

Your studies

STUDENT HANDBOOK **ESSEX BUSINESS** **SCHOOL**

Integrated PhD student handbook (Colchester Campus)

2016–2017



University of Essex

Essex Business School Integrated PhD Handbook 2016-17

1. INTRODUCTION

WELCOME



I am delighted that you have been able to join us at Essex Business School in our splendid new building at Colchester.

Although we have grown substantially in recent years, we remain a mid-sized business school, enabling a very much more personalised learning experience than is often the case for business and management degrees.

We have a very strong research reputation, and are increasingly promoting research with impact, studies that have proven relevance in the real world, of interest and value not only to firms, but also to those wishing to master the practice of management.

Looking forward to meeting with you.

Professor Geoffrey Wood
Dean of Essex Business School

About this handbook

This handbook is an essential guide for students joining Essex Business School, and outlines the various things you'll need to know about your School as you start your studies with us. It's a useful reference book, so make sure you have it to hand throughout your period of study. Other sources of information are available to help you too, including *Your Campus Guide* and *The Rulebook* – both available as downloads at: www.essex.ac.uk/student_handbook. Make sure you bookmark your departmental website too, and the central University Module Directory and the online resource bank – all of which you can find via the University's student webpages at: www.essex.ac.uk/students.

Don't forget, our helpful and friendly departmental staff members are here to help you, and contact details are outlined in this handbook.

All information in this guide was correct at the time of printing. For updates please refer to www.essex.ac.uk

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1. IMPORTANT DATES

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	5 October 2017	-	15 December 2017
Spring term	15 January 2018	-	23 March 2018
Summer term	23 April 2018	-	29 June 2018

Academic week numbers

Details of the academic week numbers for 2016 / 2017 can be found at <http://www.essex.ac.uk/students/course-admin/timetables.aspx>

1.2 TIMETABLE

Information about teaching timetables and your individual timetable can be found at www.essex.ac.uk/students. (you will be prompted to login using your Essex username and password). Once you have chosen all your modules and received confirmation, they will appear on your personal timetable. You may find that the first week of your timetable is blank if you do not have any course commitments in Welcome Week. You can also access your timetable on most mobile devices including smart phones and tablets.

1.3 OFFICE HOURS AND STUDY LEAVE

If you wish to contact a member of academic staff, please check the Moodle information pages for details of their office hours to find out their availability, in case they are on study leave.

1.4 LINK TO *myEssex* (STUDENT PORTAL)

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. Follow this link: <https://www.essex.ac.uk/myessex/>

2. ABOUT ESSEX BUSINESS SCHOOL

2.1 DETAILS OF ACADEMIC STAFF/GTAS INCLUDING CONTACT DETAILS AND OFFICE HOURS

Essex Business School is located on two different campuses and is organised into four broad subject areas:

Colchester Campus - Accounting, Finance, and Management, Marketing and Organisation

Southend Campus - Management Science and Entrepreneurship

Our staff are based on both campuses. When contacting staff be sure to check where they are located.

Each member of Academic staff has an individual profile webpage that contains contact information, office hours and research interests. The profile pages can be viewed by following this link: <http://www.essex.ac.uk/ebs/staff/academic/> . See appendix A – using office hours

Research Staff / GTAs: <http://www.essex.ac.uk/ebs/staff/Staff.aspx?type=research>

Director of Education

Prof Andrew Wood is the EBS Director of Education and has oversight of all matters related to education within the School. [Andrew's Profile](#)

Staff research interests

The University of Essex is among the top 10 UK universities (out of a total of 136 UK universities) for research and the top rated UK University for social sciences. 95% of staff in the Essex Business School conduct research which is recognised by the academic community as being of 'high international quality'. The Essex Business School was ranked second in the Accounting and Finance subject areas in the 2008 Research Assessment Exercise.

Much of the research is focused on issues of practical and policy relevance with an emphasis on critical analysis. Within the School, research is organized around four groups. The research of the Accounting group focuses on professional accounting and auditing practice and regulation, as well as on the social dynamics of pronouncements of accounting through political, governmental and legal organizations. Other research within this group concerns accounting history and accounting practice in developing economies. The Finance group is concerned with the research aimed at understanding financial processes and the development of practical but theoretically informed perspectives on financial problems. Staff within this group are pursuing research interests in four broad areas: the theory of asset pricing; financial econometrics and empirical finance; behavioural finance and banking. The Management, Marketing and Organisation group applies leading edge critical scholarship to the understanding of organizational processes, and the development of practical but theoretically informed perspectives on organizational problems. Management Studies is approached as an important form of critical social inquiry rather than simply a vocational field.

The Management Science and Entrepreneurship Group supports research into marketing, entrepreneurship and innovation and global strategy and provides a focus on various aspects of new venture creation, innovative growth and the impact of entrepreneurship on regional economic development.

2.2 DETAILS OF ADMINISTRATIVE STAFF

Read the full details of our administration staff on our webpage. You can find this information by following this link: [Detail of Administrative Staff](#)

EBS Student Services Team

The EBS Student Services Team deals with all matters relating to your Postgraduate programme. They are located in the reception area in the EBS building.

You can contact the EBS Student Services team by email: ebshelp-col@essex.ac.uk or by visiting the EBS Student Services desk in the Essex Business School next to Bonds Cafe – see opening times below:

General enquiries: ebshelp-col@essex.ac.uk

Pre-registration programme enquiries: ebshelp-col@essex.ac.uk

Website: www.essex.ac.uk/ebs

Term time Opening Hours	
Monday, Tuesday, Wednesday, Thursday	8.30am – 5.30pm
Friday	8.30am – 5.00pm
Vacation Opening Hours	
Monday – Friday	8.30am – 5.00pm

The EBS Learning Team

Bev Jackson and Samer Gharib provide support for all students at the school. You can use this support to have a general discussion on study skills to help you with your programme, to talk through any difficulties you are experiencing or for feedback on your coursework and advice on how to improve your grades. You can make an appointment for a one-to-one tutorial. The learning team also runs a series of practical skills development sessions to help students with their studies. You'll receive regular emails with details of the development sessions that are scheduled. You can contact the team on 01206 872314 or email ebblearn@essex.ac.uk. You can also find study skills resources on Moodle on the EBS Student Resources page.

[Bev's Profile](#)

[Samer's Profile](#)

Placements Manager

Vicki Doughty, the Placements Manager at EBS is part of a wider faculty employability team which provides career, placements and internships, and graduate recruitment advice. Vicki works specifically with EBS students. You can see Vicki for help with job and internship searches, application advice, preparation for interviews and assessment centres and any questions relating to your plans after graduation. Vicki also runs a series of practical skills development sessions. You can contact Vicki on 01206 873855 or email vdoughty@essex.ac.uk. [Vicki's Profile](#)

2.3 RESOURCES SUPPLIED OR MAINTAINED BY THE DEPARTMENT

Social space is available in the new EBS building in Colchester for students

2.4 LOCATION OF ESSEX BUSINESS SCHOOL OFFICES

Our location

EBS Building
Essex Business School
Colchester Campus
University of Essex
Wivenhoe Park
Colchester CO4 3SQ

Video Footage of EBS building: <https://vimeo.com/137226597>

Website: www.essex.ac.uk/ebs

2.5 DETAILS OF EBS SCHOOL SUPPORT

Programme Directors

Programme Directors have overall responsibility for a degree programme and as such have an overview of the of the programme's modules. They are responsible for monitoring student progress and addressing any problems both staff or students may have. They offer supervision, advice and support to the students.

- Accounting – Dr Mohamad Fadzly - [Mohamed's Profile](#)
- Finance – Dr Nikolaos Vlastakis / Dr Dmitri Vinogradov (Autumn 2016 only)-[Nik's profile](#)
- Management, Marketing & Organisation – Dr Marjana Johansson - [Marjana's profile](#) / Dr Ceri Watkins (Spring 2016 only)
- Management Science and Entrepreneurship – Dr Sena Ozdemir - [Sena's profile](#)

Dissertation Supervisor

You will also be allocated a dissertation supervisor in the spring term. You will meet your dissertation supervisor and your programme director regularly throughout your course. They are there to help you feel connected to your school, and are people you can talk to if you have questions about your course or any difficulties which affect your studies. Your Programme Director may also recommend other support services on campus that might be able to help.

To help you make the most of the feedback you receive on your coursework, it's important that you make an appointment to see the Programme Director each term. You should take all your marked coursework and feedback sheets from the previous term to get some guidance on how to improve your grades.

Module Leaders

Module Leaders are responsible for the individual modules, which make up programmes. Module leaders are responsible for coordinating the teaching team who deliver the module. They design the modules, teach them and examine them. They monitor attendance and student progress and talk to students about any academic issues related to their particular module. There is a list of PG module leaders available on Moodle and the [Module Directory](#).

2.6 DEPARTMENTAL POLICY ON THE USE OF SMART PHONES, LAPTOPS & TABLETS

EBS uses an Electronic Voting System (EVS) called ResponseWare, which turns your mobile device into a virtual clicker. ResponseWare allows you to respond in real time to interactive questions posed by your lecturer. The results of the vote are then shared anonymously with the entire group. You can download a ResponseWare App for iPhone, iPod Touch, iPad, or Android in the relevant online store. If you don't want to install the app on your device, you can also vote via the web at www.rwpoll.com. A small number of handsets will be available during lectures for those students who do not have a suitable

device. Information about ResponseWare can be found at: <http://www.turningtechnologies.com/response-solutions/responseware>

As a courtesy to teaching staff and fellow students, you are expected to **NOT** receive or make phone calls or send text messages during lectures or seminars.

2.7 DETAILS OF HOW THE DEPARTMENT WILL COMMUNICATE WITH STUDENTS

Correspondence and communication

We contact students in a variety of ways, including by email and post. It is a University requirement that you check your University email at least once a day during term time. General information will be sent to your University email address not to your home or work email address. It is therefore very important that you check your University email account regularly. Please note that you can access your University email address from outside the University via your myEssex student portal.

Social media



You can keep in touch with us informally through the EBS Facebook page:
www.facebook.com/EssexBusinessSchool



and follow us on Twitter @Essex_EBS

2.8 EBS ANNUAL PRIZES

A number of annual prizes for excellent academic performances by students on our Degree Courses are donated by organizations with which the School has links. The prizes are awarded after the Degree Ceremonies in July.

3. Learning and teaching methods

3.1 BRIEF STATEMENT ABOUT LEARNING, TEACHING AND INDEPENDENT STUDY

Learning and teaching methods

At Essex Business School our teaching methods include a combination of: lectures from our academic staff; guest speaker sessions; tutorials; class exercises, including discussion of case studies and journal articles; computer-based lab sessions. These formal, timetabled sessions provide the basis for your independent study. Independent study can take a variety of forms including background reading, preparation for classes, and preparation of and for your assessments. We provide a framework, for example in the form of questions and readings to be discussed at weekly or fortnightly tutorials, but it is your responsibility to structure your working week and manage your time. The skills that you develop from your independent study, including organisational and time management skills, are essential professional skills for your future careers.

3.2 WHAT THE SCHOOL EXPECTS FROM ITS STUDENTS AND WHAT STUDENTS CAN EXPECT FROM THE SCHOOL

Student code of conduct

The Code of Student Conduct is built on the principle that all students are expected to maintain a standard of conduct which supports the University's commitment to excellence in education and scholarship and promotes good order and the good name and reputation of the University. Full details of the Student Code of Conduct are given in *The Rulebook*.

The University is committed to providing equal opportunities for all our students regardless of 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.

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 and www.essex.ac.uk/it/elearning

3.4 COURSE STRUCTURES AND LEARNING OUTCOMES AND PROGRAMME SPECIFICATIONS

Course structures and 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 <http://www.essex.ac.uk/myessex> or eNROL.

Learning outcomes

The module's learning outcomes are set out in the Module Directory. They are categorised into knowledge, intellectual, practical and key skills. 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.

Full module outlines are available in the [Module Directory](#).

3.5 CHANGING YOUR DEGREE AND MAXIMUM PERIOD OF STUDY

If you want to change your course, you should talk to your Programme Director in your department first. Normally, you would be required to make a new application for admission.

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 want to **change your mode of study** from full-time to part-time, you should discuss this with our departmental staff. If this is possible, you will need to make a formal request using the online **Change of Mode of Study form** which you can find here:

<https://www.essex.ac.uk/esf/>

Changing your mode of study may affect your immigration status if you have a Tier 4 visa and you may need to contact the Home Office or make a new Tier 4 application.

Please read carefully our guidance on Tier4 and course changes here:

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

3.6 INFORMATION ABOUT MODULES INCLUDING: CHOICES, CORE, OPTIONAL, ENROLLING FOR MODULES, THE LOCATION OF THE DIRECTORY, READING LISTS, CHANGING MODULES, CHANGING YOUR CLASS.

Module enrolment

Use '[Enrol](#)' to register for your chosen options in the first three weeks of the autumn and spring terms.

Full module outlines are available in the [Module Directory](#).

Module choices

Students who need advice about their choice of modules should discuss this matter with the relevant Programme Director. Advice about the procedures relating to module enrolment or changes of module is available from the EBS Student Services team in Essex Business School.

You should note that your choice of optional modules may be subject to timetabling constraints.

It is essential that students complete module enrolment online and keep Essex Business School informed of any changes in their module enrolment since this forms the basis of their examination entry.

We also ask that you check your module enrolment form carefully to ensure that you have chosen the right number of modules and that the modules you have chosen are appropriate to your degree course and year of study.

Students can confirm the modules in which they are enrolled through the 'myStudy' channel on 'myEssex' at <http://www.essex.ac.uk/myessex>.

Changing modules

Students are permitted to change optional modules **only** up to the end of week 3 in the autumn term, and the end of week 17 in the spring term for spring term only modules. Students are not permitted to change modules that are compulsory for the degree course for which they are registered.

Changing optional modules

By the start of your course or a new academic year, you will already have made an initial choice of modules. If you are in any doubt as to whether you have made the right choice, try to talk it over with your Programme Director. If you are not sure which modules to take you could attend lectures for several different modules before making your final choice.

Requests to change optional modules should be made via 'myEssex' at

<http://www.essex.ac.uk/myessex> or [eNROL](#).

What is a core module?

A core module is a module that must be taken and passed in order to progress to the next stage of study. Students cannot fail a core module.

What is a compulsory module?

A Compulsory module is a module that must be taken. Fails with a mark of 40-49 may be condoned, provided that you have not failed more than the maximum number of permitted credits.

Requesting a class change

Students are automatically assigned to classes based on availability by the Central Timetabling Office and in the attempt to produce a clash free timetable for every student.

Reasons for requesting a class change

In special circumstances students may request a change in their class allocations – for example, if you have childcare or caring commitments, work commitments, attendance on other courses of study or for medical reasons. Permission to change to an alternative class or lecture is agreed at departmental or school level and the right is reserved to refuse permission to change. The above list is not exhaustive, and we understand there may be other genuine reasons for changes. Your School may ask for evidence to support your change of class request. Please note class change requests are subject to availability within other classes.

Reading lists

Please refer to the module directory and the module Moodle site for details of reading lists. You can access the university Moodle site once you have registered and have a University of Essex email account. [University Moodle Link](#)

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. Available in teaching rooms and lecture theatres where you see the sign. <http://listenagain.essex.ac.uk/>

3.8 SUPERVISION OF PG STUDENT RESEARCH DISSERTATIONS

Dissertation/Business Plan Guidelines

Detailed information and advice about undertaking research and producing your dissertation or plan are to be found in specific guides produced by the School: *Dissertation Guide for Masters Taught Courses*, *How to write a Masters Dissertation and an Essay*, the *Postgraduate Dissertation: Guidance Notes for Students*

Preparation for the dissertation begins as early as November/December, when you are asked to begin considering the topic you intend to research. You will be asked to submit a provisional title and give some idea of your proposed research plan. In the Spring term, you will be allocated a dissertation supervisor. Your supervisor will contact you to make arrangements to meet, either as a group or individually. Whilst your supervisor will be invaluable in helping you refine your research topic and consider alternative research methods, and will make general suggestions regarding research materials, you should realise that your supervisor is permitted very limited input into what must essentially be *your* research. The dissertation is all about *you* undertaking *independent* research. Please watch Moodle for any updates, particularly in relation to periodic dissertation workshops which may be scheduled later in the year.

Absence to undertake a field trip

Should you find it necessary to undertake field trip to collect data for your research, you must first obtain the written permission of your supervisor. The relevant application form is available to download from BE981/982/983 Dissertation Guidance on Moodle. You will need to discuss the work you intend to undertake with your supervisor, indicate how you intend to communicate with your supervisor during your absence and also specify the date you intend to return.

Word Limit

The word limit for your dissertation is between 10 and 15,000 words depending on which dissertation module you are following. The word count includes footnotes, endnotes and appendices, but does not include Bibliography. Dissertations substantially shorter or longer may be penalised (a margin of 10% is generally acceptable).

Final Submission

The procedure for submitting the dissertation is similar to that for coursework in that submission is via the Feedback, Assessment (Assignments), and Submission electronic repository (FASer). Students should consult the FASer and also Moodle for submission dates. **Please note that your submission date is at the end of August 2017, this will be different to other students on Masters programmes.** Students must take into account the final deadline to vacate University accommodation in September. You must also submit a FASer watermarked bound paper copy, normally within 24 hours of the main upload but some allowance is made for the time required in binding the document. An allowance of one week is made for those students needing to post from abroad. The bound copy will not be returned although students may collect in person by notifying staff of their intention to do so at the time of submission or after the Exam Board and before the Christmas close.

Dissertation Results

A progression decision is made by the Research Student Progress Committee in October, whilst the final Examination Board meets at the end of November. Final results are normally made available to students early in December.

Extension to Deadline

The rules pertaining to extension to deadline for the Dissertation differ from normal 'coursework submission policy'.

Students who experience extenuating circumstances prior to the deadline may seek an extension to deadline. These requests will be considered only upon completion of the 'Extension to Deadline' form which, wherever possible, should be supported by original and authenticated documentary evidence. This form must be submitted to ebshelp-col@essex.ac.uk and formally agreed by the Programme Director only. Extensions requests of more than three weeks (beyond the end of September) must only be submitted via the esf (electronic student file) on your MyEssex portal under myadmin. Such extensions will be subject to a fee although a fee waiver may be applied where substantiated extenuating circumstances are accepted.

Long-term Extenuating Circumstances

Where significant long-term extenuating circumstances are to be evidenced, you should submit an **Extenuating Circumstances Form** which will be considered at the appropriate June (interim) or November (final) Examination Board. You should clearly explain how your extenuating circumstances affected you and, wherever possible, submit original and substantiated documentary evidence. [Extenuating Circumstances Forms](#) may also be downloaded from the Registry web pages.

Obtaining EBS Forms

Useful forms, including 'extension request forms', 'FASer submission failure forms, and 'extenuating circumstances forms' are all available from the EBS Enquiry Desk and can also be downloaded from Moodle on the [EBS Postgraduate Taught Information page](#).

Dissertation Library

An electronic dissertation library is available on the [Postgraduate Taught Information page of Moodle](#). If you have any objection to your dissertation being made available to other students, you should advise ebspgtad@essex.ac.uk at the time of submission.

3.9 ESSEX ABROAD, TERMS ABROAD AND OPPORTUNITIES

Essex Abroad (outgoing students)

The Essex Abroad team supports students who wish to undertake a period of study or work abroad as part of their degree. Support is offered before, during and after the experience.

The Essex Abroad team assists students with the administration of the programme offering you useful advice and assist you to begin your journey. Advice can be offered on how the programme works, financial support and information on where you can go. If you are considering this option as part of your degree, why not contact the team (saoadmin@essex.ac.uk) and make an appointment to see an adviser.

The team work closely with your team of departmental study abroad officers The EBS Study Abroad Officer is Dr Martin Harris [Martin's Profile](#).

Essex Abroad (incoming students)

The Essex Abroad adviser that worked with you during your application to study at Essex is always available to offer you support and assistance. Things work a little differently for exchange/study abroad students (compared to degree-seeking students) so do not hesitate to contact your adviser or one of the team (saoadmin@essex.ac.uk) if you have any questions.

Essex Abroad can be found on Square 2 (next to the Careers Centre) and is open Monday to Friday

3.10 PLACEMENT INFORMATION AND THE EMPLOYABILITY MODULE

Placements

For post-graduate students interested in placements please contact Vicki Doughty, EBS Placement Manager, who can offer one-to-one support to students wishing to gain professional work experience. You can contact Vicki on 3855 or vdoughty@essex.ac.uk.

Job references: requesting references from members of staff

If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject. For example, dissertation supervisors, core module leaders and programme directors. Every reasonable effort will be made to meet a request for a reference for a student who has undertaken study within our School, within a minimum period of three years following his/her departure from the University. Requests received outside of this time scale may, of course, be met if a member of staff is equipped with the necessary information on the student and is willing to provide a reference. It is helpful if you can provide the member of staff with details about the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – It is not always possible for a member of staff to write a reference immediately.

Copies of references

A copy of any reference provided will be retained within our School for no longer than three years for taught students. If a reference is retained beyond this timeframe, our School will seek explicit consent from the student concerned

Employability skills

The University's Employability and Careers Centre (E&CC) is based in square 2 on the Colchester Campus. They are open from 10am – 4pm, Monday to Friday. E&CC offer a wide range of support, from helping you decide what you want to do, to help with applications and CVs. Look out for their events at www.essex.ac.uk/careers. Vicki Doughty, EBS Placements Manager, will also regularly email you about careers events and provides one-to-one support with job applications.

3.11 SUMMARY OF HOW THE DEPARTMENT OFFERS AN INCLUSIVE LEARNING EXPERIENCE, ENSURES THE QUALITY OF OPPORTUNITIES AND RESPONDS TO THE DIVERSE NEEDS OF STUDENTS

3.11.1 Disabled students information

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:

<http://www.essex.ac.uk/students/disability/academic.aspx>

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

<http://www.essex.ac.uk/students/disability/funding.aspx>

3.11.2 International students information

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/default.aspx

If you are studying on a **Tier 4 visa**, don't forget to read section **9.4 Tier 4 Information** of this handbook which has further information and links.

3.12 STUDENT REPRESENTATION, SSLC, SAMT, STUDENT SURVEYS

Student feedback is a vital part of the University's approach to quality assurance and enhancement. It is therefore important that you are given the opportunity to feedback and that you take the 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
3. You can find out information about Student Staff Liaison Committees 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 the student experience of learning at Essex. You will probably be aware of the National Student Survey (NSS) for final year undergraduate 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 postgraduate students (except those in the first year of a part-time postgraduate taught programme). The surveys are run online and you will receive a link to the survey in your email.

3.13 LIBRARY SERVICES

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has long opening hours, 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

3.14 ATTENDANCE MONITORING, COUNT-ME-IN, ABSENCE AND INTERMITTING

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 10 mins before the start time and up to 10 mins 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 fee may be applicable for lost cards).

If you need to **report and 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 Programme Director, EBS Student Services Team 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, INCLUDING EXIT AWARDS

The EBS Integrated PhD is unique in terms of giving you 12 months of intensive research training to prepare you to develop a doctoral thesis from month 13 onwards.

*****Students should be aware that there is no automatic right to progress from one year to the next *****

Progression

One of the most important practices you need to know about is how to PROGRESS ONTO YEAR TWO of the Integrated PhD programme.

You must familiarise yourself with the rules of progression which can be found on the EBS PGR moodle webpage or on the EBS website.

Each of the integrated programmes (in Finance, Accounting and Management) has different modular components. These have either 'core', 'compulsory' or 'optional' status.

Core modules: These must be passed with an average of at least 60%.

Compulsory and Optional modules: You can progress with a mark of 40% or above in up to 40 credits of compulsory or optional modules, BUT you must have an overall average of 60% in your taught course average and 65% over the 180 credits that constitute the 1st year integrated programme.

Progression marks can be obtained either on the first sit or the resit- however, you are only permitted to resit up to 40 credits (2 modules).

Exit Awards and consideration for Masters level qualification

Exit Awards: There are two exit points during the first 12 months of your Integrated PhD. Upon completion of your taught course component, it may become clear that it will not be possible for you to achieve the 60% average across your taught component, even after resits. In this case, you will be considered for a postgraduate certificate (PGCert) or Diploma (PGDip).

The criteria for these awards can be found

here: <http://www2.essex.ac.uk/academic/students/pgt/pgtrulesmenu.htm>

You may be invited to resit module assessment in order to gain one of these qualifications.

The second exit point is after your dissertation and any resits have been marked and you have not satisfied the rules of progression onto the 2nd year of the integrated programme

Masters Qualification: If you have satisfied the criteria for progression, you will be given the option in November to transfer over the MPhD programme in your chosen discipline (i.e. MPhD Management, MPhD Accounting, MPhD Finance). This gives you the advantage of 'using' the 180 credits of the first year of the integrated studies towards a masters qualification. If you choose this route, you will be considered retrospectively for either an MRes in Accounting or MRES in Management and Organisation or an MSc Finance by the Postgraduate Taught Examination Board at the end of November 2017.

Programme Structure of the first 12 months

The first 12 months of your integrated PhD is formed of an 180 credit programme. You will take 6 taught modules, worth 20 credits each, as well as a level 7 dissertation worth 60 credits.

Autumn Term: You will arrive in October as a full time student and take three modules. You do not have a choice over what modules you take as these provide an invaluable foundation for doctoral study. All modules will be assessed, usually through a combination of coursework, in class tests and examinations. Coursework deadlines will be posted on Moodle by the PGT team and must be adhered to. Examinations will take place in the following Summer term.

Spring Term: You will take another 3 taught modules this term, which will be a mixture of optional and obligatory modules. These modules will also be a mixture of assessment methods with examinations taking place over Summer. During this term you will be assigned your supervisor and will be expected to meet him/her on a regular basis.

Summer Term: You will also work on your dissertation! If you are required to resit any modules to get the requisite progression mark, this reassessment will take place in early September.

'Pass marks' vs 'Progression' marks.

You will be sitting in a number of classes with Masters students. Whilst these masters student will undertake the same assessment as you, they will only be required to achieve a 'pass mark', which is 50%. However, as an integrated student, you will be required to achieve a 'progression mark' of at least **60% across your taught module programme**. Moreover, you will be required to achieve an overall average for your 180 credits of at least **65%**.

The good news is that if you pass all your modules and dissertation by achieving the progression mark required for each component, not only will you be admitted onto the second year of your PhD, but you will also receive a masters qualification!

Details of Structure for Year 1 of Integrated Programme

N30048 PHD Integrated Finance

BE351 (compulsory)	Derivative Securities	20 credits
BE352 (compulsory)	Asset Pricing	20 credits
BE354 (core)	Portfolio Management	20 credits
BE953 (core)	Research Methods in Finance: Empirical Methods in Finance	20 credits
BEXXX	Two Approved options from School List	40 credits
BE399 (compulsory)	Postgraduate Mathematics Preparation	0 credits
BE983 (core)	Dissertation	60 credits

N40048 PHD Integrated Accounting

BE150 (compulsory)	Issues in Financial Reporting	20 credits
OR		
BE151 (compulsory)	Management Accounting	20 credits
BE950 (core)	Research Evaluation Projects	20 credits
BE951 (core)	Research Methods in Accounting	20 credits
BE952 (core)	Philosophy of Management And Accounting	20 credits
BE959 (compulsory)	Advanced Research Methods: Empirical Explorations of the Contemporary Workplace	20 credits
BEXXX (optional)	One Approved option from School List	20 credits
BE983 (core)	Dissertation	60 credits

N20048 PHD Integrated Management

Please see moodle for latest details of course structure.

<http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/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 who use the Rules of Assessment to decide:

- you can be awarded credit for the modules you have studied
- you have done enough to move on to the next stage of your course (if you are on a course which lasts more than one year)
- you need reassessment
- whether you have done enough to pass your course
- whether you are eligible to receive a merit or distinction

If you **fail your course** you are not able to repeat it. The Rules of Assessment for Postgraduate Taught Awards only allow reassessment for up to a maximum of 60 credits worth of modules for taught masters degrees. The Board of Examiners will inform you if you are eligible for reassessment once it has considered your marks.

If you **fail your dissertation** you may be permitted by the Board of Examiners to resubmit your work, provided you meet the criteria as set out in the Rules of Assessment for

Postgraduate Taught Awards. Alternatively, if you have obtained enough credits in your taught modules, you may be eligible for another award such as a postgraduate diploma or certificate.

You can decide if you want to **accumulate credit** by taking individual modules with the aim of achieving a postgraduate award; this is called **Modular study**. There are opportunities to achieve postgraduate awards through **credit accumulation study** in an increasing number of departments, as an alternative to standard full or part-time study.

Individual modules can yield 15, 20, 30 or 40 credits depending upon which department you are studying in. Each award has a defined structure, normally consisting of a combination of core, compulsory and optional modules, and requires a specific volume of credit to be achieved:

- Graduate/Postgraduate Certificates - 60 credits (all taught module credits)
- Graduate/Postgraduate Diplomas - 120 credits (all taught module credits)
- Masters Courses - 180 credits (normally 120 credits of taught module credits and a 60 credit dissertation or equivalent)

Credit is awarded for successful completion of individual modules. Students taking a credit-accumulation route of study register for the separate modules individually and accumulate the required volume of credit for the relevant award, including the dissertation if necessary. You will be given a different registration number for each module.

The Rules of Assessment are different when you study individual modules; make sure you check the relevant Rules of Assessment for the award you're studying towards.

You will have a maximum of six years to study (this is usually five years with a sixth year for a dissertation). We measure the six years from the first module you register on towards the award.

You can find out more information here: <http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/modular.aspx> and you should talk to your tutors about fees, and applying accumulated credit towards an award.

4.2 EXTENUATING CIRCUMSTANCES, WITHDRAWING AND INTERMITTING

www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

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 given here -

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

You will **not** get extra marks 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/registry.aspx) 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.

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.

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.

Withdrawing from your course is the formal process for permanently leaving your programme of study and the University. Before deciding that withdrawal is the best action for you, there are plenty of people at our University who can offer you information and advice. Where possible, we will try and give you the advice and support you need to help you stay and carry on with your studies.

You should consider whether taking a temporary break from your studies will help you to address the concerns that are making you think about leaving.

If you are thinking about withdrawing, 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, careers advice available from our Employability and Careers Centre www.essex.ac.uk/careers/

If you decide to withdraw, you will need to complete the online form at www.essex.ac.uk/esf/ and you will receive a letter confirming that your withdrawal has been completed.

4.3 RE-MARKING OF COURSEWORK AND ESSAYS

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. See also 5.8 EBS Marking Policy. You will need to complete the EBS remark of coursework form that you can find on Moodle PG information page or you can collect from the EBS Student Services desk. There is a **deadline of 14 calendar days** from when the coursework marks are made available to students. Please be aware that marks can go down as well as up. The mark you receive in this instance will be the final mark.

4.4 MODERATION, SECOND MARKING POLICIES, EXTERNAL EXAMINERS

The University policy on **moderation** can be found as 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 s/he 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 by following this link: http://www.essex.ac.uk/quality/external_examiners/default.asp

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, Programme Director, Dissertation Supervisor, Dean of EBS or the Students' Union.

4.5 APPEALS, COMPLAINTS AND FITNESS TO PRACTICE

The **Academic Appeals Procedure** can be found at www.essex.ac.uk/students/exams-and-coursework/ppg/ug/appeals.aspx

Following the meeting of the Board of Examiners and the publication of your results, you are eligible to submit a formal appeal against the Board's decision. Be aware that there are strict deadlines for the submission of the appeal form and your evidence.

A student appealing against the **progress decision** of a First or Second Year Board of Examiners must submit a formal appeal **within two weeks of the publication of results**. In all other cases the appeal must be submitted within **four weeks** of publication of the results

The main legitimate grounds for appeal are the following:

- (i) extenuating circumstances of which the Board of Examiners was unaware and of which the student could not reasonably have been expected to inform the Board of Examiners in advance, of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred.
- (ii) 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.

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 following are not considered legitimate grounds on which to appeal, and any appeals based exclusively on one or more of these grounds will be rejected automatically:

- (i) disagreement with a mark or grade and/or appeals against the academic judgement of internal or external examiners. Coursework and examinations cannot be remarked, except in cases of procedural irregularities.
- (ii) any provisional mark or informal assessment of the student's work by a member of staff that is not the final mark approved by the Board of Examiners.
- (iii) the retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Board of Examiners before their meeting.
- (iv) appeals against the judgement of the Board of Examiners in assessing the significance of extenuating circumstances, and whether and to what extent they affected academic performance.
- (v) marginal failure to attain a higher class of degree.
- (vi) appeals where the grounds of complaint concern the inadequacy of teaching or other arrangements during the period of study; such complaints must be raised, in writing, before the examination board meets

We strongly advise all students thinking about making an appeal to contact the Students' Union Advice Centre for information and assistance. The Advice Centre can be found on Square 3, telephone: 01206 874034, email: suadvice@essex.ac.uk

You may also appeal against the outcome of academic offences committees and progress committees under certain circumstances. You can find more information at: www.essex.ac.uk/students/exams-and-coursework/ppg/ug/appeals.aspx

The **Complaints Procedure** can be found at www.essex.ac.uk/students/experience/complaints.aspx

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.aspx

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 in accordance with the complaints procedure for students.

Examples of complaints might include:

- failure by the University to meet its obligations including those outlined in the Student Charter
- misleading or incorrect information provided by the University
- concerns about the delivery of a programme, teaching or administration
- poor quality facilities, learning resources or services provided directly by the University

Complaints not covered

The definition of a complaint is very broad and the list above is not exhaustive. However, some issues may be more appropriately considered under processes other than the complaints procedure. The complaints procedure will not normally cover:

- appeals relating to examinations or assessments or to academic progress or against a finding of guilt in relation to an academic offence (see the academic appeals procedure)
- complaints involving an allegation that a student has failed to meet his/her academic commitments (see the academic progress procedure for taught programmes or for research degrees)
- complaints involving an allegation of misconduct by a student or dissatisfaction about an outcome of the student conduct process (see the Code of Student Conduct)
- complaints involving an allegation of harassment

4.6 ACADEMIC OFFENCES POLICY

www.essex.ac.uk/about/governance/policies/academic-offences.aspx

The University takes academic offences very seriously. It is your responsibility to make yourself aware of the Academic Offences Policy, 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.

Academic offences include plagiarism, falsifying data or evidence, submitting a fraudulent claim of extenuating circumstances and copying the work of another candidate or otherwise communicating with another candidate in an examination (this list is not exhaustive). An academic offense can take place even if you didn't mean to commit one.

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 at 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).

Students are reminded that signed approval from the EBS Research Director must be obtained before undertaking any research which will include human participation. Further information regarding this subject is contained on the Dissertation Module page on Moodle. Further information regarding this subject is contained on the BE981/982/BE983 Dissertation page on Moodle: [BE981/982/962/983 Dissertation Guidance](#)

5. COURSEWORK

5.1 ASSIGNMENT AND ESSAY LENGTH

Guidance is provided by module leaders and questions relating to coursework are posted on Moodle.

5.2 COURSEWORK SUBMISSION DETAILS (INCLUDING FASER) AND DEADLINES

Most modules are assessed by a combination of coursework and exams, some modules are coursework only. Information on how the coursework and exams are weighted can be found in the module directory [Module Directory](#)

Please see Section 4: Assessment, for details of the assessment policies and regulations that apply to your course.

Coursework

A wide range of methods are used through coursework to assess your progress within the module. Coursework can include: essays, individual and group presentations, in-class tests, portfolios, reports, group case studies, literature reviews etc.

Course work submission

Unless you are specifically informed otherwise, all coursework must be uploaded and submitted to the University's FASER - available at: <http://faser.essex.ac.uk/> and via links in your MyEssex.

You must ensure you adhere to the EBS rules for submitting coursework. You must upload your coursework to the FASER system by no later than 9am on the published deadline.

It is recommended that you submit to FASER at least 1-2 hours before a published deadline. This will alleviate any avoidable problems such as last minute technical issues or bottlenecks caused by large numbers of students using FASER on campus at any one time.

You must make sure that you are familiar with this process in advance of the deadline. Guidance on how to upload your work is available through the submission system.

Assignments and deadlines

Dates by which you must submit your coursework will be published on FASER. You are strongly advised to regularly check FASER and the relevant module Moodle information page as hand in dates can be subject to change due to unforeseen circumstances

Coursework deadline policy

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 late submission of coursework is available by following this link

[Coursework Deadline Policy](#)

5.3 DETAILS OF SAMPLES OF COURSEWORK

Online library of dissertations and business plans

An online dissertation and business plan library containing examples of previous students' work can be accessed via the [BE PG Induction and General Information moodle page](#).

5.4 RETURN OF COURSEWORK POLICY

Students can normally expect the return of assessed work in no more than four working weeks. Marking may take longer than four weeks under certain justifiable circumstances, for example when the University is closed for holidays (Christmas and Easter). If there is any delay in the marking for any justifiable reason, then academic staff will contact students via Moodle.

5.5 LATE COURSEWORK POLICY

The Essex Business School has a Late Submission of Coursework Committee which will meet at least 3 times during the year. It will deal with claims of extenuating circumstances for work which was not submitted by a deadline for reasons beyond your control. You make such a claim by submitting a Late Submission of Coursework form. The Committee will decide whether your work should be marked and whether that mark will count towards your formal assessment (which means the mark will be reinstated). The School will advise you of the outcome. It is important to note that you use this form to request instatement of your marks on the basis of extenuating circumstances which directly prevented you from handing in your work by the deadline.

Forms are automatically rejected if no evidence to support your claim is provided. If you have requested medical documentation to support your claim for late submission but it has not been received by the date of the Late Submission of Coursework Committee, your claim will be kept as pending for a further two weeks. If the evidence is still not received after two weeks, a mark of zero will be awarded.

You are advised to refer to the link below when considering you late submission claim. It provides useful guidance about how to submit a claim [Late Submission Guidelines](#)

Students should submit a Late Submission of Coursework form (BE_PGT Information on Moodle page) and their documented evidence either by email to ebspgtad@essex.ac.uk or in hard copy to the EBS Student Services Desk.

Any coursework being submitted late should also be submitted to FASer as if you were submitting your work on time.

Separate guidelines are available for postgraduates regarding claiming extenuating circumstances for late submission of compulsory assessment. These are available via the Registry webpages. [Extenuating Circumstances Guidelines](#)

5.6 ESSAY WRITING SUPPORT

Guidelines on How to Write Assignments

In order to help you to develop your skills in writing assignments we have summarised below some of the key points underlying effective academic writing. The points mentioned below will help you to answer your assignment and exam questions appropriately and also to refine your communication skills to advance your career after graduating.

1. Read the question carefully

Make sure you understand exactly what the question is asking you to do. Pay attention to requirements like 'assess', 'describe' and 'compare'. Clarify all the key terms and concepts used, and note the scope of the question. It is a good idea to underline the key words to constantly remind you what the assignment is about. As you develop your answer, keep returning to the underlined words and ask yourself, "Have I answered the question"? "Does my answer relate to the question"? If not, then review what you are doing.

2. Take time in constructing your answer

Your central aim in answering any question is to bring together what you see as the key points and issues in a clear and coherent way. So it is worth spending time identifying these and then linking them together as effectively as possible. Try noting down your ideas and then ordering them in what you see as the most logical way. You need an overall plan before starting the essay. Without a plan your essay will end up being a jumbled collection of random sentences and will not get good marks.

3. Indicate the theories which you think are relevant

Throughout each module you study you will be introduced to the views of a variety of authors who are experts in their fields. Frequently, they will have competing views. One reason for this is that they see the world differently. It will be helpful to indicate in your work how you see things before moving on to any detailed analysis, arguments and evidence. Of course you know how you see things and what ideas you find attractive, but the examiners and markers do not know this. You need to tell them so that they can see things from your perspective(s). The theories which you choose to mention should be drawn from the ideas introduced on the module and elsewhere.

4. Wherever possible support your ideas with well- chosen examples

- Be selective and only choose illustrative examples that are relevant to your points. Limit the amount of scene setting and background to case studies, unless such background is asked for specifically in the question. As a general rule, try not to let your examples 'take over' the whole essay.
- Try to support your points with more than one example. We do not expect you to cover every relevant example, but it is important not to focus on single examples which could lead to sweeping generalisations. It is better to use a range of examples (two or three, say) to provide more solid support for your argument.
- Try to use examples from a range of sources and module components. Make full use of the module material, additional reading and relevant stories in the news (if you have not previously started a file
- of current news, now is a good time to do so). We hope you will also draw on your own experience and on other sources, although this is not essential.

5. Give some thought to matters of general presentation

- Check that you have communicated your ideas effectively. This means thinking about sentence construction and grammar. Make sure that your sentences are simple and easy to follow. This means using paragraphs to mark changes in focus and not simply as arbitrary divisions. It also means linking together your paragraphs so that the reader can follow your line of argument. Remember that anything which makes the reader stop or go back over part of the assignment risks breaking up its 'flow'.

- All good answers should have a clear structure. At the very least, they must include an introduction, discussion and conclusion. The first and the last are both key elements of any answer and serve a range of functions. The introduction should be used to clarify and define the scope of the question, and to set out your plans. You should indicate how your answer is organised. The conclusion provides an opportunity to draw together and summarise your arguments in a way that directly addresses the question. It also gives you a chance to reach a clear conclusion of your own, if you have not done so already. Your answers should always be analytical - i.e. analysing the debates and issues in terms of concepts and theories and the contribution they make to our understanding of the world – not just descriptive. We are not asking you to say who said what and when, although you might produce short quotations from relevant authors to support your analytical point.
- A good essay also engages with counter-arguments. So give some thought to what critiques and criticisms may be made against your conclusions, evidence and theories. Briefly indicate the way you might respond to your critics.
- Have a look at the structure of the papers written by academics. Articles can be found in numerous journals in the library. Many will be on your reading lists. Take a look and note how they have been put together.
- Assignments should include a title page and a complete list of references. All quotations should include page numbers and be attributed to works in the list of references.

You should check that your written work meets this key criteria:

- Answering the question
- Producing a coherent, clear argument and analysis
- Clearly demonstrating knowledge, reading and evidence
- Clearly demonstrating a critical ability
- Writing lucidly
- Providing clear frameworks, structures and signposts

Essay writing - The University provides a software program on its website in order to aid you in essay writing. It is available at <http://www2.essex.ac.uk/essay-writing/>

5.7 ANONYMOUS MARKING IN COURSEWORK 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 does not operate a system of anonymous marking. We believe that marking provides an important point of contact with the student, through which individualised and personal forms of encouragement and involvement can be fostered. We believe that the quality of feedback is enhanced when the marker knows the student, and current work can be seen in the context of earlier assignments and classroom interactions. The comments we provide in coursework seek to encourage students by highlighting what they have done well and what they could do better. We take great care to mark fairly and

effectively and we feel strongly that our ability to do this is improved through knowing our students.

Please see section 5.2 of this handbook 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 your coursework.

5.8 EBS Marking Scheme

Essex Business School uses the following marking scheme for non-quantitative assessments. These grades will be used to mark coursework and student work within EBS. These grades will appear on your final transcript. These grades map onto a 20 point scale running from 95% to 0%.

Grade	Criteria	
	PG	
95%	Distinction	<p>A First Class answer is an excellent, but not a perfect, answer and should reflect 'originality' of thought. Numerical answers will be expected to be complete and free of errors. A First Class answer should have the following features:</p> <p>Structure</p> <ul style="list-style-type: none"> Clearly written, well organised and signposted. Very strong relevant structure; sections follow a logical order. <p>Coverage</p> <ul style="list-style-type: none"> Comprehensive coverage of issues in relation to question; wide reading. Outstanding and thorough understanding of a relevant range of literature. <p>Analysis</p> <ul style="list-style-type: none"> Creative and sophisticated theoretical analysis. An original and refreshing argument, something that surprises in the depth of analysis, knowledge and understanding. Displays unusual lines of argument that are well supported. Evidence of reflection and own analysis of the literature together with an ability to see how lessons learned could be applied to other contexts/examples. Critical evaluation of a wide range of material; may make reference to other relevant issues. Outstanding depth of discussion. Clearly original conclusion.
90%		
85%		
80%		
75%		
72%		
68%	Merit	<p>This is a very good answer, which demonstrates a good level of knowledge. However, does not necessarily show originality. Numerical answers will be complete and almost free of errors (excepting minor mistakes).</p> <p>Structure</p> <ul style="list-style-type: none"> Clearly written, well organised and signposted. Well-structured; sections follow a logical order. <p>Coverage</p> <ul style="list-style-type: none"> Covers all the major issues and some minor ones. Successfully completes tasks and displays clear understanding of the main issues. Wide reading. Substantial coverage of relevant literature and comprehensive knowledge of topic; attempts to answer the question explicitly. <p>Analysis</p> <ul style="list-style-type: none"> Ability to describe and analyse issues in relation to the question. Thorough understanding and clear critical argument; directly addresses question. Critical discussion and presentation of an argument, or problem using material to illustrate points made. Showing evidence of an independent perspective, more than a literature summary. Critical commentary and clear conclusion. A certain degree of self-reflectiveness and attempt to contribute own thoughts.
65%		
62%		

Grade	Criteria	
	PG	
58%	Pass	A Lower Second answer commands a considerable amount of material but does not integrate it very well. Faithfully reproduces a large amount of what has been taught in class, but contributes little from independent reading or thinking. Structure <ul style="list-style-type: none"> • Not very well expressed, just addresses question. • Poorly structured. Jumps from topic to topic without any clear structure or signposting. There is, some kind of order with references and introduction and conclusion. Coverage <ul style="list-style-type: none"> • Completes most major tasks expected in question, but either too simplistic or lacking some co-ordination/structure. • Understanding of lecture material & basic reading. Answers question adequately. • Reasonable coverage of relevant literature but the sources are not always fully referenced. Introduction of irrelevant material will lower grade to low 2:2. Analysis <ul style="list-style-type: none"> • Covers the basic reading, but summarises the literature rather than engages critically with it. Descriptive and lacking an analytic form. • Ability to grasp main issues, but not in any great depth. • Some understanding but lack of critical thought. • Descriptive rather than analytic focus.
55%		
52%		
48%	Fail	This is a weak answer. Has some knowledge, but it tends to be superficial, incomplete, non-integrated or poorly understood. Structure <ul style="list-style-type: none"> • Poorly written and expressed. • Badly structured and lacks co-ordination. No introduction; Limited range of reading. Coverage <ul style="list-style-type: none"> • Fails to address question or misses an important aspect of the question. Shows confusion but some basic knowledge and relevant discussion. • Poorly researched. Shows knowledge of the major issues, but mostly not strictly relevant to the question. • Poor or no reference to the literature; describes general theme of the question giving opinions without any organisation or substantiation. • Shows intelligence but little knowledge of the module. Analysis <ul style="list-style-type: none"> • Major gaps in analysis. • Demonstrates no widespread knowledge or analytical grasp of issues. • Very superficial grasp of issues. Patchy knowledge of topic. Descriptive and sketchy in style of structure. Poor quantity as well as quality, but enough knowledge to achieve honours.
45%		
42%		
36%		A poor answer that neither meets key criteria nor provides an adequate level of work. An attempt at an answer (for example, one that is clearly very rushed or barely coherent, or one that largely misses the point of the question) should normally not receive less than 20%. Marks below 20% would normally be appropriate for extremely brief and/or wildly inaccurate answers. Non-existent answers should receive a mark of zero.
30%		Structure <ul style="list-style-type: none"> • Disorganised. • Poorly written. Random order of points. Coverage <ul style="list-style-type: none"> • Fails to address question. • Reveals little or no evidence of familiarity with relevant literature. Analysis <ul style="list-style-type: none"> • Misunderstands question or does not make distinction between giving an • Answer to a question and including anything known on a topic. • Misunderstandings of concepts and major issues. • No argument. • Irrelevant or uninformed or "lazy" answers. • Assertive, unsubstantiated arguments. • Incoherent. Too short, given the time available. Incomplete. • Repetitive!
24%		
12%		
0%		

FAQ

Which assignments will this apply to?

This system is applied to all non-ratio mark assignments. Any essay based questions, short answers, dissertations, presentations etc. that do not have a genuine ratio scale from 0-100.

It does not apply to multiple choice or quantitative assignments where there is a genuine ratio grade with marks out of a possible 100. In such cases the numerical mark remains as a percentage grade.

What happens with second marking and remark requests?

As the University's regulations stipulate, second marking must involve a reconciliation of the two marks, not an arithmetic averaging of the marks. The same process applies where a student requests a remark.

Marking in Essex Business School

Return of marked coursework

All coursework feedback will be provided to students through FASER. You will be notified when feedback is available to be viewed.

It is the aim of the Essex Business School to return coursework and test marks to Students within four weeks (not including bank holidays and religious festivals, or periods when the University is closed) of the date of submission. Compulsory assessment handed in at the end of term should be returned at the start of the following term. Note: In case of any delays, academic staff will advise students by Moodle.

Marking Policy and Moderation

The School takes great care to ensure marking is fair and consistent and has robust procedures in place to ensure this is the case. Exam papers are second marked and term-time assessments (coursework) are single marked, with marking standards overseen by the Education Committee and External Examiners. The primary purpose of the School's marking policy is to ensure fairness and consistency of marking both within assessment and across modules.

	Marking	Exceptions	Right to a re-mark
Individual coursework assignments including essays and in-class tests	Single marked	Moderation when marked by GTAs; staff in first year of UK HE; visiting lecturers; or a team of markers. Extreme mark distributions are reviewed by the respective Programme Director. This may lead to a moderation process or second marking	Yes
Group work with permanent output (up to 25% of module)	Single marked		No
Presentations (up to 40% of module)	Single marked		Yes
Presentations (up to 40% of module)	Double marked		No
Dissertation	Second marked		No
Exams (Level 4)	Single marked	Fails must be second marked. A random sample of 10% to be moderated.	No
Exams (Levels 5, 6 & 7)	Second marked		No

Procedures

Single marking: Single marking should be carried out by one of the lecturers who delivered the module. It is good practice for the marker to review the distribution of marks before returning scripts.

Second marking: This is where a second marker marks the work but has access to the first marker's marks and/or comments. Marks must be reconciled.

Double marking: This is where two markers mark the work independently. Marks must be reconciled.

Marking presentations

All presentations (including presentations with permanent and non-permanent output) should be double marked by two members of staff. Only one of these members of staff may be a GTA or a new member of staff (in their first year of full-time HE). In the case of presentations, double marking involves two markers first marking the work independently, using an agreed mark sheet. In cases where extenuating circumstances prevent a student from making an assessed presentation or contributing to assessed group work, they should be advised to submit the appropriate supporting documentation to the relevant administrator. In such cases, alternative arrangements may be offered but this will be at the discretion of the module leader. In cases where there are no extenuating circumstances, but a student fails to attend a scheduled assessed presentation (without written permission to be absent from the module leader), or fails to make a contribution to assessed group work, s/he will be deemed not to have submitted that component of the assessment and will be awarded a zero mark.

Moderation: Moderation occurs when one person reviews the cohort of marks to ensure they are fair, accurate and consistent.

Review of marks by Programme Directors: Extreme distributions of marks shall be reviewed by the respective Programme Director who will decide whether there is a need for moderation.

Student queries about marks

Written feedback is provided to students in the form of an individual feedback sheet (except exams and in-class tests), and generic feedback on Moodle. Students who have a query about a particular mark should consult both forms of feedback carefully in the first instance. If the student remains unclear, s/he should consult with the module leader for further feedback and clarification. Finally, students may in some cases be entitled to a re-mark (see table above).

Even though great care is taken in the marking process, we recognise that occasionally some students may feel their mark is below what they might have expected. Therefore in many instances we give students the right to appeal a coursework mark (see table for confirmation). The procedure is as follows: Any appeal must be made within fourteen days of the marked coursework being made available to the student concerned.

In the first instance the student should notify the EBS Student Services desk of their wish for a re-mark. In addition, it is advisable that the student seeks feedback from the module leader. If having consulted the module leader the student is still dissatisfied with the original mark, arrangements will then be made for the assessment to be re-marked by someone other than the original marker.

When considering whether to request a remark, you should bear in mind that the mark awarded on remark may be lower than the mark originally awarded, but the remark will be the final mark, irrespective of whether it is higher or lower than the original mark.

www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy/remark_reconciliation_of_marks.asp

Students should be aware that Extenuating Circumstances cannot be used in conjunction with the request for a re-mark.

Online forms can be downloaded from the forms folder at [EBS Postgraduate Taught Information](#) on Moodle. Forms are also available in hard copy format from the EBS Student Services desk. Completed forms, together with the original coursework and feedback, must be submitted to EBS Student Services desk within a **deadline of 14 days** from when the coursework marks are made available to students.

5.9 REASSESSMENT IN COURSEWORK

EBS reassessment strategy

You may be required by the Board of Examiners to undertake reassessment in one or more modules. You will be informed about the arrangements for any re-sits. Reassessment of all modules is by exam only, including modules assessed by 100% coursework. The exception is some research modules which are reassessed by coursework. Reassessment for each module is shown on the module directory and Moodle.

Reassessment in coursework

EBS reassessment for all modules is by exam only, including the majority of modules assessed by 100% coursework. Exceptions to this are research modules which are assessed by 100% coursework, and their reassessment will be by coursework. Details of reassessment for each module is available on the Module Directory and Moodle. If the Board of Examiners has required you to complete assignments over the vacation, or to attend resit exams in September, 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 School will send you details of the assignments which you are required to undertake. If you haven't received anything within three weeks of the results being published, you must contact your School or the Registry.

Revision sessions are provided at the start of the summer term followed by exams.

[Student Guide to Examinations](#)

Past Examination Paper Archives are available on Moodle:

[EBS Postgraduate Taught Information](#)

5.10 REFERENCING IN COURSEWORK

What is referencing?

Referencing is the system by which we acknowledge all sources used within a piece of work, either directly via quotes, or indirectly via paraphrasing and summarising. Referencing allows you to give credit to authors' concepts and ideas, demonstrate your breadth of reading and knowledge on a subject, direct readers to your sources, and avoid plagiarism.

You should always use the best available sources of evidence, such as peer reviewed journals and recognised books.

There are various systems of referencing, but the Harvard System of Referencing is the system that is widely used in many UK higher education institutions. This system uses an (Author's surname, Year) when citing in text, and full details of these references are then given at the end of the work in a reference list. The exact details that you have to include in your reference list depend on what type of document the source is – for example a

book, a journal article, a report, a webpage. You can find details regarding exactly what to include in your reference list on the university [MySkills Page Referencing](#). The purpose of the reference list is to make it easy for someone else to follow up and trace the materials which you have used. Without full references, your tutor may be led into thinking you are trying to take credit for someone else's work which is plagiarism.

Please seek advice from your module leader if you are unsure about referencing.

What is a reference list?

A reference list is a **single, alphabetical** list of ALL sources cited within your text, given at the back of EVERY assignment. The list is not numbered and you do NOT need separate lists for books, journals, web pages, pictures etc.

Example Reference List:

Brewster, C. (1994) *European HRM: Reflection of, or challenge to, the American concept?* London: Routledge.
Boddy, D. (2011) *Management: An Introduction*. 5th ed. Harlow: Financial Times/ Prentice Hall.
Colbert, B. A. (2004) The complex resource-based view: Implications for theory and practice in strategic human resource management. *Academy of Management Review*, vol. 29, pp. 341-358.
Guest, D.E. (1987) Human resource management and industrial relations. *Journal of Management Studies*, vol. 24, no. 5, pp. 502-521.

What is a bibliography?

A bibliography is a list of sources that have influenced the author's work, but have not been cited within the text. A bibliography is rarely required.

Where do I find these details?

For books, details are usually found inside the front cover. Journal article details are often given under the abstract, or at the table of contents of the journal issue. For electronic journal articles, look at the top of the first page. For web pages, look at the top and bottom of the first page, the logos and, for the URL, in the address bar.

What is paraphrasing?

Paraphrasing is when you take some information from a source, and put it into your own words. You explain somebody's idea in your own words. Changing one or two words is not sufficient to correctly paraphrase. You still need to reference where the information has come from, although you do not need to use quotation marks, or give a page number.

Example:

ORIGINAL LOWE AND COOK (2003) TEXT:

Going to University is a challenging hurdle for most students but for others it is an intimidating leap into the unknown. The abrupt shift from the controlled environments of school or college and family to an environment in which the students are expected to accept personal responsibility for both academic and social aspects of their lives will create anxiety and distress, undermining their normal coping mechanisms. Some students will eventually cope simply by avoiding the challenge.

PARAPHRASED:

Starting University can be a challenge for many students as they move away from familiar environments at home and school/college, and as they take on more responsibility for their own learning, and well-being. This can cause anxiety and distress, and even withdrawal from programmes (Lowe and Cook 2003).

It is up to you how you word the sentence to include the reference citation. You should always try to place the citation as close to the element taken from that source, either at the start, within, or at the end of the sentence. For the above text, you could also use:

Lowe and Cook (2003) state that starting University can be a...

OR

In a recent study on University transition by Lowe and Cook (2003), it was seen that starting University

What is quoting?

Higher education students should be able to paraphrase sources to demonstrate their own understanding of a subject. However, if you read a section of text, and feel that it is best said in the original words (for example a well-used phrase, or important speech), you should present it as a direct quote. You **MUST** always give the page number where the quote was taken from within your reference citation. Direct quotes should be written within speech marks (to facilitate recognition by plagiarism software), and the page number should be given. Short quotes can be given within a sentence; longer quotes should be indented within the text, although the use of long quotes should be avoided where possible.

What do I do if I have 2+ references by the same author?

List the references in chronological order, oldest first.

What does *et al* mean?

et al means 'and others', and should be used **ONLY** in text, when citing sources with 3 or more authors/editors. **ALL** authors should be given in the reference list, even if they are numerous, in the order they appear in the original source.

Example in text:

Fergey *et al* (2008) argue that study skills weekends prepare students effectively for the first year of University study.

In Reference list:

Fergey S, Heatley S, Morgan G & Hodgson D. (2008) 'The impact of pre-entry study skills training programmes on students' first year experience in health and social care programmes' *Nurse Education in Practice* **8** (1): 20-30.

Do I need to say which edition I used?

Yes, this is very important in a reference list as editions vary in content, and page numbering. You should always write edition in full, to prevent confusion.

Example:

Boddy, D. (2011) *Management: An Introduction*. 5th ed. Harlow: Financial Times/ Prentice Hall.

Do I need to include page numbers?

You should include page numbers in your in-text citation for books, when you can indicate precisely on a page or pages the information you are using. Therefore, direct quotes from books should always include the page number. Use p for a single page and pp for a range of pages. You can also use a colon.

Example:

Shah (2002, p.33) indicates that ...
Jones (2000, pp.17-20) disputes this claim
Wheeler (2002:32) argues that

What is secondary citation?

Secondary citation (or indirect referencing) is when the source you are reading refers to, and references another source. If this information is important and you wish to use it, it is best practice to access the original source and read the information for yourself to check context and accuracy. Information on the source should be accessible via the reference list of the source you are currently reading.

If this is not possible, you should not really refer to the source, although if important, you can use secondary citation. In text, you would cite the original author (year), cited in the author you have read (year). In the list, you would only need to put the source you have actually accessed.

Example in text:

Illich (1981) refers to “shadow work” : tasks in society that were once the responsibility of extended families and close communities (Illich 1981, cited in Sherman and Judkins 1995 p.121)

Example in Reference list:

As you did **NOT** read Illich, you **cannot** list it. List what you have read, which is:
Sherman, B. and Judkins, P. (1995) *Licensed to Work*. London: Cassell.

Do I need to reference pictures/diagrams used in text?

You should always cite and list ALL sources within your work, including any pictures/diagrams/graphs etc. taken from elsewhere.

Can I use, and reference a tutor's lecture/handouts?

It is NOT acceptable to directly reference information given in lectures/handouts. You should obtain the relevant reference from that tutor, and seek the material independently, to enhance understanding and allow you to use the information in the correct context etc.

If I have accessed a source via the internet (i.e. a journal), how do I reference it?

This is becoming more common, as many articles and resources are becoming available online. It is best to reference according to the version you have accessed, so be truthful. Check the Quick Guide for details.

How can I make sure I've been consistent between my in-text citation and reference list?

Software is available which stores, and manages your references, and can generate lists for you. Endnote software is installed in all the centralised computer labs. The University has agreed a reduced rate for students to purchase EndNote X, of between £72 and £75 (incl VAT) depending on which option you choose. You can get the software and/or more information about the institutional account from the [software catalogue](#). You will need to follow the instructions in the software catalogue and then enter your Essex username and password to purchase the software. However, there is still room for error with this software. You can also do this manually.

How do I reference electronic resources?

Many resources are now available electronically and the same principles of referencing should be applied. That principle is that anyone reading the work should be able to locate a first-hand copy of the data sources to which reference is being made. As webpages can be moved/ removed, it is best practice to include the date you accessed and

retrieved the data is required as well as the usual information. Check the Quick Guide for details.

Bibliography

Anglia Ruskin University (2013) *Harvard System* Online at:

<http://libweb.anglia.ac.uk/referencing/harvard.htm> [Accessed on: 21 August 2013]

The Open University (2012) *OU Harvard Guide to citing references* Online at:

library.open.ac.uk/documents/Harvard_citation_hlp.doc [Accessed on 21 August 2013]

Pears, R. (2013) *Cite it Right*. 9th Ed. Basingstoke: Palgrave Macmillan.

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

You need to be aware that 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 of 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. Further information can be found in the Assessment Policies for Undergraduate and Taught Postgraduate Awards www.essex.ac.uk/quality/university_policies/default.asp

6.3 DEPARTMENTAL POLICY ON THE USE OF DICTIONARIES/CALCULATORS

Dictionaries

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 the students taking the exam.

Calculators

Information regarding the use of calculators in exams will be given by relevant module leaders, and this will be indicated on the rubric of the examination paper.

If you are allowed to use a calculator in your examinations, the **only** models you are permitted to use are the **Casio FX-83GT PLUS** or the **Casio FX-85GT PLUS**. You can buy these from the Burrow, everythingEssex or Waterstones, online from Amazon or eBay, or locally from Tesco, Argos or WH Smith.

The only exception is for certain **Finance** exams that require a **financial** calculator, in which case you will be advised by your Module Leader. Details of the models you are permitted to use will be noted on the exam rubric (front page) which is made available to students in advance of the exam.

Your calculator must not have any textual information stored in it. Calculators will be checked during examinations and if any illegal textual information is found it will be wiped and you will be reported on suspicion of committing an Academic Offence.

6.4 GENERAL INFORMATION ABOUT SUMMER EXAMS AND EXAM RESULTS

You can find your personalised exam timetable online here - <https://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 here: www.essex.ac.uk/students/exams-and-coursework/

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

Help to prepare you for your exams

Exams create stress for most people and to help students prepare themselves Schools will have their own programme of revision classes. In addition to these the Student Support Office offers a series of Examination Workshops run by specialist staff. These sessions cover revision, planning and techniques including, using the exam paper and the examination room. There are sessions in relaxation and how to cope with stress, and staff in the Counselling Service are also able to provide sessions on stress management. For further information: <http://www2.essex.ac.uk/stdsup/>

6.5 ANONYMOUS MARKING POLICY

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

6.6 REASSESSMENT IN EXAMINATIONS

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

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

7. REFERENCING AND GOOD ACADEMIC PRACTICE

7.1 STATEMENT ON 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 key values of higher education in the UK.

The University takes academic offences very seriously. 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**).

The Talent Development Centre offers a Moodle course in referencing via their website at: www.essex.ac.uk/students/study-resources/tdc/writing/default.aspx
You can also find online referencing guides for the main referencing guides used by the University at: www.essex.ac.uk/students/study-resources/tdc/research/referencing.aspx and attend workshops www.essex.ac.uk/students/study-resources/tdc/research/workshops.aspx

Further information relating to authorship and plagiarism is available at: www.essex.ac.uk/plagiarism/index.html

Remember, if you have any questions about referencing you can ask our academic staff, the EBS Learning Team, you can contact them on: ebslearn@essex.ac.uk or staff in the Talent Development Centre.

7.2 INFORMATION ABOUT WHERE TO SEEK GUIDANCE ON REFERENCING, INCLUDING LINKS TO THE RELEVANT REFERENCING SCHEME SEE SECTION 5.10

7.3 INFORMATION RELATING TO THE UNIVERSITY'S POLICY ON PLAGIARISM AND ACADEMIC OFFENCES SEE SECTIONS 4.6

Please see section 4.6 and remember that the Academic Offences Policy applies to all students
www.essex.ac.uk/about/governance/policies/academic-offences.aspx

8. PRACTICALITIES: GETTING STARTED AND IT MATTERS

8.1 REGISTRATION, ENROLLING AND THE REGISTRY, INCLUDING 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 Registry 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 ten working days for your results to be confirmed. The Assessment Team will publish your results, close your record and send you an award confirmation letter. You will receive an email when your results have been published on a secure web page. Your award certificate and academic transcript cannot be produced until the Assessment Team has released the results. For more about registration, visit our student webpages.

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

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

Ordering important documents

Please use the Student Documentation Ordering System to order academic transcripts, award confirmation letters, bank letters, Certificate of Registration, Council Tax certificates and Degree certificates. It's online at: <https://www.essex.ac.uk/studentdocs/>

8.2 FIND YOUR WAY AND ROOM NUMBERING SYSTEM

Use our **Find Your Way app** for your phone, tablet or computer to find a location, such as your teaching rooms, and get directions quickly and easily. It'll always be in your pocket. Download the app or use the online version: www.findyourway.essex.ac.uk/essexc

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 shows 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, EMAIL ACCOUNT, COMPUTER LABS, FREE MS OFFICE, M:DRIVE

Your **IT account and password** are the key to your IT world at Essex. Once you're set up, you can access email, log on to lab computers, connect to eduroam wi-fi and much more. If you haven't got your login name and password yet, go to: 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 at: www.essex.ac.uk/password

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

For **IT support** you can visit the IT Services website at: www.essex.ac.uk/it for helpful information, including how-to guides, answers to frequently asked questions and links to video screencasts. If you can't find what you're looking for, or if you need support, then you can get help from the IT Helpdesk. Find us in the Silberrad Student Centre at the Learning Hub on the ground floor. We're open Monday to Thursday 8.30am to 6.00pm, and Friday 8.30am to 5.45pm. You can also tweet us at @UniEssexIT.

You can also download the latest version of **Microsoft Office software for free**, available for installation on up to five PCs and Macs, and up to five phones and tablets. Get your free Office at: www.essex.ac.uk/it/office (note: download links usually appear one week before your official start date) and visit: www.essex.ac.uk/see/software

If you need to use a **computer on campus** we have more than 600 of them. Our Windows-based computers on our Colchester Campus are here for you to use for study and work, and they're in 16 computer labs across campus, including in the Albert Sloman Library. Many labs stay open until late and some are open for 24 hours a day, seven days a week. For computer lab locations, opening hours and real-time availability visit: www.essex.ac.uk/it/computers/labs.

Email use

Email remains an important means of communicating – we use it to contact you about important information relating to your studies and other issues such as welfare, so please check your University email account regularly. Undergraduate and postgraduate taught students are allocated 50GB of email storage space, while postgraduate research students are allocated 2GB of email storage space. You can access your email on any lab computer using Microsoft Outlook. We also provide an Outlook Webmail service that you can access through a web browser anytime, anywhere: <https://email.essex.ac.uk/>. You can also send and receive University email on the move by setting up your smart phone or tablet. Go to www.essex.ac.uk/it/email/access/ where you will find instructions on how to set up your mobile device with email.

Email is a useful way to communicate with EBS staff, for both administration questions or questions about your modules and programme. This checklist will help you send more effective emails.

- Make sure you include your full name and registration number in all emails.
- Use an appropriate greeting such as Dear Andrew or Dear Dr Frandsen.
- Be polite and not too informal.
- Make sure you include the details of the module / programme you are referring to.
- Check your email to make sure it is clear, before you send it.

Email guidance

As a student, you will be on a number of University email lists. Some are mandatory and reflect your current course, modules, department, year and so on. You cannot unsubscribe from these lists but they will primarily be used to send out important information relating to your studies. You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending

too much. To opt in or out of such lists, visit: www.essex.ac.uk/dsh/maillinglists. We do not send out marketing information unless you have opted in to it.

8.4 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/

8.5 ON CAMPUS FACILITIES, SUCH AS PRINTING SERVICES AND GROUP STUDY PODS FOR EXAMPLE, ALSO INCLUDE LINK TO ESSEX.AC.UK/STUDENTS.

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 and 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/default.aspx

9. SKILLS, EMPLOYABILITY AND EXPERIENCE

9.1 EMPLOYABILITY AND CAREERS CENTRE

Our employability and **careers** team are here to help you boost the skills and get the experience needed to make your CV shine. Take time to explore what's available. Our careers specialists can give you valuable advice throughout your time at Essex and beyond. They offer one-to-one advice and guidance, job-hunting workshops and online access to graduate and part-time job vacancies, plus careers fairs, placements and internship schemes. www.essex.ac.uk/careers

9.2 LEARNING LANGUAGES AT ESSEX

Learn a **language** at Essex to increase your global and cultural awareness, and to give you the confidence to work and travel internationally, to expand your options for studying abroad, and to give you a competitive edge when you're looking for a job. There are a number of ways to do it, find out more about this great opportunity. www.essex.ac.uk/langling/languages_for_all

9.3 TALENT DEVELOPMENT CENTRE

Unleash your true potential and visit our on-campus **Talent Development Centre**. Providing support on academic literacy, numeracy, English language, employability and IT – look no further to get ahead of the game. www.essex.ac.uk/skillscentre

9.4 CAREER HUB

A great place to start if you're looking for part-time or seasonal work as you study is our online Career Hub. It's an online jobs portal, and much more. www.essex.ac.uk/see/careerhub

9.5 FRONTRUNNERS

Frontrunners is the on-campus work placement scheme, and one of the best ways to enrich your experience and get noticed. Get meaningful, paid work around campus and boost your skills. Open to all University of Essex students, **Frontrunner placements** are between one and three terms in length and up to eight hours per week during term time, and 18 hours per week over the summer. www.essex.ac.uk/frontrunners

9.6 STUDENT AMBASSADORS

We invite current students to be ambassadors to help out on visit days, school talks, open days and campus tours, and recruit **student ambassadors** at the start of the autumn term. www.essex.ac.uk/careers/job_hunting/on_campus.aspx

9.7 VOLUNTEERING

There are plenty of opportunities to **volunteer** during your time at Essex, to benefit our University and the local community, as well as further boost your experience and employability. The Students' Union runs the vTeam, find out more at Freshers' Fair or ask at SU reception. www.essex.su/vteam

9.8 BIG ESSEX AWARD

This is the University's **employability award**. Sign up and showcase your extra-curricular achievements and provide concrete proof to employers just how employable you are. Get

ahead of the game and make your CV really stand out. Plus, complete the award and it will be recorded on your degree transcript. www.essex.ac.uk/careers/bige

9.9 ESSEX INTERNS

Find a CV-boosting paid **internship** with local and national employers with some help from the employability team. Internships can be part time whilst you study or full time outside of term-time, and from six weeks to 12 months' duration. All internships are advertised on Facebook and Twitter, so make sure you 'like' the page and get in touch if you see a post you're interested in.

www.essex.ac.uk/careers/internships/default.aspx

Facebook: www.facebook.com/internshipsessex

Twitter: @EssexInterns

10. YOU MATTER: HEALTH, WELFARE, SUPPORT AND SAFETY

10.1 STUDENT SERVICES HUB, INCLUDING CONTACTS FOR DISABILITY, WELLBEING, COUNSELLING AND CONFIDENTIAL ISSUES see also 3.11

If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, our new **Student Services Hub**, within the new Silberrad Student Centre, is the place to go. Want to know how and when to apply for accommodation? Just ask us. Having problems with your funding? We're here to help. Struggling with exam stress? We will listen. Your question matters and you'll get answers from our team of experts. At Colchester Campus find us on the first floor of the Silberrad Student Centre. Our helpful staff are ready to take your questions by email or phone, all you have to do is contact us; we'll provide information and guidance to help you.

Student Services Hub Colchester email: askthehub@essex.ac.uk

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

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 on campus can listen and talk you through the issues.

www.essex.ac.uk/studentfinance/money_matters

www.essexstudent.com/services/advice_centre/money

10.2 HARASSMENT ADVISORY NETWORK

The University of Essex is a diverse, **multicultural community** and 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 a secular community and we recognise and support the many different religions and beliefs on campus. Our facilities and opportunities for worship include space for prayer or quiet reflection in our Multi-Faith Chaplaincy.

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're open and listening during term-time from 10pm to 8am, located on the ground floor of Keynes Tower. 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

There are a few things to know to help you **stay well and safe** on and off campus. Follow some common-sense tips – such as avoid walking or cycling alone in isolated areas or unlit or poorly lit footpaths, arrange to walk with others at night and keep to well-lit streets avoiding shortcuts, lock your room when you leave and don't let strangers in to your building, don't use ATMs if anyone suspicious is hanging around, don't carry large sums of money around, or store large sums in your room – use banking facilities, get a personal alarm, available at SU Advice Centre, Information Centre and Nightline, and **be vigilant** and report anything suspicious to our security patrol officers, in the Information Centre on Square 3.

The SU runs a **safe minibus service** to and from off-campus residences at night – make sure you use it if you need to. For just £1 the safety bus collects from under podia at Sub Zero and will drop you to as near as your front door as possible, calling at stops in Wivenhoe, Greenstead, The Hythe and The Quays. The service runs Monday to Saturday 8.30pm – 3.30am and Sunday 8pm to midnight.

In the event of a fire: shout out, get out, stay out. Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disability 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

10.6 RESIDENTS SUPPORT NETWORK (RSN)

Our **Residence Life** team is here to help you settle in and support you during your time living in University-provided accommodation. 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 concerns and complaints and they operate an on-call rota, from 5pm to 9am and on weekends. www.essex.ac.uk/accommodation

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** throughout your period of study. Our Colchester Campus has its own health centre offering NHS services including appointments with doctors, a nurse triage system for emergencies during opening hours, and specialist nurse clinics including asthma, diabetes, sexual health and contraception. The centre is operated by our NHS partners Rowhedge Surgery. Alternatively, use the NHS Choices postcode finder to find your nearest doctor to register with.

www.rowhedgesurgery.co.uk

www.nhs.uk/Pages/HomePage.aspx

10.8 STUDENT UNION ADVICE CENTRE

The 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, including help with education, health, housing, immigration and money. Call into the centre on Square 3 between 10am and 4pm each weekday during term time or check our website.

www.essex.su/advice

T 01206 874034

E suadvice@essex.ac.uk

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 – TERMS AND CONDITIONS BOOKLET 2016/17

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/default.aspx

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

11.3 ESSEX SPIRIT, SOCIAL MEDIA AND OTHER CHANNELS OF COMMUNICATION WITH STUDENTS

Keep up-to-date with important **news, events and offers** from our student communications team with our **Essex Spirit blog**, and go to our email lists to subscribe to the fortnightly e-bulletin. We have more than 60 Facebook pages – including one for each department, and we love Twitter. Join the conversation.

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

<https://www.essex.ac.uk/it/groups-lists>

www.facebook.com/uniofessex

twitter.com/Uni_of_Essex

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 the **University of Essex is for ever**, not just for a few years. 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. Being an alumni also gives you free access to thousands of academic journals and books, discounts – apply for your first period of postgraduate study here and get up to 33% off your first year tuition fee, careers support for three years after you graduate, an alumni magazine to keep you up-to-date, access to great range of events – from the House of Commons to the London Eye, from Madrid to Kuala Lumpur and NUS extra.

www.essex.ac.uk/alumni

11.6 WHAT COMES NEXT? BRIEF DESCRIPTION OF POSTGRADUATE RESEARCH STUDY IN THE DEPARTMENT

PhD

Join our lively, global community of more than 100 research students from five continents. We offer a stimulating environment for you to conduct your research in, and supervision by world-leading academics. You'll also benefit from [Proficio](#), our University's innovative and unique professional development scheme for doctoral students.

12. USEFUL ADDITIONAL INFORMATION

Glossary of Common University Terminology in Everyday English

Academic Year	September/October until September
Article	A piece of research that has been reviewed by other academics (peer reviewed) before they are published. They are often published in an academic journal. This means that experts in the field of study will review and approve the article before the journal will publish it.
Class / Seminar	Classes / seminars take place after the main lecture. You will be in a smaller group so that you can explore and extend further the themes and topics presented in the lecture through group discussion and interactive tasks.
Compulsory Module	must be taken, but some condonement of fails may be possible.
Core Module	must be taken and must be passed.
Coursework	work that you do as part of your module's assessment. Coursework can include: essays, individual and group presentations, in-class tests, portfolios, reports, group case studies, literature reviews etc.
Draft	A first or preliminary piece of writing that you revise and rewrite.
Employability and Careers Centre	A centralised university service that can help you with your employability develop your skills, improve your CV and gain valuable experience.
Essay	An extended piece of writing on a particular theme or subject.
Exam Board	A group of academics from EBS and external examiners that agree the final exam results for each module.
Extenuating Circumstances	During the course of your degree programme you might be faced with personal, medical or family problems that are outside your control and are negatively affecting your academic performance. Such problems are known as 'extenuating circumstances'.
FASer	On-line electronic coursework submission system.
Frontrunners	The University's placement scheme which gives students the opportunity to undertake challenging employment around campus and develop the higher-level skills they need to compete for the best jobs. The scheme is open to all University of Essex students, and offers paid, on-placement training.
GTA	A graduate teaching assistant who is part of a module's teaching team.
Internship / Placement	An internship or placement is a method of on-the-job training for professional careers. These positions may be paid or unpaid and are usually temporary.

Journal	An academic journal is a peer-reviewed publication in which research relating to a particular academic discipline is published. Academic journals serve as forums for the introduction and presentation for scrutiny of new research, and the critique of existing research.
Labs	Practical task-related classes for Finance and Accounting that take place in a computer lab.
Languages for All	gives you the opportunity to study a language alongside their course at no extra cost for one year. Additional tuition in subsequent years is available for a fee.
Late submissions	Any work that is submitted for formal assessment after the published final assessment deadline.
Lecture	A lecture is usually delivered to a large group of students and is designed to: give an introduction or overview of a topic, summarise the key ideas, principles, or controversies, stimulate your own thinking and provide you with reading and ideas to follow up afterwards.
Listen Again	A lecture recording service which records the audio and video output of the teaching computer in nearly all centrally timetabled teaching rooms across Colchester and Southend campuses. It allows students to 'Listen Again' to their lectures at a later date. The service is available in nearly all centrally timetabled teaching rooms or lecture theatres where the recording equipment is installed.
Module	A unit of study – a degree programme consists of a number of modules. Some module has pre-requisites.
Module credits	Modules have a credit value of 10 or 20 credits.
Moodle	Moodle is a Virtual Learning Environment. Each module has a Moodle page where lecture materials, notes and relevant information is posted for students to access.
myEssex	Each student has their own myEssex which a personalised portal for all information linked to your degree programme and university experience.
Office Hours	Office Hours are specific times that lecturers and member of a module teaching team are available to see students for one-to-one advice and guidance.
Outside option	A module which you can choose which is delivered by another university department.
Personal Tutor	Every student has a personal tutor to provide academic advice and guidance. You will have the same personal tutor throughout your degree programme.
Plagiarism	Plagiarism is taking and using somebody else's ideas, thoughts, writings or inventions as your own. It is a type of cheating.
Reading list	A list of texts that you should read for a module.
Referencing	To clearly show the ownership of information and the full details of where you found it.

Seen question	An exam question which you are given before the exam so that you can research your answer.
Skeleton / Sketch answer	An essay outline – written in notes or bullet points. It is not a draft.
Student Feedback – SAMS	A feedback questionnaire that is carried out at the end of each term for each module. The questionnaire focuses on teaching and learning.
Student Representative	Each module and year group has a number of student representatives that work with EBS staff to continue to improve and develop EBS and the university. The student representatives are organised by the Student Union.
Student Support	A range of support services for students to help them adapt to university life.
Student Surveys – NSS / SSS	An annual student questionnaire that is carried out once per year. The questionnaire focuses on the whole university experience.
Student Union	The Students' Union is the organisation that represents the interests of students within the University of Essex.
Student Union Societies	Societies are similar to clubs and help you meet people with similar interests. The societies are run by students for students.
Study Leave	A period of leave that an academic is given in order to carry out academic research.
Test	A short exam that can form part of the coursework for a module. Tests are often carried out electronically / on-line.
The Big Essex Award	An award that you can achieve by taking part in extra curricular activity. The Big E is a good addition to your cv.
The V Team	Is organised by the Student Union and organises projects that students can take part in by volunteering. You can join the projects at any time and it's a good way to meet new people and get involved in something interesting and different.
Watermark	Watermarking your assignment converts your assignment from a word document to a PDF file and prints a code showing your registration number and the time and date of submission of the assignment. This means that no changes can be made to your assignment between submitting online and submitting a hard copy.
Weighting	Each module is assessed by a combination of coursework and an exam. The value of each part is the weighting – e.g. Coursework 40% exam 60%. The weighting can vary between modules.
Workshop	Classes that aim to improve and develop practical skills, usually in small groups.
Further information and full details can be found in the relevant section of the handbook.	

USING OFFICE HOURS

Office Hours can be used to:

- A. speak to a **Module Leader** or a member of the module teaching team **OR**
- B. speak to your **Personal Tutor** for general study advice, help with feedback and module choices, advice on progression or to discuss any difficulties you may be experiencing with your studies.

All members of a module teaching team and academic staff have office hours. Some lecturers prefer you to make an appointment by email, others schedule a designated time for drop-in sessions.

You should check with the lecturer or on the module Moodle page. This may be the only time a

lecturer is available to help you with your studies, so it's important you come prepared.

Meeting with

your lecturer can help you with your studies.

Use this checklist to help you so that you make best use of the time.



- Be clear about what you want to discuss.
- Take a list of questions with you.
- Ask questions if you don't understand something. If you still don't understand, let the lecturer know.
- Take notes during the meeting so that you can review the discussion.
- Take the opportunity to ask questions about anything else you'd like clarification or help with.
- Don't wait until just before exams or coursework deadlines – make an appointment this week!
- Don't wait until the end of term to make an appointment.
- Be punctual.
- Remember that other students might be waiting for an appointment.
- Be polite.

TOPICS YOU COULD DISCUSS

- Feedback on your coursework.
- General progress in a specific module.
- Clarification or help with a theme or topic from a lecture or seminar.
- Feedback across several pieces of coursework.
- Clarification to help you understand the coursework requirement.
- Advice on further research in a specific area.
- General advice on the subject.
- Information and advice on the subject area or field that could help you decide what to do after you graduate.
- Your progress in general.
- Module choices.
- Any difficulties you may be experiencing with your studies.
- Changing your programme.



FAQs



You could speak to.....



I didn't understand much of the lecture this week.	Module Leader Bev or Samer - EBS Learning Support Team
I'm finding it difficult to write essays.	Programme Director Bev or Samer - EBS Learning Support Team
I'm finding the work really difficult.	Programme Director Bev or Samer - EBS Learning Support Team
What is referencing?	Bev or Samer - EBS Learning Support Team
How can I improve my essays/ coursework?	Bev or Samer - EBS Learning Support Team Programme Director
What are the best module options for me?	Programme Director
I'm not sure about studying at university.	Programme Director
How do you do research?	Bev or Samer - EBS Learning Support Team Programme Director
I don't really understand what we have to do for the coursework.	Module Leader Bev or Samer - EBS Learning Support Team
What should I study for the exam?	Module Leader
I don't understand the feedback on my work.	Module Leader Bev or Samer - EBS Learning Support Team
I'm finding it difficult to organise my time	Bev or Samer - EBS Learning Support Team Programme Director
How can I get a good grade?	Module Leader Bev or Samer - EBS Learning Support Team
I'm worried about my maths.	BE399 Module Leader Bev or Samer - EBS Learning Support Team
I need a personal reference.	Dissertation supervisor Module Leader Programme Director
I'm having problems with my English	Bev or Samer - EBS Learning Support Team Programme Director
I'm worried about plagiarism	Bev or Samer - EBS Learning Support Team Programme Director
I don't understand the grade I've been given	Module Leader Bev or Samer - EBS Learning Support Team

This document is important and should be kept for reference
throughout your research studies
September 2016

Whilst the information contained in this booklet, compiled in September 2014 is believed to be correct at the time of printing, the School reserves the right to update, modify or even withdraw specific aspect of the programme where academic developments or unexpected contingencies render such action necessary or expedient in the judgment of the Director of School. Please note that if there is a conflict, then University regulations take precedence over Departmental regulations. Any updates to documentation will be available via Moodle.

The University will assume that you are aware of the contents of this handbook and of University and School procedures and regulations.