of how to submit your coursework.

If you take optional modules outside your home department, you should make sure you are aware of the policy on whether coursework is marked anonymously or not, and how to submit coursework.

5.7 Reassessment in coursework

If the Board of Examiners has required you to complete essays or assignments over the vacation, the Registry will send you a letter by email with further information. Please check your Essex email account regularly once your results have been published. Your Centre will send you details of the assignments which you are required to undertake.

5.8 Referencing in coursework

Drawing on the wide range of reading you do around your subject area, and demonstrating how you have used this to develop your knowledge and form your own views, is a key aspect of your coursework. It's essential that you reference your source materials so it is clear where the information has come from, and to avoid any misunderstanding over whether you are presenting ideas as your own.

Please see section 7 of this handbook for information on referencing and where to seek advice.

6. Exams

6.1 Examination regulations

The General Regulations which govern examinations can be found via the website here www.essex.ac.uk/about/governance/regulations/affairs.aspx#exams.

Attendance at examinations is **compulsory**. For exams that are more than an hour long, you will not be allowed to enter the examination room if you arrive later than 55 minutes after the start of the exam. If your exam is only an hour long, you will only be admitted up to ten minutes after the start of the exam.

6.2 Access to exam scripts

If you want to see your exam script, you should normally make the request within four weeks after the exam to the department which is responsible for that module. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module or give you a copy or summary of the examiners' comments on your performance. You can find further information about Assessment Policies for Undergraduate and Taught Postgraduate Awards at: www.essex.ac.uk/quality/university_policies

6.3 General information about summer exams and exam results

You can find your personalised exam timetable online at: www.essex.ac.uk/examtimes/

You must bring your registration card and exam entry form with you to the exam. You will not be allowed entry without them. Remember to check your exam entry form carefully and contact the Examinations Office if there are any errors.

You can download a guide to examinations, and watch a short video at www.essex.ac.uk/students/exams-and-coursework/default

You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule at: www.essex.ac.uk/students/exams-and-coursework/schedule

6.4 Anonymous marking policy in examinations

All formal examinations at the University of Essex are marked anonymously.

6.5 Reassessment in examinations

You can find information relating to resitting exams at: www.essex.ac.uk/students/exams-and-coursework/resits.

Remember that reassessment in examinations (and coursework) carries a fee.

6.6 Referencing in examinations

Please refer to **section 7** Referencing and good academic practice.

6.7 Centre policy on the use of dictionaries in exams

Dictionaries may only be used where the rubric of the examination paper permits that a dictionary of a specified type may be used by all students taking the exam. These are normally English language dictionaries with the title in English. Dictionaries of psychoanalysis or other subject dictionaries are not permitted in the examination unless specified on the rubric.

Electronic dictionaries are not permitted in the examinations and if you take one to the examination you will be reported on suspicion of committing an Academic Offence.

7. Referencing and good academic practice

7.1 Why good academic practice is part of scholarship and why it is important at Essex

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.

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 **4.6 Academic Offences Procedure**).

7.2 Where to seek guidance on referencing, including links to the relevant referencing scheme and details of support sessions

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 moodle.essex.ac.uk/course.

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

7.3 The University's policy on plagiarism and academic offences

Please see section 4.6 and remember that the Academic Offence Procedure applies to all students

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

8. Practicalities: getting started and IT matters

8.1 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, 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 Assessment Team will publish your results and update your record. For graduating students, Degree Certificates will be provided by the Graduation Team either for collection at Graduation, or they will be sent afterwards for students who do not attend the Graduation event. For more about registration, visit our student webpages.

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

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

8.2 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:

<http://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

8.3 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.

8.4 Tier 4 Students

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/

8.5 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, two 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

8.6 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

9. Skills, Employability and Experience

9.1 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

9.2 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.

www.essex.ac.uk/study/why/languages

9.3 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/

9.4 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

9.5 Frontrunners

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

9.6 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

9.7 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

9.8 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

9.9 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/

10. You Matter: Health, Welfare, Support and Safety

10.1 Student Services Hub, including contacts for disability/SpLD, 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

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/>

10.2 Harassment advisory network

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

10.3 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/default.aspx

10.4 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.aspx

10.5 Health and safety on campus, including personal evacuation plans and campus security details such as the shuttle bus

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.

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

www.essexstudent.com/services/safety_bus -

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

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

10.6 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

10.7 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

10.8 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

10.9 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.aspx

www.essex.ac.uk/records_management/request

11. The Essex Experience

11.1 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

11.2 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

11.3 Essex Spirit, social media and What's on?

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.

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/

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.

www.essex.ac.uk/events

11.4 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

11.5 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

11.6 What comes next?

Choosing to be a **postgraduate student** at Essex is one of the few decisions in life that's black and white. Our research degrees include PhD, MPhil, MSc, MA and MD, and our culture of world-class research provides an outstanding and supportive environment in which to undertake your research study. If you decide to stay on for further study with us, you'll have a great opportunity to study a challenging course within a research-intensive and supportive environment. You'll develop knowledge in your chosen area and learn from some of the top academics in the field, while becoming a valued member of our postgraduate community. Explore our courses on our coursefinder, and find out more about the value of being a postgrad.

www.essex.ac.uk/study/pg

www.essex.ac.uk/coursefinder

The Centre offers a number of postgraduate taught and research degrees:

MA Psychodynamic Counselling

MA Psychoanalytic Studies

MA Jungian and Post-Jungian Studies

MA Refugee Care (jointly with the Tavistock Centre)

MA Management and Organisational Dynamics (jointly with Essex Business School)

MA Psychoanalytic Studies by Research

PhD Psychoanalytic Studies

Taught Doctorate Refugee Care

Professional Doctorate

If you are interested in any of these degrees, please see the Student Administrator who will arrange a meeting for you with the relevant course director.

11.7 HEAR

When you study at Essex, you get far more than just a degree. Along with showcasing your academic achievements, the Higher Education Achievement Report (HEAR) records any activities you've undertaken and logged through the Big Essex Award, and any awards and prizes you receive.

When you graduate, you'll have full electronic access to your HEAR for free, for life. You'll be able to share this with employers and other universities, providing them with a University-certified record of your achievements.

To start making the most of your HEAR; visit our website to activate your account.

www.essex.ac.uk/see/hear/