

Your studies

STUDENT HANDBOOK
ESSEX BUSINESS
SCHOOL

Postgraduate research student handbook

2016–2017



University of Essex

Essex Business School
Postgraduate Research Departmental Handbook 2016-17

INTRODUCTION

WELCOME



I am delighted that you have been able to join us at Essex Business School, either at our splendid new building at Colchester or at our state of the art teaching facilities in the Forum Building in Southend.

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

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

[Term dates](#)

1.2 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>

1.3 Timetables

[Timetables](#)

1.4 myEssex

[Link to myEssex](#)

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

2. About Essex Business School

2.1 Details of academic staff including contact details and office hours

PhD Director

Professor Philip Hancock 📞 (01206) 873923 ✉ phancock@essex.ac.uk

Associate PhD Director Finance

Professor Michael Lamla 📞 (01206) 874523 ✉ mlamla@essex.ac.uk

Associate PhD Director Accounting

Professor Arun Thankom 📞 (01206) 872750 ✉ tarun@essex.ac.uk

Associate PhD Director Management, Marketing and Organization (MMO)

Professor Melissa Tyler 📞 (01206) 874112 ✉ mityler@essex.ac.uk

Associate PhD Director Management, Science and Entrepreneurship (MSE) (Southend)

Dr Abhijit Sengupta 📞 (01702) 328294 ✉ asengua@essex.ac.uk

Contact details for other members of staff can be found on the [EBS website](#).

2.2 Details of administrative staff

Student Services Team (Colchester)

☎ (01206) 873911 ✉ ebshelp-col@essex.ac.uk

Student Services Team (Southend)

☎ (01702) 328488 ✉ ebspgsce@essex.ac.uk

2.3 Resources supplied or maintained by the department such as departmental library, labs, computer labs.

Colchester Campus: Essex Business School seeks to provide its PhD students with some desk space. Access to a networked computer for data analysis and word processing is available in these rooms. Students are also expected to make use of the university computer labs in cases of high demand for the PCs within the PhD room

Those using the PhD study area must abide by the list of rules which can be found on Moodle. In particular, these computing facilities are only available for Essex Business School research students. Anyone found to be abusing this facility will have access to PhD room denied.

PhD students needing help with computing matters (e.g. setting up general purpose programmes) can consult the IT Services Desk located within the Silberrad Building, or email ithelp@essex.ac.uk. Any faults should be reported to the IT Service Help Desk giving the machine number, (S) number and details of the problem.

Southend Campus: Students have access to desk space and a locker on the 3rd floor of the Gateway Building if required.

Help for computing matters can be found via the IT Services helpdesk on Floor 2 of the Forum (or email issouth@essex.ac.uk).

Data Packages: EBS and the University subscribe to a number of programmes that may help you with your studies including STATA, SPSS, Endnote, Datastream and NVivo. Students wishing to use Datastream/specialist computer packages must obtain permission from their Supervisor. Details of how to use NVivo through the university license are on the EBSPGR moodle page.

ESRC Data Archive: The University is host to the UK Data Archive, curator of the largest collection of digital data in the social sciences and humanities in the United Kingdom. With several thousand datasets relating to society, both historical and contemporary, our Archive is a vital resource for researchers, teachers and learner. You can use this excellent resource to undertake secondary data analysis for your PhD. For further details see <http://www.data-archive.ac.uk/>

Copies of Completed Theses: Students can also look at copies of all PhD theses previously completed in EBS. These can be borrowed for a maximum of 4 weeks from the Student Services Team at Colchester campus. Southend students have a reference copy only which cannot be removed from campus which can be accessed by speaking to a Student Services Advisor.

Printing:

Colchester Campus: Students are allocated printing credit each year, once the credit has expired, students are expected to pay for their own printing of work in the computer labs, costs are approx 5p per page. Additional printing services are available in the library, labs and The Copy Shop, which is located off Square 4 at Colchester campus, provides a comprehensive copying and binding service.

Southend Campus: Students may use the printer in the PhD study room without charge. Please note that individual usage is monitored regularly and abuse of this facility by any individual will result in its withdrawal for all students. Printing and copying facilities are also available in the IT labs in the Gateway Building and in the Forum – please note that you will need to purchase printing credit in order to use these facilities.

2.4 Location of departmental office, opening hours, common rooms, photocopying

Colchester Student Services Office Opening Hours (located in the EBS Building)

Monday, Tuesday, Wednesday & Thursday	08.30 am – 5.30 pm
Friday	08.30 am – 5.00pm

Southend Campus Office Opening Hours (located on the 3rd floor of the Gateway Building)

Monday, Tuesday & Thursday, Friday	10.00 am – 1.00 pm & 2.00 pm – 4.00 pm
Wednesday	10.00 am – 1.00 pm

Postgraduate Common Room (Colchester Campus)

The Postgraduate and Mature Students' Common Room is a meeting space for all graduate students from across the University. Located in room 5.401, it is easily accessible from the Mathematics entrance off Square 2. This is your space, please use it.

- Comfortable, informal seating
- Tea and coffee making facilities
- Microwave
- Newspapers delivered daily

Common Room (Southend Campus)

Students have access a Common Room located on the 2nd floor of the Gateway Building (room GB.2.32).

Photocopying

The library at Colchester has photocopying facilities, as does the Photocopying Centre on Square 4 at Colchester. Faxes can also be sent from the Photocopying Centre.

Southend students can access photocopying facilities in the open study area on the 2nd floor of The Forum.

2.5 Details of departmental support and the supervisor

Contacting Staff: The Student Services Team in the Essex Business School can answer a range of queries. They will normally be your first port of call if you do not know something or understand something about the organisation or administration of the School or your courses/modules. For academic matters to do with a module see your module or class lecturer. For personal matters that might affect your work or if you need to seek advice, talk to your supervisor(s), or Associate PhD Director, or a member of the academic staff - but do talk to someone. If you have an unusual or unorthodox request or requirement talk first to the Student Services staff within EBS and the Student Hub /SU Advice Centre.

During term-time: all members of staff who are teaching (and are not on study leave) will have regular times when they can be approached about matters to do with their module/teaching. You may also wish to contact them if you have a general interest in their research that might complement your own work. Details of their office hours can be viewed on their [personal webpages](#).

Outside term-time or office hours, you should contact them by e-mail in the first instance, do not just 'drop-in' – remember they have their own research to do!

2.6 Departmental policy on the use of smart phones, laptops, tablets, dictionaries, calculators (if relevant)

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 or meetings with your supervisory team/supervisory board.

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.

2.7 Details of how the department will communicate with students

One of the most important dimensions of a PhD is keeping in touch with the Business School, it is vital that you don't become isolated during a period of study which can at times, feel very lonely. There are a variety of ways of making contact with staff and with other students. There are, however, some fairly formal ways in which we attempt to let you know what is going on, and you should be aware of these.

E-mail:

The first and most obvious is through your University e-mail account, which you should check daily. The University uses e-mail and Moodle to advise students of deadlines and to communicate information on various aspects of student life.

Southend students are also advised to check mailboxes located in the 3rd floor lift lobby of the Gateway Building at Southend, at least once weekly during term-time.

Contact Details:

Official letters will be sent to your term-time address, as held by the Student Hub for Colchester campus students. It is important that you keep up to date on MyEssex. Please notify the Student Services Team of any change of address.

Southend Campus students will normally be sent official letters via email to their University e-mail address.

2.8 Information on funding and grants

Scholarships

Most UK based PhD scholarships are for three years full time study (or the part time equivalent). This means that it is assumed you can successfully complete your PhD within three years.

Many of those starting will have already gained some form of scholarship which will commit to paying our fees for three years of study. This may have been in the form of a University-based scholarship such as the University of Essex Doctoral Scholarship or Silberrad Scholarship. **Note that once registered as a PhD, students cannot apply for these awards retrospectively or for funding for future years.**

There is also funding available through the ESRC Doctoral Training Centre, although this is mainly for students not registered on a PhD at the point of applying for the funding and who have a strong quantitative focus in their PhD, please see <http://www.essex.ac.uk/dtc/esrc/>

Funding for Conferences, Training and Fieldwork

School Funding

Presentation of papers at conferences gives you the opportunity to meet other researchers in your field and to develop your ideas further.

The School may fund at their discretion, presentations of papers, usually by third year students accepted to conferences of up to a *maximum* of £800 per year. You must apply one term in advance and have written approval from your supervisor/s before submitting your form to the PhD Director. Note that conferences often have a reduced 'doctoral' registration fee.

Funds up to a maximum of £200.00 per year per student are provided for first and second year students to attend training workshops or seminars within the UK. Approval must be in writing from your Supervisor and approved by the PhD Director prior to attending any training/workshops. Forms for Conference Funding are available from the Student Services Team or on the PhD Moodle page. It is policy that third and completion year students are allowed a maximum of £800 in any one year. Should supervisors wish to make a case for more funding, then this must be discussed in the first instance with the PhD Director.

The School will fund travel at its discretion, between campuses for training purposes where use of video link is unavailable. If in doubt, check with the Student Services Team before incurring costs.

Students may apply for one of the University of Essex Summer School courses in your 1st, 2nd and 3rd years only. You will need written approval from your supervisor to attend; you may use your training/conference allocation towards the cost of the Essex Summer School. Details can be found via <http://www.essex.ac.uk/summerschool/>

University Travel Grants

The University offers a travel grant scheme to help fund travel during the PhD. Details of this will become available every Spring.

Other sources of Funding: You will find details of other sources of funding in the following resource:

The Grants Register 2013: *The complete guide to postgraduate funding* worldwide Basingstoke; New York: Palgrave Macmillan.

Paid work within the Department

Employment of PhD students as Graduate Training Assistants (GTAs)

The School normally employs a (varying) number of PhD researchers to teach classes each academic year. The job involves attending lectures, with corresponding conducting of classes and marking essays or tests, as well as advising students during office hours. (Office hours usually constitutes one hour a week during the term you are teaching). Often the GTA stipend is a major source of financial support for PhD students. It also provides some teaching experience which is valuable in seeking a full time University or College post. To apply for GTA work, PhD students are normally invited to send their CV to Heads of Group in the Summer term before the start of the next academic year. Interviews with the Heads of Group are held during the summer vacation.

However, it may have the disadvantage of slowing down progress on the PhD itself, and students are responsible for ensuring that it does not affect the timely completion of their thesis. GTA work, for example, will not be seen as a valid excuse for not reporting progress in the 6 monthly progress committees. Therefore, when deciding whether to take on GTA work, it is an excellent idea to consult with your supervisor about when what and how much work you should commit to, ensuring that you are aware of how much time teaching, preparation and associated marking might take up.

The University Senate has approved a [Code of Practice on Teaching by Graduate Students](#) which covers the selection and training of GTAs as well as teaching duties and departmental arrangements. Moreover, a Sub-Committee has been established by Academic Standards Committee to consider all matters relating to GTAs and its membership includes representatives of both groups. The School has a member of staff appointed to work as a GTA Liaison (Bev Jackson) and an appointed GTA student representative. Feel free to approach either with any concerns or comments you may have. Further details can be found in the Guidance Notes for Graduate Teaching Assistants booklet, copies of which can be obtained from the Student Services Team.

Research Assistant Work: From time to time, research staff may have been awarded grants where money is allocated to someone undertaking a defined task to support the researcher's project. To know about these opportunities, it is important that you are a fully-engaged member of the EBS research community, attending departmental and University seminars and being on campus, so that academic staffs get to know you. Whilst a majority of this work is a small-scale and involves a limited number of hours work, should the work require a substantial amount of time, or be formally allocated to a part-time or full-time research assistant, it is important to either intermit (take a leave of absence) or change your student status to part-time for the duration of the project.

Opportunities around the University: There are also a variety of opportunities to work throughout the university, from helping to running the Widening Participation Summer Schools or being a student residential warden (which doesn't pay, but provides you with free accommodation). For details of these opportunities, contact the relevant bodies of the university. The Students' Union also runs a [job shop](#).

The University also offer a unique paid placement scheme called [Fronrunners](#) which gives the opportunity to develop skills for employment. See section 9.5.

Note that International and TIER 4 students must check visa eligibility before undertaking any paid work.

3. Learning and Teaching

3.1 Brief statement about learning, teaching and the nature of doctoral studies.

What is a PhD?

The million-dollar question!

A PhD is unlike any other academic qualification in existence both in terms of its highly personalised programme of study and unique outcome of a document that is examined by two 'experts' to ascertain whether the thesis has made a significant 'contribution to knowledge'.

Throughout your PhD, with the support of your supervisors, peers and other members of the academic community, you will come to broadly understand how you might successfully obtain this qualification. However, there are some general guidelines that may help you to think about what is a PhD.

There is no 'one best formula' for what a PhD is or what it should look like. Broadly speaking, PhD students must demonstrate competence to conduct independent research. This is then usually presented in a written form, either through a series of articles that are framed through an introduction and conclusion (this is the mode used in finance), or by presenting a written document that documents their 'thesis' (argument). This written document may also include other artifacts or 'evidence' of their research, such as videos and films, or reports intended for a non-academic audience detailing their findings.

[The 'Criteria for Award of Research Degree'](#) (section 4.39) gives the description below:

Doctor of Philosophy: A thesis submitted by a candidate for the degree of Doctor of Philosophy must embody the results of research carried out during the approved period of study. In the thesis and examinations the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate's own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express him/herself clearly and concisely.

The maximum word length of a University of Essex thesis is 80,000 words (excluding references and bibliography). A PhD may be wholly based on theorizing and philosophizing upon a particular theme, often called 'desk research', or may use data that has been collected either by themselves ('primary data') or by others ('secondary data') in order to explore or interrogate a particular phenomenon. However, it must always constitute a systematic, careful inquiry or examination to discover new information or relationships and/or to expand or verify existing knowledge for some specified purpose. Like any form of scholarly research, your PhD must also demonstrate an ability to undertake research that is rigorous, methodical and systematic in terms of the reader being able to follow your logic of practice.

However, PhD study is not just about your thesis! It is now expected that PhD graduates have a rounded understanding of their research area, as well as a broad knowledge of different research methods and a range of skills that can be transferred into other occupations beyond academia. Therefore, throughout your doctoral period of study you will be expected to develop your skills through engaging in workshops and course both within the University and externally.

During your time with us, you will be expected to demonstrate your progress through formal boards and presentations, as well as undertake training courses and modules relating to the substantive content and research methodologies that are important in your area of study. There are also formal rules and regulations set down by the Institution that relate to the PhD. These can be found at <http://www.essex.ac.uk/academic/docs/regs/prdcode.shtm>

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

You do not have an unlimited period to complete your PhD – the University is set targets by a number of government and research bodies to ensure that students complete ‘in time’. Formally, the Minimum and Maximum Period of Study are below:

<u>Full-time</u>	Minimum Period	Maximum Period
MPhil	2 years	2 years
PhD	3 years	4 years
Integrated PhD	4 years	5 years
Part-Time		
PhD	6 years	7 years

Writing up periods are the same for both full-time and part-time students. All students, including those who were initially registered as part-time are only allowed one completion year. It is important that you understand that the period of time for standard **doctoral study is 3 years**. Students are permitted into a 4th year in order to allow for submission for their thesis after a recommendation has been made by the PhD Progress Committee.

The School norm is that full-time students should submit their thesis within *three to four* years of starting their PhD or six to seven years in the case of part-time students. As the student approaches the end of her or his minimum period the supervisor(s), in consultation with the members of the PhD board, makes a recommendation to the PhD Progress Committee on whether the student should be allowed to enter the completion year. Satisfactory progress normally constitutes completion of a draft of most of the thesis. If a student’s progress is not satisfactory, the Progress Committee may recommend a further extension of the minimum period to the Registry Research Team, requiring you to pay full fees for your 4th year.

3.3 Moodle, Module Directory and FAser

The **Module Directory** stores important module materials such as module outlines.

We use **Moodle** as our online learning environment, to enhance face-to-face teaching. It lets you get to module 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.

<http://www.essex.ac.uk/modules/moodle.essex.ac.uk/login/index.php>
faser.essex.ac.uk

3.4 Registration, intermitting, changes to studies

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

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

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

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

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

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

Please read carefully our guidance on Tier 4 and course changes here:
<http://www.essex.ac.uk/immigration/studies/changes>

Maximum and Minimum periods of study

Research degree	Mode	Minimum	Maximum
Masters by Dissertation (MA or MSc by dissertation)	FT	One year	Two years
	PT	Two years	Three years
Master of Philosophy (<i>MPhil</i>)	FT	Two years	Three years
	PT	Four years	Five years
Doctor of Medicine (<i>MD</i>)	PT only	Two years	Three years
Doctor of Philosophy (<i>PhD</i>)	FT	Three years	Four years
	PT	Six years	Seven years
Doctor of Philosophy Integrated (<i>PhD</i>)	FT	Four years	Five years
	PT	Eight years	Nine years
Professional Doctorate	FT/PT	See individual programmes	See individual programmes

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

3.5 Supervision and PGR Milestones

Progress Boards

A progress board is where you, your supervisors and an independent chair meet to discuss your doctoral progress, provide feedback on your plans for the coming months and identify any obstacles that you might have. Most of the time, as long as progress is not an issue, this should be a collegial and enjoyable academic 'chat'.

The School supervision procedures are informed by a philosophy of 'staged progression'. This means that student progress is monitored formally over the course of the PhD programme - no less than twice a year. You will therefore be asked to fill in a standard report on your progress twice a year (once a year for part-time student). These reports should be completed in some detail and with great care, since important decisions will be taken on the basis of these reports. On the basis of these reports, which will be accompanied by comments of the supervisor(s) and Chairperson of Supervisory Board, the Progress Committee will formally decide on the progress of a student.

It is a requirement of the Postgraduate Research Education Team that the progress of all research students at the University of Essex is formally recorded. At least one board should be face-to-face, and ideally both should be conducted with all persons present to facilitate discussion

of progress. Supervisory boards continue into any completion year until you have formally submitted your thesis. Whilst it is the Chairs responsibility to arrange the board and co-ordinate the relevant paperwork, dates of the boards are usually published on the School calendar at the beginning of each academic year. Once a year (usually the May/June board)) you will also be expected to give a 15 minute presentation of your work to your academic peers to give them an idea of your progress

*****Students should be aware that there is no automatic right to progress from one year to the next and must always be able to demonstrate progress towards the completion of their thesis*****

- **Board make-up and Responsibilities**

Your progress board will consist of the supervisory team (student and 2 supervisors), plus an independent chair appointed by the Associate PhD Director who will usually be another member of staff. You should be allocated a chair for the duration of your studies and whilst this role may be covered by an alternative member of staff due to study leave, the chair should be the same person throughout your PhD in order to help monitor your progress. No member of staff who has been a chair during the final six months before submission of the thesis may be nominated as the internal examiner.

Each member of the board has a range of responsibilities as stipulated by the Registry Research Team:

1st Supervisor's Responsibilities

- a) to advise and comment in detail on all aspects of the student's work, mindful of the academic standards required for the thesis to be passed;
- b) to ensure that the board meets twice a year;
- c) to submit a brief report to the relevant Academic Services Administrator on the student's progress before each board meeting;
- d) to follow the University Code of Practice for Supervisor(s) and Students (for details see <http://www.essex.ac.uk/academic/docs/regs/prdcode.shtm>)

Other Board Members' Responsibilities (such as the 2nd supervisor)

- a) to help and advise students as requested by the student and in consultation with the supervisor.

Chairperson's Responsibilities

- a) to arrange a date and time for the supervisory board to take place – in liaison with the supervisor(s) and student (*note that this is done by the Associate PhD Directors within EBS*)
- b) to ensure the supervisory board is held in a professional manner; i.e. make sure that the student's progress over the past six months is thoroughly assessed, and that a detailed research plan is identified for the next six months ahead until the next supervisory board meeting.
- c) to submit a full and detailed report to the relevant Academic Services Administrator on the student's progress after each board meeting

Student's Responsibilities

- a) to ensure that all papers (*e.g. the completed progress report form you will find on Moodle*) due to the Board are delivered and circulated to members sufficiently in advance of the meeting and in good order;
- b) to initiate meetings with the supervisor(s) and other board members in order to discuss their work outside the formal board meeting;
- c) keep a record of personal progress, including a copy of the training needs schedule and when modules are attended. This needs to be signed off by your supervisor;
- d) to follow the University Code of Practice for supervisor(s) and students (for details see <http://www.essex.ac.uk/academic/docs/regs/prdcode.shtm>)

Extensions to the submission of work for the progress board, or the delay of the progress board can be granted only on exceptional and unanticipated grounds, such as serious illness or bereavement. Further extensions cannot be granted on the same grounds. It is up to students and supervisor(s) to plan research, so that the thesis will not be rushed as it comes up to the deadline. **Applications for an extension should always be made through the PhD Director.**

Postgraduate milestones:

Faculty of Social Sciences: Standard Milestones for EBS 3-Paper PhD Students

Milestones	Criteria for progress	Deliverables	Deadline
M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and Insite workshops ▪ Regular attendance at department research seminars ▪ Plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students
	B: Choose research topic and demonstrate significance/impact of research.	<p>Research Paper 1 Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ Central research problem/questions to be answered. ▪ Methodological considerations. ▪ List of potential empirical data sources (for empirical paper) ▪ Paper 1 plan, outlining objectives for each stage. 	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
	C: Demonstrate understanding of chosen topic within the context of the field.	<ul style="list-style-type: none"> ▪ Literature Review 	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the four year maximum period.	<p>Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. A substantive Paper 1 draft will need to include elements of the following:</p> <ul style="list-style-type: none"> • Introduction and conclusion 	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)

		<ul style="list-style-type: none"> • Literature review • Methodology • Data description • Preliminary empirical analysis 	
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Continuing detailed, realistic plans of work/ timetable for the next six months. ▪ Supervisory board report written in a clear and self-reflective style 	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)	A: Review training needs and knowledge required to continue with research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and Insite workshops ▪ Regular attendance at department research seminars ▪ Plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 4 for full-time students; Term 8 for part-time students ▪ By end of Term 6 for full-time students; Term 12 for part-time students
	B: Demonstrate work of the quality and quantity expected at the end of Year 2	<p>Drafts of following chapters</p> <ul style="list-style-type: none"> ▪ Introduction and Conclusion chapter ▪ Complete draft of Research Paper 1 ▪ Substantial draft of Paper 2 ▪ 	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
	C: Review significance and impact of research and articulate output.	<ul style="list-style-type: none"> ▪ Presentation of research project to staff and students at annual PhD conference 	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
	D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Continuing detailed, realistic plans of work/ timetable for the next six months. ▪ Supervisory board report written in a clear and self-reflective style 	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)

M3: Progress from Year 3 (or equivalent for part-time students) to Completion Year	A: Ability to reflect on skills and knowledge development and its application to the research project	<ul style="list-style-type: none"> ▪ Training Needs Analysis reviewed ▪ Regular attendance at department research seminars 	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
	B: Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students)	<ul style="list-style-type: none"> ▪ Complete drafts of Research Paper 1 and 2 including introduction and conclusion chapters ▪ Substantial draft of Paper 3 including introduction and conclusion chapters 	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
	C: Demonstrate ability to complete within the maximum period.	<ul style="list-style-type: none"> ▪ Continuing detailed, realistic plans of work/ timetable for the next six months. ▪ Supervisory board reports written in a clear and self-reflective style 	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
M4: During Completion Year	A: Clear evidence of progress towards submission	<ul style="list-style-type: none"> ▪ Completed draft of Paper 3 ▪ Completed introduction and conclusion chapters for all 3 papers ▪ Produce complete draft of thesis for supervisor(s)/ supervisory board comment 	By interim Supervisory Board prior to submission/Term 2 of completion year (Term 11/12 for full-time students; Term 20/21 for part-time students)
	B: Administrative milestones	<ul style="list-style-type: none"> • Submit thesis title form 	

Faculty of Social Sciences: Standard Milestones for EBS Traditional Thesis PhD Students

Milestones	Criteria for progress	Deliverables	Deadline
M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and Insite workshops ▪ Regular attendance at department research seminars ▪ Plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students
	B: Choose research topic and demonstrate significance/impact of research.	Research Project Proposal, including (dependent on subject area): <ul style="list-style-type: none"> ▪ Central research problem/questions to be answered. ▪ Methodological considerations. ▪ List of potential empirical sources, access and ethical considerations. ▪ Project plan, outlining objectives for each stage. 	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
	C: Demonstrate understanding of chosen topic within the context of the field.	<ul style="list-style-type: none"> ▪ Literature Review 	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the four year maximum period.	Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. One of the following should be provided: <ul style="list-style-type: none"> • Draft methodology chapter.. • Detailed outline of the conceptual framework (This is equivalent to approx. 20% of overall thesis)	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)

	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Continuing detailed, realistic plans of work/ timetable for the next six months. ▪ Supervisory board reports written in a clear and self-reflective style 	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)	A: Review training needs and knowledge required to continue with research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and Insite workshops ▪ Regular attendance at department research seminars ▪ Plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 4 for full-time students; Term 8 for part-time students ▪ By end of Term 6 for full-time students; Term 12 for part-time students
	B: Demonstrate work of the quality and quantity expected at the end of Year 2	<p>Drafts of following chapters</p> <ul style="list-style-type: none"> ▪ Literature review ▪ Methodology ▪ At least one data analysis chapter <p>(This is equivalent approx. 40% of overall thesis)</p>	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
	C: Review significance and impact of research and articulate output.	<ul style="list-style-type: none"> ▪ Presentation of research project to staff and students at annual PhD conference 	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
	D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Continuing detailed, realistic plans of work/ timetable for the next six months. ▪ Supervisory board report written in a clear and self-reflective style 	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
M3: Progress from Year 3 (or equivalent for part-time students) to Completion Year	A: Ability to reflect on skills and knowledge development and its application to the research project	<ul style="list-style-type: none"> ▪ Training Needs Analysis reviewed ▪ Regular attendance at department research seminars 	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
	B: Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students)	<ul style="list-style-type: none"> ▪ Research completed (experimental, empirical and theoretical work, where relevant) ▪ Minimum 4 draft chapters <p>(This is equivalent to</p>	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)

		approx. 70% of overall thesis).	
	C: Demonstrate ability to complete within the maximum period.	<ul style="list-style-type: none"> ▪ Continuing detailed, realistic plans of work/ timetable for the next six months. ▪ Supervisory board report written in a clear and self-reflective style 	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
M4: During Completion Year	A: Clear evidence of progress towards submission	<ul style="list-style-type: none"> ▪ Completed final draft of thesis for supervisor(s)/ supervisory board comment <p>(This is equivalent to approx. 100% of completed thesis).</p>	By interim Supervisory Board prior to submission/Term 2 of completion year (Term 11/12 for full-time students; Term 20/21 for part-time students)
	B: Administrative milestones	<ul style="list-style-type: none"> • Submit thesis title form 	

A step-by step student guide to the Progress Board

- **Before the Progress Board**

Since this progress report will go on your personal file held by Postgraduate Research Education Team, it is important that you complete the paperwork on time and in detail. Your report on progress should be completed at least **one week** before the day of the board and submitted to your own Moodle page in order for the board to add in their comments prior to the actual meeting. Your section of the report should include an appraisal of the work completed in the period covered by the report. It is also important to provide a research plan for the 6 months until the next supervisory board meeting. Report forms can be obtained from the PhD information page on Moodle.

Prior to the day of the board, you will be allocated a time for your progress committee (and, if necessary, a time when you will be presenting your work). Please note that these times should not be moved and any necessary change to times must be in consultation with the relevant Academic Services Administrator at least two weeks before the Progress Board.

Continuing students should note that you complete a Supervisory Progress Board report form, as well as submit any work you have done over the past period in a form called and Evidence of Progress (EOP) document. For information on how to fill in these forms, please see details of the procedure on the EBS PGR moodle pages.

- **During the Progress Board**

The atmosphere of the meeting is designed to be as congenial and constructive as possible. During the meeting your supervisors and the chair will provide you with advice, guidance and feedback on the progress of your thesis as well as ensure that you are making adequate progress for the stage you are currently at in your period of study. If you are moving towards confirmation (month 12 of full time studies), they will have to formally recommend you are either confirmed or not. Similarly, if you are at the end of your minimum period of study, they will also have to recommend you to enter a completion year (note that this is not automatic!). Also you will have the opportunity to raise any concerns you may have about your supervision or other aspect of your doctoral study.

- **After the Progress Board**

After the meeting, the Chair will complete the form by completing the report documenting your progress including any recommendations made, which you will be asked to approve and sign off along with your supervisors (this should be completed within 48 hours so ensure you are on campus to sign it!). If there is concern about the student's progress this will be indicated clearly in the chair's report.

The report is then approved by the Research Students' Progress Panel (RSPP) within the Business School. This board is comprised of the PhD Director, Head of Group or respective Associate PhD Directors and the Director of School. They will look at the progress board report paperwork and any other documents submitted alongside this and make a recommendation for continued study or require additional recommendations over and above the recommendations made in the report (such as an interim supervisory board or a discontinuance of study). **Any evidence supporting extenuating circumstances must be submitted to the relevant Academic Services Administrator one week before the RSPB board.** This report is then forwarded onto the Dean of Postgraduate Research and Education (PRE) and the Postgraduate Research and Education Team. Following the RSPP you will receive a formal letter from the PhD

Director outlining the recommendations via moodle or email. This letter may say you are to continue with your studies or, if there are any concerns, you may be invited to a meeting with the RSPP to discuss your progress or any other issues that have arisen. Should you disagree with this letter, you have the right to appeal. An outline of the appeals procedure can be downloaded via the Moodle PhD webpage with more details found at <http://www.essex.ac.uk/academic/docs/regs/researchap.shtm>.

Please note that should a student's progress remain unsatisfactory the Progress Committee may recommend to the Dean of Postgraduate Research and Education that the candidate be required to end her or his research for the degree.

- **Supervisory Board and Presentation Schedule**

You will be assigned a specific time for your meeting and presentation in due course. Details of supervisory board meetings are posted on Moodle.

Stages of your PhD

- **Your First Month (month 13 for Integrated PhD)**

After completing the list of tasks under 'things to do in your first fortnight', your first task is to have your first supervisory meeting. Please see section on 'supervision' to guide you in this.

Another activity which must be undertaken is completing a research training plan; this can be downloaded from the PhD Moodle webpage. Each student will follow an individual research training programme, which may include compulsory modules for first year and/or second year MPhil/PhD students. (Most students are required to take taught modules in their first year to provide a suitable grounding in their specialist area and to provide the skills and training necessary to design a research project).

Your training plan will be discussed and agreed by the supervisor(s) during the first month of doctoral study. Once a detailed research training plan has been agreed, you will be expected to follow it and fulfill its requirements. A definitive research training plan for each student should be submitted to the relevant Associate PhD Director **within ONE week** of the start of your doctoral period of study. You are required to keep a copy of this training plan and to have it signed off by your Supervisor.

- **Months 1-12 FT: Your First Year (2nd year for Integrated PhD)**

One of the most important activities during this year is to establish good practice. Make sure you keep a track of all the references you read in a file or folder (since trying to find them 2 years later when you are writing up your thesis can be a nightmare!). Also ensure that you create a 'system' for writing up your thoughts about the various (e.g. a way of filing notes about key articles). It might also be helpful to keep a research diary where you write down what you do every day and any thoughts you might have about your thesis, what you've read, or ideas that have come to mind.

In terms of supervision, you should meet your supervisor(s) approximately every **2** weeks in the first year of your research. You should also establish the role of your two supervisors, and be clear on what they expect you to produce or prepare for each supervisory meeting.

With your supervisor you should undertake some project management **activities** to ensure that the research you are undertaking is possible to complete in the allocated time period. This may take the form of a timetable, Gantt chart or **general plan with dates and activities** and should

include an idea of when key stages of your doctoral research will be completed by. Whilst this may alter slightly **as your PhD progresses**, it should be referred to throughout your 36 months of study to check that you are 'on time' and to ensure that any changes or challenges you face can be incorporated into the project plan.

Whilst part of the first year is exploring a wide area of literature, you should ensure that you are recording what you are doing. You may undertake reading that does not seem immediately relevant at first, but ensure you make notes or write up what you are reading about, as it may be the case that this becomes relevant later on. Psychologically, writing up your thoughts, ideas and reactions to particular themes or topics also prevents you feeling that you are not making any progression on your thesis.

Around month 8 (the Summer progress board) , you will be expected to produce a minimum of an extended research proposal of 4000 words and a comprehensive literature review, which you should include in your EOP document. This will be accompanied by a presentation for both your supervisors, departmental staff and fellow students to attend. The presentation will be 15 minutes long, followed by 10 minutes of questions.

By the end of this year, you should have a good working draft of your literature review and an awareness of the key debates in your relevant academic field. You should also be able to identify 'gaps' in the literature and explore one or two of these in depth as a means of making your 'contribution to knowledge'. You should also have a more developed idea of your research questions, and how you are going to address them through original fieldwork or intellectual exploration. For finance students, you should have one of your papers in draft form, with an overall understanding of how the three papers that form your dissertation are going to relate to each other.

If you are required to undertake any taught assessment (e.g. BE952, BE950 or BE959) you must pass this at the level stipulated on your research training plan. During the first year of study EBS and the University may also provide generic research training sessions, such as the EBS Insite workshops, which are **compulsory** for first year students, and open to all other registered research students.

- **Months 12-24 FT: Your Second Year: (3rd Year for Integrated PhD)**

By the beginning of your second year, you should have completed the bulk of your literature review (which may be updated and modified to include current literature as you move towards completion). This year should therefore be focused on either developing and executing empirical fieldwork, or beginning to undertake an intellectual interrogation of a particular phenomenon if you are doing a desk-based thesis. Either way, there should be a consideration of your own theoretical commitments and the perspective you wish to take in your thesis, as this will affect the methodological lens you use for data collection and/or analysis (if you are undertaking fieldwork). In the case of Finance students, the second paper should be completed.

It is likely that meetings with your supervisor will gradually become less frequent after month 12. However, you must ensure that you have a meeting (either virtual or face to face) **at least once a month**, It is also vital that you keep them notified of any problems or challenges you are having that may be affecting your progress.

You and your supervisor should also be aware of specialist training courses and workshops that might help you to tap into the current debates in your area of interest, gain additional skills or build up an academic network should you wish to enter into a career in Higher Education. If you are undertaking fieldwork, you should you must firstly have permission to be absent from the University, details can be found via your myEssex.

You should also ensure that you leave enough time for the completion and approval of Institutional ethical consent. Details of this process can be accessed at <http://www.essex.ac.uk/reo/governance/>

You should complete the form available on the PhD website in consultation with your supervisor and submit it to the EBS Research Administrator.

Around month 18, a revised timetable should be approved by the supervisor to ensure that the thesis will be completed in draft form by the end of the third year of registration.

By the summer at the end of year 2, you may feel ready to attend an academic conference or colloquium. This should be discussed well in advance with your supervisor, as deadlines for submissions of abstracts are up to 8 months beforehand. Funding may be available, as discussed later in this handbook, but your supervisory team will have to make a strong case for your attending and ensure that it contributes (rather than detracts) from a successful and timely completion.

Confirmation and upgrade: One of the most important milestones in your doctoral period of study is when you are 'upgraded' to full PhD registration. During month 9 of your first year, (or month 18 for part-timers), your supervisory board will consider your progress against the departmental criteria for the confirmation of PhD status, and will make a recommendation to the RSPP. This means that you will be either upgraded to PhD status, downgraded to MPhil status, your studies discontinued, or the decision deferred for 6 months. This decision is usually based on your previous progress report and the information you have provided in your EOP documents (especially the one submitted in the board closest to 'month 9' of your studies). If PhD status is not confirmed at the meeting, the supervisory board may recommend that your case be deferred until your next supervisory board. A deferral of a decision can only be made once.

The key to upgrade is demonstrating or providing evidence of progress. By month 9 all MPhil/PhD students should have included as part of your EOP documents at least; a comprehensive review of the literature *together with* the outline of the methodology/design of research and completion of the major part of *at least one* chapter; **or** completion of collection, processing and interpretation of data either collected via primary or secondary sources used in at least one chapter of the dissertation, **or** (mostly relevant for Finance PhD students) completion of the mathematical/statistical/econometric model of the first substantive research paper. In order to know what your specific targets are, you should talk to your supervisor well before your upgrade.

Since you are expected to make a presentation at least once a year it may be that this work forms the basis of your presentation. This presentation will occur in either November or May to coincide with your progress committee, and may form part of the discussion and decision-making regarding your progress.

- **Months 24-36 FT - Your Final Year**

Any data collection should have been completed by the beginning of this year, with a clear plan on how the data is going to be analysed already formulated.

Some students find it useful to attend a conference during this time, to get some feedback on their ideas. However, it should be remembered that you are due to submit by month 36, so conference papers should aid this completion, not provide a distraction to writing up your thesis!

By around month 30, all substantive chapters of the thesis should exist in a good draft form, ready for your supervisor to provide feedback (make sure you factor in enough time to allow them to do this by providing your supervisor with dates you are planning to submit work to them at least a

month in advance). Finance students should have completed their third paper and begin to draw the three papers together in preparation of final submission.

Remember that you need to give 3 months' notice of intending to submit your thesis for examination! Note that failure to do so will result in an extension of the minimum period of study.

- **Discretionary Writing up Year**

The first thing to be aware of is that this year is not a formal part of your doctoral period – it is seen as an **extension** period you use to complete the revision and rewriting of chapters in your thesis. You will not have to pay full fees, and your supervisors are allocated less hours to your supervision, since you should now be an independent researcher. You should be aware that his time with your supervisor is normally limited to reading drafts of your work and providing comment, rather than discussing the substantive or intellectual content of your thesis. This change in role should be discussed

Note that the thesis must be **submitted for examination before** the end of this year (i.e. before month 48).

PhD candidates who are full time must complete their thesis within three to four years. This is also required by the ESRC of its bursary holders. .

- **Submission, Completion and the Viva**

Students are required to give the PhD Director three months' notice of intention to submit to allow formal appointment of examiners. They should also ensure that the final title is accepted by the Dean of Postgraduate Research and Education before assessment can commence (see the University calendar for details of when this must be submitted for approval). Forms for submission can be found via; <http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgr/default.aspx>

The complete guidelines "Completion Procedures of PhD Theses" can be found on Moodle. There are detailed notes of guidance for the presentation of theses available from the Student Information Team in the Student Hub or via <http://www.essex.ac.uk/students/exams-and-coursework/documents/thesis-submission.doc>

Note that normally a thesis should not be more than 80,000 words long (excluding appendices), and you should submit a soft bound copy for examination.

Neither you nor your supervisor should make contact with the examiners during this time!

The viva is an oral examination where you will be asked questions relating to your PhD. Note that these might focus more on what you did during your PhD research, as well as what you have explicitly written down. Your supervisor will not be present. Once the viva is completed, you will be asked to leave the room whilst the examiners decide on the recommendation they are going to make to the Dean of Postgraduate Research and Education (which is normally verified once paperwork has been completed). The recommendation can vary from no corrections (very rare!) to failing (also very rare!). Ask your supervisor to explain all the various outcomes that can happen well before your viva. The recommendations that examiners make to the Dean of Postgraduate Research and Education can be viewed here: <http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgr/default.aspx>

Southend Campus

You will meet with your first supervisor **once a month** and meet both supervisors **once a term** to discuss the progression of your study.

You will have two (one for part-time) supervisory board meetings per academic year. These will take place in the Autumn and Summer term. You will be informed of the time and location of these meetings nearer the time.

Literature Review: A literature review is a body of text that aims to review the critical points of current knowledge on a particular topic.

Conceptual Framework: A conceptual framework is a conceptual scheme or model that is underpinned by extant topical theoretical inquiry and has the potential to connect to all aspects of the research question or problem.

Empirical work: Empirical work in social sciences is when the research ends are based on evidence and not just theory. This is done to comply with the scientific method that asserts the objective discovery of knowledge based on verifiable facts of evidence.

Continuing students should note that you are required to complete a supervisory board report form, as well as submit any work you have done over the past period in a form called Evidence of Progress (EOP) document. For information on how to fill in these forms, please see details of the procedure on the EBS PGR moodle pages.

Supervision

One of the most important relationships you will have during your doctoral study is with your supervisors. The School attaches great importance to the principle that a particular academic must be named as a student's supervisor.

Each student will be assigned two supervisor(s) with expertise in the student's subject area (those on the integrated programme will be allocated supervisors at the beginning of their second year). Both supervisors play an important role in guiding the student, although the supervisory arrangements between the two supervisors and the student have to be decided on a case-by-case basis. For some students, the supervisory team decide that they would prefer to have a majority of contact with the main supervisor, with the second supervisor only stepping in to help with certain parts of the PhD (such as providing methodological or analytical expertise). Other supervisory teams decide that they would prefer to have joint meetings on a less regular basis with each supervisor taking a joint role in the supervisory process. In any arrangement, it is important that both supervisors have a general understanding of the supervisory relationship and division of labour. The most important point is that both you and your supervisors come to an arrangement where supervision is as supportive as possible and enables you to successfully complete your PhD on time.

(a) Your Supervisors Responsibilities

According to University guidelines, supervisors have a number of responsibilities, as detailed in the [Code of Practice: Postgraduate Research Degrees booklet](#). These include the following:

- Help students to enter into a project that is capable of completion within the minimum period, provide guidance on the appropriate volume of research work for the degree in question and help to construct a viable timetable of work (and ensure you keep to it!)
- Be aware of university policies and procedures surrounding doctoral research, and keep their supervisory skills up to date.
- Guide you on the nature and standard of research work expected, discuss theoretical and methodological issues, provide practical advice of ethical and health and safety issues relating to empirical research.
- Guide and assess your research training needs and suggest workshops or course that may help to develop a skills set to a doctoral level, as well as encourage you to think about future employment opportunities.
- Have regular supervisory meetings or electronic contact until submission of thesis and if necessary, during the referral period (including when student is off campus) and advise students of their periods of absence in advance.
- Keep a record of supervisory meetings/communications. These should be kept in accordance with the Progress and Appeals Procedures for Research Degree Students 1.a.h Monitoring of Student Progress.
- Provide general guidance on the drafting of your thesis, and read at least one full draft of the thesis.
- Approve the proposed title of student work (although student has the right to present a thesis for examination without their supervisor's approval it is not recommended), help to prepare for viva and suggest appointable examiners.
- Request written work and oral presentations as appropriate and comment on such work within a reasonable or agreed time.
- Advise you on your progress, keep a record of meetings and supervisory interaction (this may be done through asking the student to take minutes during meetings that they can sign off).

Despite this, it should be remembered the responsibility for your PhD lies with **YOU**. Whilst supervisor(s) should always be there to support, they are not co-authoring your thesis submission, nor are they available 24/7 to immediately respond to your requests. Therefore, you need to ensure that both you and your supervisor(s) are clear on the boundaries and expectations of the supervisory relationship.

In view of the emphasis on independent research, do not expect your supervisor(s) to formulate your research problem or to offer more than guidance on theoretical and methodological issues. It is also your responsibility to check for spelling and typing errors, to make sure that your referencing system is adequate and that your style and use of English are acceptable at a doctoral level.

Of course, like any human relationship, dealing with your supervisor can be both a fulfilling and frustrating experience. In most cases, you should feel that your supervisors are approachable enough to talk through any issues or concerns you may be having about your supervisors, However, should you feel unable, do not suffer in silence and watch months go by as this will affect your progress. Instead, talk to peers about their experiences, or other members of staff

that you might feel close to. If you wish, you may also wish to see the Associate PhD Directors or PhD Director in confidence if you are finding that difficulties arise during the course of your research, in terms of relations with supervisor(s) or the adequacy of support which is being provided

(b) Your responsibilities in the Supervisory Relationship

It cannot be stressed enough that it is **YOU** who is responsible for the successful and timely completion of your thesis. The Registry Research Team formally outlines your responsibilities, (see section 3 of the [Code of Practice](#)) which include the following.

- Documentation: Read the documentation provided to you, including the regulations for your degree, the Registry Research Team Code of Practice and details of the departmental supervisory arrangements. Each student should sign a form to certify that you have read the documentation and agrees to abide by it at the beginning of your studies.
- Meetings: Attend meetings with your supervisors and supervisory boards as arranged and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- Contact with supervisors: Keep in regular contact with your supervisor and, during approved periods of study away, also provide updates on progress.
- Agreed work: Carry out, as far as possible, the work agreed with your supervisor/s and submit written work as agreed so that you meet the required milestones.
- Ethics, health and safety and IP: Familiarise themselves with [guidelines on ethical research](#), including data protection matters, and with health and safety and intellectual property regulations. Complete an [Ethical Approval Form](#) for fieldwork if required.
- Academic referencing: Familiarise yourself with the [expectations and conventions regarding referencing other people's work](#).
- Training courses: Attend any research training and generic skills courses as agreed with your supervisor or required by your funding body. See Proficio <http://www.essex.ac.uk/study/pg/research/proficio> as well as consulting the departmental module directory <http://www.essex.ac.uk/modules/default.aspx>
- Report on progress: Submit reports on progress as requested to supervisory boards, the PhD Director, or the EBS Research Students' Progress Board.
- Keep a record of supervisory meetings/communications. These should be kept in accordance with the Progress and Appeals Procedures for Research Degree Students 1.e Monitoring of Student Progress.
- Keep a record of progress: Keep a record of personal progress, including a copy of the agreed training needs, courses that need to be attended and when they are attended. This may take the form of a log book or research portfolio to be signed off by the supervisor.
- Significant needs or circumstances: Inform your supervisor promptly if there are any specific needs or circumstances likely to affect their work and notify the Supervisory Board/Research Students' Progress Board in writing of any extenuating circumstances that you believe have significantly affected their performance.

Note that if you have any problems with your supervision, it is your **responsibility** to discuss these problems with your supervisor or, if you prefer, with the Associate Director of Research for your group or the Director of the School. Alternatively, if you feel unable to talk to a member of the School staff, you should contact the Registry Research Team to discuss your problems. Any discussions will remain confidential if requested.

(c) Your first meeting

There are no hard and fast rules about how supervisory meetings should be conducted or what they should include. However, students and supervisor(s) should be aware that the work must be capable of completion within the periods set down in the University regulations and therefore supervisory meetings are an important way of ensuring you meet your deadline.

For those of you who are nervous about your first meeting, here are some broad guidelines that you might wish to follow:

• Before the meeting...

- Read what your supervisor(s) interests are and perhaps read some of their work – this will give you a clue about their own research interests or theoretical approaches to research.
- Make sure you know where the room is for your meeting, so you don't arrive flustered and late!
- Write down a list of ideas or questions you have in case these are not brought up in the meeting by your supervisor.
- Send your supervisors (a) one or two page draft of your current ideas relating to your PhD. Even though they will have read your original proposal and sending this document will refresh their memories, plus provide you with the opportunity to show how ideas may have moved on since you submitted your original PhD application.
- Don't lose sleep over it – you will probably be slightly nervous, but your supervisors will be looking forward to meeting you and do not expect you to arrive with a 'finished product' thesis at the first meeting!

• During the meeting...

- Have a notepad that you will use specifically for making notes during supervisory meetings – don't expect the supervisor to tell you what to write down, it is assumed that you will be aware of what important points you have to record.
- Make sure you complete all the necessary paperwork (such as your research training plan).
- Discuss the role that each supervisor will take, and what expectations your supervisors have (e.g. submitting work a number of days before meetings, regularity of meetings etc.).
- Be friendly and enthusiastic about your research ideas. Don't worry about your ideas coming across as half-baked – your supervisors understand that this is just the beginning of your research and the more of an idea your supervisor(s) has about what you are passionate about, the better they can guide you in turning it into a thesis.

- Make a date for the next meeting, and be clear on what you should be doing with your time until then.
- **After the meeting...**
 - Look over your notes to be clear on what action points you have and what targets that were made for your next supervisory meeting.
 - Discuss your meeting with your fellow PhD students – talking about it helps to see distinguish what your supervisors particular supervisory style is, and how you will work with them.
 - Make sure you don't bombard your supervisor with e-mails, but if you need clarification, e-mail the supervisor within 24 hours of the meeting.
 - Put any deadlines agreed in your diary, and stick to them.
 - Begin your research!

(d) When you or your supervisor is absent

Study Leave: It is likely that your supervisors will be on study leave at least once during your period of doctoral study. They should give you advance notice of this and plans should be put in place. There are three likely plans to cover study leave of supervisors:

- i. Supervision formally continues as normal, with supervisors maintaining regular contact and providing feedback on work. This should not be expected and will depend on the precise nature of the supervisor's activities whilst on leave.
- ii. The supervisor not on study leave takes on full supervisory responsibilities during this period.
- iii. An alternative supervisor 'steps into' the role of the absent supervisor to provide additional support during this period.

When you are off campus to conduct fieldwork: You may be away from campus to undertake fieldwork for a maximum period of up to three months. If this is the case, you must complete the required form (via ESF and MyEssex) and make contact via e-mail, Skype or another means at least once a month with their supervisor/s. You **must** have access to IT facilities in your fieldwork location. It is also important to remember that contacting your supervisor during this time will help to provide you with some moral and emotional support when undertaking empirical work. You need the approval of your Supervisor and Dean of Postgraduate Research and Education to conduct fieldwork. You **MUST NOT** conduct fieldwork without prior permission.

Intermittence and formal leave of absence: See also section 6.2. Sometimes, you may have events that significantly disrupt your period of study. It is important that you ensure these periods are recorded formally so that the Registry Research Team effectively 'stop the clock' on your period of study. Please note that this is done only in exceptional circumstances.

The Dean of Postgraduate Research and Education *may* allow students formal leave from their doctoral studies for the following reasons: Illness; Paternity and Maternity, domestic or family episodes (such as a death in the family). Normally students will be required to fill out a request for intermission application via ESF from your MyEssex together with any accompanying documentation. You should also have the approval from their respective supervisors. **ALL**

documentations should be submitted to the ESF. It will then be signed off and approved by the PhD Director and the Dean. You should also check your immigration status and whether this affects your visa prior to submitting your request.

Note that the maximum total amount of leave throughout the whole period of study is restricted to no more than six terms' (two years), except in very exceptional circumstances (e.g. very severe illness).

Please note that formal periods of absence may affect your immigration status or visa.

3.6 PLACEMENT INFORMATION

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.

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

3.7.1 Information for disabled students

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

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

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

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

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

3.7.2 Information for international students

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

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

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

3.7.3 Information for mature students

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

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

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

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

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

You can do this in a number of ways:

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

3.9 Library services

At our Colchester Campus and located on Square 5, the **Albert Sloman Library** has long opening hours, a new extension, a dedicated postgraduate research room and 24 hour access in the weeks leading up to exam time. The library has a wide range of learning resources, including books, journals, British and foreign-language newspapers, databases, microfilms and audio-visual materials. There are quiet group study areas and networked PCs on all floors.

libwww.essex.ac.uk/

Our Southend Campus library is located within **The Forum**, offering more than 140,000 books with access to 52,000 e-books and 33,000 e-journals online. Our library is open 8am to 10pm Monday to Friday, 8am to 6pm Saturday and 11am to 5pm Sunday. With silent and group study areas, as well as access to networked PCs, it's a pleasant and safe environment for you to work in. You can also access all materials at our Albert Sloman Library, Colchester Campus - and your library card gives you access to all public libraries in Essex.

<http://libwww.essex.ac.uk/Users/southend.htm>

4. Research and Skills training

4.1 Proficio

Proficio is our innovative professional development scheme for doctoral students, and it's unique to Essex. We believe that your academic and professional development is vital to your growth as a postgraduate research student and so we credit your Proficio account with funds that can be spent on a variety of courses. You can find out more information via

www.essex.ac.uk/study/pg/research/proficio and you can contact the Proficio team at proficio@essex.ac.uk.

4.2 Department specific training events

Colchester Campus

Attendance and assessment of **BE399** and **BE356** is **compulsory** for all first year MPhD Finance students, whilst two of either **BE950**, **BE952** and **BE959** is **compulsory** for first year Accounting and Management MPhD students (the exception being if students have already undertaken these modules in previous masters study). You **must** complete these details in your training plans and make sure you complete the relevant module enrolment forms. If you are required to attend other modules by your supervisor, attendance is compulsory (although assessment may not be).

Training plans MUST be completed and returned to the Student Services Team by week 2 of the Autumn term or week 2 of the Spring term for January starters

Southend Campus

Students should discuss training needs and appropriate modules with your supervisor.

Training plans MUST be completed and returned to the Student Services Team by week 2 of the Autumn term or week 2 of the Spring term for January starters.

Doctoral-level Training - "InSite Workshops" (both campuses)

Essex Business School has training specifically for doctoral students to help you successfully complete your PhD as well as gain a broader knowledge of key approaches and debates within Business and Management. These sessions will include a morning workshop (from 10-12) on a particular methodology or approach, followed by a seminar by an internationally-renowned speaker in the afternoon. Sessions will take place on both the Southend and Colchester campus, with a video link so student can access all workshops. Whilst each sub group of the School will lead on one workshop per term, all workshops can be attended by students of all groups. Schedule details will be posted on moodle.

Undertaking taught modules at EBS

Most taught **modules** follow University teaching weeks. The University uses a week numbering system that covers the 52 weeks of a calendar year, beginning with Welcome Week as week 1. Teaching in the Autumn term takes place in weeks 2-11, the Spring term teaching weeks are 16-25 and the first week of the Summer term is week 30. Examinations may take place on Saturdays and Bank Holidays. Students undertaking taught modules should also familiarize themselves with the coursework marking policy found via the EBS PhD moodle page.

Details of the academic week numbers for 2016 / 2017 can be found at

<http://www.essex.ac.uk/students/course-admin/timetables.aspx>

English Proficiency

Undertaking a PhD requires a high level of proficiency in both written and oral English. Even if you have an IELTS, TOEFL (or equivalent) grade required for entry onto the PhD programme, you may be required to attend **compulsory** English language classes if English is not your first language. This will be discussed during supervisory meetings.

English support is provided by the International Academy, who run both pre-sessional course (outside term time) and in-sessional course (inside term time). Details of their course can be found at <http://www.essex.ac.uk/internationalacademy/courses/english/default.aspx>

Doctoral Training Sessions in EBS

Throughout the year you will be invited to attend ad hoc training sessions with EBS. More details of these will be posted on Moodle.

You will also be invited to attend the InSite workshop series – see above. Please see moodle for further details.

Training Opportunities within the University

Learning and Development Unit: This branch of the University provides a number of professional development course and workshops designed for postgraduate research student. You may be expected to attend a number of these courses by your supervisor. This should be documented in your Research Training Plan at the beginning of each academic year.

Essex Summer School: The Essex Summer School in Social Science Data Analysis has been running for over 40 years and is now considered to be one of the leading methods training programmes in Europe. It takes place on the Colchester campus with students attending from all over the world. The programme for the Summer School is normally announced in January of each year (<http://essexsummerschool.com/>) Students in the first year of their studies will have their fees waived for one course. Note that courses fill up quickly so you need to apply early.

Departmental Seminars across the University: Every department in the University hosts a seminar series. Attending these events will help you to gain an insight into how different disciplines tackle thematic and theoretical issues that may be relevant to your research. The most likely departmental seminars which will be of interest to you are listed below:

Essex Business School: http://www.essex.ac.uk/ebs/news_and_seminars/seminars.aspx

Economics: http://www.essex.ac.uk/economics/news_and_seminars/Seminars.aspx

Government: http://www.essex.ac.uk/government/news_and_seminars/seminars.aspx

Language and Linguistics: http://www.essex.ac.uk/langling/news_and_seminars/seminars.aspx

Sociology http://www.essex.ac.uk/sociology/news_and_seminars/seminars.aspx

Centre for Psychoanalytic Studies:

http://www.essex.ac.uk/centres/psycho/news_and_seminars/seminars.aspx

ISER: <http://www.iser.essex.ac.uk/events/seminars/monday>

Law: http://www.essex.ac.uk/law/news_and_seminars/seminars.aspx

Human Rights Centre: http://www.essex.ac.uk/hrc/news_and_seminars/seminars.aspx

External Training, Courses and Workshops

Every PhD is unique and therefore it is likely that you will require training that is specific to your course of study. To help you 'tap into' such training, below are a list of initiatives that might help support successful completion of your thesis.

ERASMUS programme: If you are a UK/EU student registered at the University of Essex, you are entitled to spend time visiting another Higher Education Institution in the EU. The university already has a number of reciprocal arrangements set up with a number of research-intensive institutions in a number of countries which you can utilize, For more details please discuss with your supervisor and the Study Abroad/Placements officer for EBS. You can also visit <http://www.britishcouncil.org/erasmus-who-can-go-content.htm> for more details.

ESRC Seminar Series: Each year, the Economic and Social Research Council (ESRC) grant a number of awards to team of researchers who wish to put on a series of seminars. These will be on a particular topic and are a great way of getting to know the 'cutting edge' debates and ideas in your field of research. Moreover, seminar attendance is usually limited to 30 people, meaning it is easy to network and develop your academic contacts, as well as get feedback on your research with established researchers over coffee breaks and lunch.

Most of the seminar series are free to attend and often have bursaries to cover travel costs for PhD students (contact the main organiser or each seminar to ask about this). To find a list of current seminar series, go to the ESRC web page <http://www.esrc.ac.uk/news-and-events/events/index.aspx>. If you are interested in attending one, contact the PI (Principal investigator).

ESRC National Centre for Research Methods (NCRM): <http://www.ncrm.ac.uk/> The ESRC sponsors a number of research centres across the UK who run events and training courses around innovative new methods and methodologies (quantitative, qualitative and mixed methods). Whilst funding to attend events is not available for PhD students, many are within travelling distance of Essex, and you can choose to apply for funding from EBS should you wish to attend a training workshop or course.

There are seven nodes of research in the NCRM:

ADMIN - Administrative data: Methods, Inference & Network

BIAS II - Bayesian methods for integrated bias modelling and analysis of multiple data sources in observational studies

HUB - Methodological Innovation and Interdisciplinarity

Lancaster-Warwick-Stirling - Developing statistical modelling in the social sciences

LEMMA II - Structures for building, learning applying and computing statistical models

QUIC - Qualitative Innovations in CAQDAS

Realities - Real life methods for researching relationalities

SIMIAN - Simulation Innovation

A number of these also have innovative 'methods toolkits'. You can sign up to receive monthly newsletters that let you know about these new developments by going to the website dedicated to each node.

Other Sources: A number of the groups within EBS have reciprocal arrangements with institutions and research groups across the world. These can mean that you have the opportunity to take advantage of training and events in Institutions that will help develop your thesis. It is important that you discuss your training requirements with you supervisor so that they can let you know of these opportunities.

5. Assessment

5.1 Principal Regulations for Research Degrees and the Code of Practice for Research Degrees www.essex.ac.uk/about/governance/regulations/regulations-higher; <https://www.essex.ac.uk/about/governance/regulations/codes-higher>

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

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

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

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

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

Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Please seek advice from the Students' Union Advice Centre, www.essexstudent.com/services/advice_centre/, or the Student Services Hubs, www.essex.ac.uk/students/contact/registry if you need any guidance.

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

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

If you decide to intermit your registration will be changed to partial registration, which means that you will no longer be entitled to supervision or to attend any modules or training events. You will

still have access to your Essex email account which we will use to communicate with you and some library access.

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

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

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

5.3 Re-marking of coursework

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. See also 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.

5.4 Your viva and your examiners

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

5.5 Appeals and complaints

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

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

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

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

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

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

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

5.6 Academic Offences Policy

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

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

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

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

It is your responsibility to make yourself aware of the Academic Offences Procedure, the regulations governing examinations, and how to correctly reference and cite the work of others. If you aren't sure what referencing system you should use, you should ask your department and also refer to **6: Referencing and good academic practice** in this handbook.

5.7 Ethics

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

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

6. Referencing and good academic practice

6.1 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.

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, or staff in the Talent Development Centre.

6.2 Information about where to seek guidance on referencing, including links to the relevant referencing scheme and details of any support sessions if relevant

Please seek further information from the Talent Development Centre. <http://orb.essex.ac.uk/sk/> and see 7.3 below

6.3 Information relating to the University's policy on plagiarism and academic offences – See also 5.6

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

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

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

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

6.4 Proofreading policy

6.5 Information relating to intellectual property rights.

Often, students are anxious about the intellectual rights of their work. The thesis itself is owned by you under University Regulation 7.14, which states

Intellectual property rights generated by a student in the course of his/her study lie with the student, except in specific cases relating to commercial exploitation where agreement has been reached between the University and the student, or where otherwise covered by an existing agreement between the student and his/her sponsoring body.

7. Practicalities: Getting Started and IT Matters

7.1 Registration, enrolling and transcripts

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

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

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

7.2 Find Your Way and room numbering system

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

findyourway.essex.ac.uk/

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

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

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

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

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

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

7.3 IT support, Wi-Fi, email account, free MS office, computer labs, m:drive

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

www.essex.ac.uk/it/getaccount.

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

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

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

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

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

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

7.4 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/

7.5 On-campus facilities

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

www.essex.ac.uk/students

www.essex.ac.uk/welcome

Southend Campus

[Click here](#) for information.

7.6 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

8. Skills, Employability and Experience

8.1 Employability and Careers Centre

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

www.essex.ac.uk/careers

8.2 Learning Languages at Essex

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

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

8.3 Talent Development Centre

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

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

8.4 Career Hub

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

www.essex.ac.uk/welcome/careerhub

8.5 Frontrunners

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

www.essex.ac.uk/welcome/frontrunners

8.6 Student Ambassadors

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

www.essex.ac.uk/careers/job_hunting/on_campus

8.7 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

8.8 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

8.9 Essex Interns

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

www.essex.ac.uk/careers/internships

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

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

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

Colchester email: askthehub@essex.ac.uk

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

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

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

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

9.2 Harassment advisory network, dignity and respect

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

www.essex.ac.uk/equality

www.essex.ac.uk/equality/harassment

www.essex.ac.uk/students/new

9.3 Faith groups

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

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

9.4 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

9.5 Health and safety on campus

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

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

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

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

www.essexstudent.com/services/safety_bus

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

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

9.6 Residence Life

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

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

9.7 Health Centre

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

www.rowhedgesurgery.co.uk

www.nhs.uk

9.8 Students' Union Advice Centre

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

www.essex.su/advice

suadvice@essex.ac.uk

9.9 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

www.essex.ac.uk/records_management/request

Section D: Essex Matters

10. The Essex Experience

10.1 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

10.2 Freedom of speech policy and the Code of Conduct – Terms and Conditions Apply booklet

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

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

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

10.3 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

10.4 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

10.5 Alumni

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

alumni.essex.ac.uk/home

10.6 What comes next? Information relating to post-doctoral work

Even those choosing to go into a non-academic career often want their work to be disseminated in some way. This can be either through academic routes or other user engagement routes.

Academic route: If your PhD has taken the form of three papers, then the next stage would be to submit these to academic journals. If your thesis takes a more traditional structure, you may consider beginning to 'carve out' papers from what you have written in the various sections (some choose to do this and begin publishing during their doctorate, since employers will often expect not just a completed thesis but a publication as well). Other students choose to talk to publishers with a view to publishing their PhD as a book or monograph – remember though that they will not just 'accept' it and in order to mould it into this genre, may require a substantial amount of work.

User engagement route: You may wish to prepare a report or other short document to communicate your findings to user groups who may find it interesting (this is often part of an agreement when negotiating access during your PhD). A good time to discuss this with your supervisor is between submission and your viva examination.

Appendix 1

Articles, Books and Information about PhD Study

- Back, L. (2002) 'Dancing and Wrestling with Scholarship: Things to do and things to avoid in a PhD Career', *Sociological Research Online*, 7(4) <<http://www.socresonline.org.uk/7/4/back.html>
- Becker, H. (2007) *Writing for Social Scientists: How to start and finish your thesis, book, or article*, 2nd ed, Chicago: University of Chicago Press.
- Bruce, C.S. (1994) 'Research students' early experiences of the dissertation literature review', *Studies in Higher Education*, 19: 217–229.
- Delamont, S., Atkinson, P. and Parry, O. (2000) *The Doctoral Experience: Success and Failure in Registry Research Team*, London: Falmer Press.
- Hart, C. (2001) [*Doing a Literature Search: A Comprehensive Guide for the Social Sciences*](#), London: Sage.
- Hart, C. (1998) *Doing a Literature Review : Releasing the Social Science Research Imagination*, London: Sage.
- Mullins, G. and Kiley M. (2002) 'It's a PhD, not a Nobel Prize': How experienced examiners assess research theses', *Studies in Higher Education*, 27(4), http://www.studentservices.uwa.edu.au/_data/page/65297/Its_a_PhD_not_a_Nobel_Prize.pdf
- Philips, E. and Pugh, D. (2005) *How to get a PhD: A Handbook for Students and their Supervisors*, 4th ed, Maidenhead: Open University Press.
- Tinkler, P. and Jackson, C. (2000) 'Examining the doctorate: institutional policy and the PhD examination process in Britain', *Studies in Higher Education*, 25: 167–180.
- Tinkler, P. and Jackson, C. (2002) 'In the dark? Preparing for the PhD viva', *Quality Assurance in Education*, 10(2): 86-97.
- Wisker, G. (2008) *The Postgraduate Research Handbook: Succeed with your MA, MPhil, EdD and PhD*, 2nd Ed, Basingstoke: Palgrave Macmillan.

Websites:

Postgraduate Forum: A discussion forum of all things PhD-related

<http://www.postgraduateforum.com>

Preparing for Academic Practice: A site with guidance on the various stages of the PhD

<http://www.apprise.ox.ac.uk/>

methods@manchester is a new website that features international renowned researchers talking about a range of methodology including Social Network Analysis, Ethnomethodology, Structural Equation Modelling and Multilevel modelling: www.methods.manchester.ac.uk

Vitae: An organization who support the interests of Doctoral and Early Career Researchers, as well as holding events or earl career researchers: <http://www.vitae.ac.uk/>

Piled Higher and Deeper: A website filled with PhD comics for some light hearted relief!

<http://www.phdcomics.com/>

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 2016 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.

END