

Your studies

STUDENT HANDBOOK
ESSEX BUSINESS
SCHOOL

**Postgraduate taught student handbook
(Colchester Campus)**

2016–2017



University of Essex

ESSEX BUSINESS SCHOOL
Postgraduate Taught Departmental Handbooks 2016-17
Colchester Campus

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

Contents

1. Important dates

- 1.1 Term dates, calendar and academic week numbers
- 1.2 Timetables
- 1.3 Study leave
- 1.4 Link to myEssex

2. About Essex Business School

- 2.1 Details of academic staff/GTAs including contact details and office hours
- 2.2 Details of administrative staff
- 2.3 Resources supplied or maintained by the department.
- 2.4 Location of departmental office
- 2.5 Details of Essex Business School support such as personal tutor, peer mentoring
- 2.6 Departmental policy on the use of smart phones, laptops, tablets, dictionaries, calculators
- 2.7 Details of how the department will communicate with students
- 2.8 EBS Annual Prizes

3. Learning and Teaching

- 3.1 Brief statement about learning, teaching and independent study
- 3.2 What the school expects from its students and what students can expect from the department
- 3.3 Moodle and FASER
- 3.4 Course structure, learning outcomes and programme specifications
- 3.5 Changing your degree
- 3.6 Information about modules including: choices, core, optional, enrolling for modules, the location of the directory, reading lists, changing modules, changing your class
- 3.7 Listen Again
- 3.8 Supervision of PGT and MBA student research dissertations and business plans
- 3.9 Essex Abroad, terms abroad and opportunities
- 3.10 Placement information
- 3.11 Summary of how the department offers an inclusive learning experience, ensures the quality of opportunities and responds to the diverse needs of students
 - 3.11.1 Disabled students information
 - 3.11.2 International students information
 - 3.11.3 Information for part-time students
- 3.12 Student representation, SSLC, SAMT, student surveys
- 3.13 Library services
- 3.14 Attendance monitoring, Count-me-in, absence and intermitting.

4. Assessment

- 4.1 Rules of assessment, including exit awards
- 4.2 Extenuating circumstances, withdrawing and intermitting
- 4.3 Re-marking of coursework and essays
- 4.4 Moderation, second marking policies, external examiners
- 4.5 Appeals and complaints
- 4.6 Academic offences policy
- 4.7 Ethics

5. Coursework

- 5.1 Assignment and essay length
- 5.2 Coursework submission details (including FASer) and deadlines
- 5.3 Details of samples of coursework
- 5.4 Return of coursework policy
- 5.5 Late coursework policy
- 5.6 Essay writing support
- 5.7 Anonymous marking in coursework policy
- 5.8 EBS Marking Scheme
- 5.9 Reassessment in coursework
- 5.10 Referencing in coursework

6. Exams

- 6.1 Examination regulations
- 6.2 Access to exam scripts

- 6.3 Departmental policy on the use of calculators
- 6.4 General information about summer exams and exam results
- 6.5 Anonymous marking policy
- 6.6 Reassessment in examinations

7. Referencing and good academic practice

- 7.1 Statement on why good academic practice is part of scholarship and why it is important at Essex
- 7.2 Information about where to seek guidance on referencing, including links to the relevant referencing scheme
- 7.3 Information relating to the University's policy on plagiarism and academic offences

8. Practicalities: Getting Started and IT Matters

- 8.1 Registration, enrolling and transcripts
- 8.2 Find Your Way and room numbering system
- 8.3 IT support, email account, computer labs, free MS Office, m:drive
- 8.4 Tier 4 information
- 8.5 On campus facilities
- 8.6 Graduation

9. Skills, Employability and Experience

- 9.1 Employability and Careers Centre
- 9.2 Learning Languages at Essex
- 9.3 Talent Development Centre
- 9.4 Career Hub
- 9.5 Frontrunners
- 9.6 Student Ambassadors
- 9.7 Volunteering
- 9.8 Big Essex Award
- 9.9 Essex Interns

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

- 10.1 Student Services Hub, including contacts for disability, wellbeing, counselling and confidential issues see 3.11
- 10.2 Wellbeing, counselling and confidential issues
- 10.3 Harassment advisory network
- 10.4 Faith groups
- 10.5 Nightline
- 10.6 Health and safety on campus, including personal evacuation plans and campus security details such as the shuttle bus¹
- 10.7 Residents Support Network (RSN)
- 10.8 Health Centre
- 10.9 Student Union Advice Centre
- 10.10 University Privacy Statement

11. The Essex Experience

- 11.1 The Essex Student Charter
- 11.2 Freedom of speech policy and the Code of Conduct – terms and conditions booklet
- 11.3 Essex Spirit, social media and other channels of communication with students
- 11.4 Students' Union
- 11.5 Alumni
- 11.6 What comes next? Brief description of postgraduate research study in the department.

12. Useful Additional Information

1. IMPORTANT DATES

1.1 TERM DATES, CALENDAR AND ACADEMIC WEEK NUMBERS

Term dates

2016-2017

Autumn term	6 October 2016	-	16 December 2016
Spring term	16 January 2017	-	24 March 2017
Summer term	24 April 2017	-	30 June 2017

2017-2018

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

Academic week numbers

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

1.2 TIMETABLE

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

1.3 STUDY LEAVE

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

1.4 LINK TO *myEssex* (STUDENT PORTAL)

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

2. ABOUT ESSEX BUSINESS SCHOOL

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

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

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

Southend Campus - Management Science and Entrepreneurship

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

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

Graduate Teaching Assistants/GTAs: please check Moodle Information pages for details of their office hours to find out their availability.

Director of Education

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

Staff research interests

The University of Essex is among the top 10 UK universities (out of a total of 136 UK universities) for research and the top rated UK University for social sciences. 95% of staff in the Essex Business School conduct research which is recognised by the academic community as being of 'high international quality'.

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

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

2.2 DETAILS OF ADMINISTRATIVE STAFF

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

EBS Student Services Team

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

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

Our location

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

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

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

Website: www.essex.ac.uk/ebs

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

The EBS Learning Team

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

[Bev's Profile](#)

[Samer's Profile](#)

Placements Manager

Vicki Doughty, the Placements Manager at EBS is part of a wider faculty employability team which provides career, placements and internships, and graduate recruitment advice. Vicki works specifically with EBS students who are wanting to include a placement year in their degree course. You can see Vicki for help with placement and internship searches, application advice, preparation for interviews and assessment centres. You can contact Vicki on 01206 873855 or email vdoughty@essex.ac.uk [Vicki's Profile](#)

2.3 RESOURCES SUPPLIED OR MAINTAINED BY THE DEPARTMENT

Social space is available in the EBS building for students

2.4 LOCATION OF ESSEX BUSINESS SCHOOL OFFICES

Our location

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

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

Website: www.essex.ac.uk/ebs

2.5 DETAILS OF ESSEX BUSINESS SCHOOL SUPPORT

Programme Directors

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

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

Dissertation Supervisor

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

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

Module Leaders

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

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

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

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

2.7 DETAILS OF HOW THE DEPARTMENT WILL COMMUNICATE WITH STUDENTS

Correspondence and communication

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

Social media



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



and follow us on Twitter @Essex_EBS

2.8 EBS ANNUAL PRIZES

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

3. Learning and teaching methods

3.1 BRIEF STATEMENT ABOUT LEARNING, TEACHING AND INDEPENDENT STUDY

Learning and teaching methods

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

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

Student code of conduct

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

The University is committed to providing equal opportunities for all our students regardless of where or how you study. Our diverse student population is taken into account when developing the resources, services and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations. Where appropriate, reasonable adjustments will be made for individual students to support them through their studies.

3.3 Moodle and FASER

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

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

www.essex.ac.uk/e-learning/tools/faser/account/login

www.essex.ac.uk/it/elearning

3.4 COURSE STRUCTURES AND LEARNING OUTCOMES AND PROGRAMME SPECIFICATIONS

Course structures

Masters courses

Programme specifications

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

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

Learning outcomes

The module's learning outcomes are set out in the Module Directory. They are categorised into knowledge, intellectual, practical and key skills. You can measure your progress against the outcomes, for example when reviewing coursework feedback, and they can be used to guide you when undertaking independent study.

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

Credits

The standard number of credits for postgraduate/graduate courses is as follows:

- Masters degree: 180 credits
- Diploma: 120 credits
- Certificate: 60 credits

Masters Degrees, PG Diplomas and PG Certs

The pass mark for all postgraduate modules is 50 per cent. Credit is awarded for passing the module and a certain amount of credit must be achieved for you to be awarded the qualification (degree/diploma/certificate).

The rules provide limited opportunity for second attempts (resits/resubmissions) at failed modules: there are a maximum number of credits that can be reassessed. If you are successful at the second attempt your mark will be capped at the pass mark (50). The Rules of Assessment also permit a limited amount of condoning of failed credits: there are a maximum number of credits that can be condoned; you must achieve a module mark of at least 40; and an overall weighted average of 50 per cent for the taught modules. 'Core' modules cannot be condoned. You should see the Programme Specification for your course to see which modules are 'core'. The Rules of Assessment are also used to determine the award of Masters degrees with Distinction and Merit.

Exit awards

If you are unsuccessful in achieving the number of credits required for the qualification for which you are registered, the Board of Examiners will consider whether you have sufficient credits to be awarded a lower award.

If you need further information, please see contact the EBS Student Services Team on ebshelp-col@essex.ac.uk

3.5 Changing your degree

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

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

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

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

Please read carefully our guidance on Tier4 and course changes here:
www.essex.ac.uk/immigration/studies/changes

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

Module enrolment

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

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

Module choices

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

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

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

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

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

Changing optional modules

Students are permitted to change optional modules **only** up to the end of week 3 in the autumn term, and the end of week 17 in the spring term for spring term only modules. Students are not permitted to change modules that are compulsory for the degree course for which they are registered. If you are in any doubt as to whether you have made the right choice, try to talk it over with your Programme Director. If you are not sure which modules to take you could attend lectures for several different modules before making your final choice. Requests to change optional modules should be made via 'myEssex' at <http://www.essex.ac.uk/myessex> or [eNROL](#).

Students are not permitted to change modules that are compulsory for the degree course for which they are registered.

What is a core module?

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

What is a compulsory module?

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

Requesting a class change

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

Reasons for requesting a class change

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

Reading lists

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

3.7 LISTEN AGAIN

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

listenagain.essex.ac.uk/

3.8 SUPERVISION OF PGT AND MBA STUDENT RESEARCH DISSERTATIONS AND BUSINESS PLANS

Dissertation/Business Plan Guidelines

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

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

Absence to undertake a field trip

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

Word Limit

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

Final Submission

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

Dissertation Results

The final Examination Board meets at the end of November. Final results are normally made available to students early in December.

Extension to Deadline

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

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

Long-term Extenuating Circumstances

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

[Extenuating Circumstances Forms](#) may also be downloaded from the Registry web pages.

Obtaining EBS Forms

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

Dissertation Library

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

3.9 ESSEX ABROAD, TERMS ABROAD AND OPPORTUNITIES

Essex Abroad (outgoing students)

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

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

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

Essex Abroad (incoming students)

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

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

3.10 PLACEMENT INFORMATION

Placements

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

Job references: requesting references from members of staff

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

Copies of references

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

Employability skills

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

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

3.11.1 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.aspx

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

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

3.11.2 Information for international students

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

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

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

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

3.11.3 Mature and part-time students

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

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

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

3.12 Student representation, Student Staff Liaison Committees, 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 a **course representative** who represents the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.
2. You can find more information on the Students' Union website

www.essexstudent.com/representation/course reps/ and the University's policy here: www.essex.ac.uk/quality/student_representation/student_rep.asp.

3. You can find out information about Student Staff Liaison Committees here:
www.essex.ac.uk/quality/student_representation/sslc.asp.

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

Student satisfaction surveys enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance the student experience of learning at Essex. You will probably be aware of the National Student Survey (NSS) for final year undergraduate students which feeds into university league tables. We also run our own Student Satisfaction Survey (SSS) which tells us on a local level how we're doing and where we can make improvements. It's for all postgraduate students (except those in the first year of a part-time postgraduate taught programme). The surveys are run online and you will receive a link to the survey in your email.

3.13 Library Services

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

libwww.essex.ac.uk

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

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

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

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

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

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

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

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

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

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

4. ASSESSMENT

4.1 RULES OF ASSESSMENT, INCLUDING EXIT AWARDS

<http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/assess-rules.aspx>

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

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

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

If you **fail your dissertation** you may be permitted by the Board of Examiners to resubmit your work, provided you meet the criteria as set out in the Rules of Assessment for Postgraduate Taught Awards. Alternatively, if you have obtained enough credits in your taught modules, you may be eligible for another award such as a postgraduate diploma or certificate.

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

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

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

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

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

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

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

4.2 Extenuating Circumstances, withdrawing and intermitting

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

You need to submit your form by the deadline given here - www.essex.ac.uk/students/exams-and-coursework/ext-circ

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

Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Please seek advice from the Students' Union Advice Centre (www.essexstudent.com/services/advice_centre/) or the Student Services Hub (www.essex.ac.uk/students/contact/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.

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

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

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

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

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

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

If you are thinking about withdrawing, there are some practical things you need to consider: accommodation, financial matters including your tuition fees, visas if you have a student or Tier 4 visa, careers advice available from our Employability and Careers Centre www.essex.ac.uk/careers/.

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

4.3 Re-marking of coursework

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

4.4 Moderation, second marking policies and External Examiners

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

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

External Examiners are usually academics from other universities but may be from industry, business or the profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that courses at the University meet the academic standards expected across UK higher education. External Examiners write reports on the courses and modules they are responsible for which are made available to you via your department. You can find the name and institution of the External Examiner for your course and modules by looking on the Programme Specifications Catalogue and the Module Directory. You can find out more about how the University uses External Examiners by following this link: www.essex.ac.uk/quality/external_examiners

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

4.5 Appeals and complaints

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

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

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

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

The Complaints Procedure:

The University is a large community engaged in many activities, both academic and non-academic. If you feel dissatisfied with some aspect of your dealings with the University, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination. You can find the complaints procedure and the forms here:

www.essex.ac.uk/see/complaints

4.6 Academic Offences Procedure

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

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

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

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

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

4.7 ETHICS

All research involving human participants, whether undertaken by the University's staff or students, **must** undergo an ethics review 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 - www.essex.ac.uk/reo/governance/human - 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 foetuses, 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

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

5. COURSEWORK

5.1 ASSIGNMENT AND ESSAY LENGTH

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

5.2 COURSEWORK SUBMISSION DETAILS (INCLUDING FASER) AND DEADLINES

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

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

Coursework

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

Course work submission

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

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

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

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

Assignments and deadlines

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

Coursework deadline policy

All coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the University's and department's arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline. More information about late submission of coursework is available by following this link [Coursework Deadline Policy](#)

5.3 DETAILS OF SAMPLES OF COURSEWORK

Online library of dissertations and business plans

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

5.4 RETURN OF COURSEWORK POLICY

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

5.5 LATE COURSEWORK POLICY

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

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

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

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

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

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

5.6 ESSAY WRITING SUPPORT

Guidelines on How to Write Assignments

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

1. Read the question carefully

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

2. Take time in constructing your answer

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

3. Indicate the theories which you think are relevant

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

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

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

5. Give some thought to matters of general presentation

- Check that you have communicated your ideas effectively. This means thinking about sentence construction and grammar. Make sure that your sentences are simple and easy to follow. This means using paragraphs to mark changes in focus and not simply as arbitrary divisions. It also means linking together your paragraphs so that the reader can follow your line of argument. Remember that anything which makes the reader stop or go back over part of the assignment risks breaking up its 'flow'.
- All good answers should have a clear structure. At the very least, they must include an introduction, discussion and conclusion. The first and the last are both key elements of any answer and serve a range of functions. The introduction should be used to clarify and define the scope of the question, and to set out your plans. You should indicate how your answer is organised. The conclusion provides an opportunity to draw together and summarise your arguments in a way that directly addresses the question. It also gives you a chance to reach a clear conclusion of your own, if you have not done so already. Your answers should always be analytical - i.e. analysing the debates and issues in terms of concepts and theories and the contribution they make to our understanding of the world – not just descriptive. We are not asking you to say who said what and when, although you might produce short quotations from relevant authors to support your analytical point.
- A good essay also engages with counter-arguments. So give some thought to what critiques and criticisms may be made against your conclusions, evidence and theories. Briefly indicate the way you might respond to your critics.
- Have a look at the structure of the papers written by academics. Articles can be found in numerous journals in the library. Many will be on your reading lists. Take a look and note how they have been put together.
- Assignments should include a title page and a complete list of references. All quotations should include page numbers and be attributed to works in the list of references.

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

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

5.7 Anonymous marking in coursework policy

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

This department does not operate a system of anonymous marking. We believe that marking provides an important point of contact with the student, through which individualised and personal forms of encouragement and involvement can be fostered. We believe that the quality of formative feedback is enhanced when the marker knows the student, and current work can be seen in the context of earlier assignments and classroom interactions. The comments we provide in coursework seek to encourage students in areas where they have done well and to highlight what they could do better. We take great care to mark fairly and effectively and we feel strongly that our ability to do this is improved through knowing our students.

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

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

5.8 EBS Marking Scheme

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

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

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

FAQ

Which assignments will this apply to?

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

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

What happens with second marking and remark requests?

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

Marking in Essex Business School

Return of marked coursework

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

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

Marking Policy and Moderation

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

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

Procedures

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

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

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

Marking presentations

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

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

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

Student queries about marks

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

Even though great care is taken in the marking process, we recognise that occasionally some students may feel their mark is below what they might have expected. Therefore in many instances we give students the right to request a coursework re-mark (see table for confirmation).

The procedure is as follows: Any request for a re-mark must be made within fourteen calendar days of the marked coursework being made available to all students concerned. Completed forms, together with the original coursework and feedback, must be submitted to EBS Student Services desk.

In the first instance the student should notify the EBS Student Services team of their wish for a re-mark. In addition, it is advisable that the student seeks feedback from the Module Leader. If having consulted the Module Leader the student is still dissatisfied with the original mark, students should complete a request for re-mark form available from the EBS Student Services desk or EBS PG information page on Moodle.

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

www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy/remark_&reconciliation_of_marks.asp

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

Online forms can be downloaded from the forms folder at [EBS Postgraduate Taught Information](#) on Moodle. Forms are also available in hard copy format from the EBS Student Services desk.

Completed forms, together with the original coursework and feedback, must be submitted to EBS Student Services desk within a **deadline of calendar 14 days** from when the coursework marks are made available to students.

5.9 REASSESSMENT IN COURSEWORK

EBS reassessment strategy

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

Reassessment in coursework

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

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

[Student Guide to Examinations](#)

Past Examination Paper Archives are available on Moodle:

[EBS Postgraduate Taught Information](#)

5.10 REFERENCING IN COURSEWORK

What is referencing?

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

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

There are various systems of referencing, but the Harvard System of Referencing is the system that is widely used in many UK higher education institutions. This system uses an (Author's surname, Year) when citing in text, and full details of these references are then given at the end of the work in a reference list. The exact details that you have to include in your reference list depend on what type of document the source is – for example a book, a journal article, a report, a webpage. You can find details regarding exactly what to include in your reference list on the EBS Student Resources Moodle page. The purpose of the reference list is to make it easy for someone else to follow up and trace the materials which you have used. Without full references, your tutor may be led into thinking you are trying to take credit for someone else's work which is plagiarism.

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

What is a reference list?

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

Example Reference List:

Brewster, C. (1994) *European HRM: Reflection of, or challenge to, the American concept?* London: Routledge.

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

Colbert, B. A. (2004) The complex resource-based view: Implications for theory and practice in strategic human resource management. *Academy of Management Review*, vol. 29, pp. 341-358.

Guest, D.E. (1987) Human resource management and industrial relations. *Journal of Management Studies*, vol. 24, no. 5, pp. 502-521.

What is a bibliography?

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

Where do I find these details?

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

What is paraphrasing?

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

Example:

ORIGINAL LOWE AND COOK (2003) TEXT:

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

PARAPHRASED:

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

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

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

OR

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

What is quoting?

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

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

List the references in chronological order, oldest first.

What does *et al* mean?

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

Example in text:

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

In Reference list:

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

Do I need to say which edition I used?

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

Example:

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

Do I need to include page numbers?

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

Example:

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

What is secondary citation?

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

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

Example in text:

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

Example in Reference list:

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

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

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

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

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

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

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

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

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

How do I reference electronic resources?

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

Bibliography

Anglia Ruskin University (2013) *Harvard System* Online at:
<http://libweb.anglia.ac.uk/referencing/harvard.htm> [Accessed on: 21 August 2013]

The Open University (2012) *OU Harvard Guide to citing references* Online at:
library.open.ac.uk/documents/Harvard_citation_hlp.doc [Accessed on 21 August 2013]

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

6. EXAMS

6.1 Examination regulations

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

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

6.2 Access to exam scripts

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

6.3 Calculators

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**.

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.

6.4 General information about exams and examination results

You can find your personalised exam timetable online here - www.essex.ac.uk/examtimes

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

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

6.5 Examinations anonymous marking policy

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

6.6 Reassessment in examinations

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

7. REFERENCING AND GOOD ACADEMIC PRACTICE

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

Respecting authorship through good academic practice is one of the 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 moodle.essex.ac.uk/login/index.php

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, the EBS Learning Team, you can contact them on: ebslearn@essex.ac.uk or staff in the Talent Development Centre.

7.2 INFORMATION ABOUT WHERE TO SEEK GUIDANCE ON REFERENCING, INCLUDING LINKS TO THE RELEVANT REFERENCING SCHEME - SEE SECTION 5.9

7.3 The University Academic Offences Procedure

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

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

8. PRACTICALITIES: GETTING STARTED AND IT MATTERS

8.1 Registration, enrolling and transcript

All new and returning students must **register** at the start of each academic year. The full process for new students includes activating your student record for the academic year, getting your email account, gaining access to IT and library services, and enrolment on modules and confirming your contact details. As your studies draw to a close, once your exam board has met, it takes up to ten working days for your results to be confirmed. The Assessment Team will publish your results, close your record and send you an award confirmation letter. You will receive an email when your results have been published on a secure web page. Your award certificate and academic transcript cannot be produced until the Assessment Team has released the results. For more about registration, visit our student webpages.

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

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

Ordering important documents

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

8.2 Find Your Way and room numbering system

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8.4 Tier 4 Information

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

8.5 On-campus facilities

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

www.essex.ac.uk/students

www.essex.ac.uk/welcome

8.6 Graduation

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

www.essex.ac.uk/students/graduation

9. SKILLS, EMPLOYABILITY AND EXPERIENCE

9.1 Employability and Careers Centre

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

www.essex.ac.uk/careers

9.2 Learning Languages at Essex

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

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

9.3 Talent Development Centre

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

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

9.4 Career Hub

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

www.essex.ac.uk/welcome/careerhub

9.5 Frontrunners

Frontrunners is 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

9.6 Student Ambassadors

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

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

9.7 Volunteering

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

www.essex.su/vteam

9.8 Big Essex Award

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

www.essex.ac.uk/careers/bige

9.9 Essex Interns

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

www.essex.ac.uk/careers/internships

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

10.1 Student Services Hub, including contacts for disability/SpLD support see 3.11

10.2 Wellbeing, counselling and confidential issues

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

Colchester email: askthehub@essex.ac.uk

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

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

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

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

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

10.3 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

10.4 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

10.5 Nightline

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

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

10.6 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

www.essexstudent.com/services/safety_bus

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

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

10.7 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.

<http://www.essex.ac.uk/accommodation/support/reslife>

10.8 Health Centre

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

www.rowhedgesurgery.co.uk

www.nhs.uk

10.9 Students' Union Advice Centre

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

www.essex.su/advice

suadvice@essex.ac.uk

01206 874034

10.10 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

11. THE ESSEX EXPERIENCE

11.1 The Essex Student Charter

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

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

11.2 Freedom of speech policy and 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

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

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

blogs.essex.ac.uk/essexspirit

www.essex.ac.uk/it/groups-lists

www.facebook.com/uniofessex

twitter.com/Uni_of_Essex

11.4 Students' Union

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

Say hello at essex.su

11.5 Alumni

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

alumni.essex.ac.uk/home

11.6 What comes next?

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

www.essex.ac.uk/study/pg

www.essex.ac.uk/coursefinder

13.USEFUL ADDITIONAL INFORMATION

Glossary of Common University Terminology in Everyday English

Academic Year	September/October until September
Article	A piece of research that has been reviewed by other academics (peer reviewed) before they are published. They are often published in an academic journal. This means that experts in the field of study will review and approve the article before the journal will publish it.
Class / Seminar	Classes / seminars take place after the main lecture. You will be in a smaller group so that you can explore and extend further the themes and topics presented in the lecture through group discussion and interactive tasks.
Compulsory Module	must be taken, but some condonement of fails may be possible.
Core Module	must be taken and must be passed.
Coursework	work that you do as part of your module's assessment. Coursework can include: essays, individual and group presentations, in-class tests, portfolios, reports, group case studies, literature reviews etc.
Draft	A first or preliminary piece of writing that you revise and rewrite.
Employability and Careers Centre	A centralised university service that can help you with your employability develop your skills, improve your CV and gain valuable experience.
Essay	An extended piece of writing on a particular theme or subject.
Exam Board	A group of academics from EBS and external examiners that agree the final exam results for each module.
Extenuating Circumstances	During the course of your degree programme you might be faced with personal, medical or family problems that are outside your control and are negatively affecting your academic performance. Such problems are known as 'extenuating circumstances'.
FASer	On-line electronic coursework submission system.
Frontrunners	The University's placement scheme which gives students the opportunity to undertake challenging employment around campus and develop the higher-level skills they need to compete for the best jobs. The scheme is open to all University of Essex students, and offers paid, on-placement training.
GTA	A graduate teaching assistant who is part of a module's teaching team.
Internship / Placement	An internship or placement is a method of on-the-job training for professional careers. These positions may be paid or unpaid and are usually temporary.
Journal	An academic journal is a peer-reviewed publication in which research relating to a particular academic discipline is published. Academic journals serve as forums for the introduction and presentation for scrutiny of new research, and the critique of existing research.
Labs	Practical task-related classes for Finance and Accounting that take place in a computer lab.
Languages for All	gives you the opportunity to study a language alongside their course at no extra cost for one year. Additional tuition in subsequent years is available for a fee.
Late submissions	Any work that is submitted for formal assessment after the published final assessment deadline.

Lecture	A lecture is usually delivered to a large group of students and is designed to: give an introduction or overview of a topic, summarise the key ideas, principles, or controversies, stimulate your own thinking and provide you with reading and ideas to follow up afterwards.
Listen Again	A lecture recording service which records the audio and video output of the teaching computer in nearly all centrally timetabled teaching rooms across Colchester and Southend campuses. It allows students to 'Listen Again' to their lectures at a later date. The service is available in nearly all centrally timetabled teaching rooms or lecture theatres where the recording equipment is installed.
Module	A unit of study – a degree programme consists of a number of modules. Some module has pre-requisites.
Module credits	Modules have a credit value of 10 or 20 credits.
Moodle	Moodle is a Virtual Learning Environment. Each module has a Moodle page where lecture materials, notes and relevant information is posted for students to access.
myEssex	Each student has their own myEssex which a personalised portal for all information linked to your degree programme and university experience.
Office Hours	Office Hours are specific times that lecturers and member of a module teaching team are available to see students for one-to-one advice and guidance.
Outside option	A module which you can choose which is delivered by another university department.
Personal Tutor	Every student has a personal tutor to provide academic advice and guidance. You will have the same personal tutor throughout your degree programme.
Plagiarism	Plagiarism is taking and using somebody else's ideas, thoughts, writings or inventions as your own. It is a type of cheating.
Reading list	A list of texts that you should read for a module.
Referencing	To clearly show the ownership of information and the full details of where you found it.
Seen question	An exam question which you are given before the exam so that you can research your answer.
Skeleton / Sketch answer	An essay outline – written in notes or bullet points. It is not a draft.
Student Feedback – SAMTs	A feedback questionnaire that is carried out at the end of each term for each module. The questionnaire focuses on teaching and learning.
Course Representative	Each module and year group has a number of course representatives that work with EBS staff to continue to improve and develop EBS and the university. The student representatives are organised by the Student Union.
Student Support	A range of support services for students to help them adapt to university life.
Student Surveys – NSS / SSS	An annual student questionnaire that is carried out once per year. The questionnaire focuses on the whole university experience.
Student Union	The Students' Union is the organisation that represents the interests of students within the University of Essex.
Student Union Societies	Societies are similar to clubs and help you meet people with similar interests. The societies are run by students for students.
Study Leave	A period of leave that an academic is given in order to carry out academic research.

Test	A short exam that can form part of the coursework for a module. Tests are often carried out electronically / on-line.
The Big Essex Award	An award that you can achieve by taking part in extra curricular activity. The Big E is a good addition to your cv.
The V Team	Is organised by the Student Union and organises projects that students can take part in by volunteering. You can join the projects at any time and it's a good way to meet new people and get involved in something interesting and different.
Watermark	Watermarking your assignment converts your assignment from a word document to a PDF file and prints a code showing your registration number and the time and date of submission of the assignment. This means that no changes can be made to your assignment between submitting online and submitting a hard copy.
Weighting	Each module is assessed by a combination of coursework and an exam. The value of each part is the weighting – e.g. Coursework 40% exam 60%. The weighting can vary between modules.
Workshop	Classes that aim to improve and develop practical skills, usually in small groups.

Further information and full details can be found in the relevant section of the handbook.

USING OFFICE HOURS

Office Hours can be used to:

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

All members of a module teaching team and academic staff have office hours. Some lecturers prefer you to make an appointment by email, others schedule a designated time for drop-in sessions. You should check with the lecturer or on the module Moodle page. This may be the only time a lecturer is available to help you with your studies, so it's important you come prepared. Meeting with your lecturer can help you with your studies.

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



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

TOPICS YOU COULD DISCUSS

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



FAQs**You could speak to.....**

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