

Your studies

STUDENT HANDBOOK

DEPARTMENT OF

GOVERNMENT

Postgraduate research student handbook

2016–2017



University of Essex

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Section One: Introduction

1.0 Welcome to the Department of Government

Welcome To The Department Of Government

Undertaking a PhD is a huge challenge but it is also incredibly rewarding. Over the course of the next few years, you will receive training in political science that will help you identify and answer important research questions. By the time that you graduate you should be highly attractive to employers in a range of occupations and be in a very good position to become a professional researcher, teacher and academic.

Our aim is to support you in this endeavour and to help you produce top-quality research. The University of Essex is a great place to do a PhD. Not only is the University of Essex a world-class University with top political scientists, but the Department of Government is also associated with internationally-renowned institutions such as the *British Journal of Political Science* and the *Essex Summer School in Data Analysis*. I am sure that you will find that simply being associated with Essex will represent a significant advantage to you in the future.

You will, of course, be supported by your supervisor and members of your supervisory board and should listen carefully to their advice. They have great experience in conducting research and steering students towards their goals.

Undertaking a PhD is extremely demanding, both intellectually and emotionally. Over the course of the next few years you may, at times, feel overwhelmed and daunted by the task in front of you. This is a natural part of doing original research, as you soon find that you are the leading expert in the field you have carved out for yourself. Our goal is to help you to keep on track and to make the PhD both manageable and enjoyable.

If you experience any issues that are getting in the way of your studies do please let us know. Your first point of contact is your supervisor and/or board members and you should feel free to raise issues with them. If for any reason you would rather discuss the issues with me, please send Nicola Rowley (nrowley) an e-mail to arrange an appointment.

Good luck!

Professor Lawrence Ezrow
Head of Department

Professor David Howarth
Graduate Director, Postgraduate Research (PGR)

1.1 Term Dates, Calendar And Academic Week Numbers

Term Dates 2016-17

Autumn Term	Monday 03 October 2016 – Friday 16 December 2017
Spring Term	Monday 16 January 2017 – Friday 24 March 2017
Summer Term	Monday 24 April 2017 – Friday 30 June 2017

Graduation Dates 2016-17

Graduation will be held over four days, usually in mid-July. Graduation dates, once available, will be published here: <http://www.essex.ac.uk/students/graduation/>.

Teaching Weeks 2016-17

AU Term 2016		Spring Term 2017		Summer Term 2017	
Week	Monday	Week	Monday	Week	Monday
2	03 October	16	16 January	30	24 April
3	10 October	17	23 January	31	01 May
4	17 October	18	30 January	32	08 May
5	24 October	19	06 February	33	15 May
6	07 November	20	13 February	34	22 May
7	14 November	21	20 February	35	29 May
8	21 November	22	27 February	36	05 June
9	28 November	23	06 March	37	12 June
10	05 November	24	13 March	38	19 June
11	12 December	25	20 March	39	26 June

Vacations and Bank Holidays

Whilst we understand that you will be eager to return home to be with your families for the vacation periods (especially after submitting your final assignments of the term) we do want to stress that you MUST still be attending classes up to your final class in the last week of the term.

Christmas Vacation	Monday 19 December 2016 – Friday 13 January 2017
Easter Vacation	Monday 27 March 2017 – Friday 21 April 2017
Summer Vacation	Monday 03 July 2017 – Friday 29 September 2017

Bank Holiday Dates for 2016/17

Boxing Day	Monday 26 December 2016
New Years Day	Monday 2 January 2017
Good Friday	Friday 14 April 2017
Easter Monday	Monday 17 April 2017
Early May Bank Holiday	Monday 1 May 2017
Spring Bank Holiday	Monday 29 May 2017
Summer Bank Holiday	Monday 28 August 2017

**Please note that the University will shut down for Christmas from
23 December 2016 – 03 January 2017**

1.2 Timetables

If you undertake any modules during your PhD then you can access your module timetable here: <https://www.essex.ac.uk/myessex/>

1.3 Study Leave And Reading Week

Some of our partner departments have allocations for study leave and/or a reading week. The Department of Government does not have either, so please ensure that you attend all timetabled events during weeks 2 – 11, 16 – 25 and 30 – 39.

1.4 Link to *myEssex*

myEssex is a resource that provides a wealth of academic and support information. You can find your myEssex portal by going to www.essex.ac.uk/myessex/ and logging in with your campus username and password.

2.0 About the Department of Government

In other institutions being a PhD student can sometimes be a lonely experience. This should never be the case at Essex. The Department has a range of communal activities that will expose you to a wide range of ideas and research. The Department has lively weekly seminars on Tuesdays, where members of the Department or visiting scholars give talks on a wide range of subjects. PhD students are encouraged to take an active part in these discussions. The Department also has a special PhD Colloquium that is organised by students, where their research can gain first exposure in a friendly and supportive atmosphere. Some students also organise themselves into reading groups in order to discuss shared issues that are not addressed elsewhere or simply to learn new methods and software. In addition, there are various workshops, which are convened by the different Divisions of the Department. Please take advantage of these opportunities.

2.1 Details of Academic Staff/GTAs Including Contact Details And Office Hours

You might find this list helpful if you need to contact a Lecturer, course director or administrative member of staff. Academic biographies can be found by following this link: <http://www.essex.ac.uk/government/staff/Staff.aspx?type=academic>

Name	Email	Room	Tel	Notes	Academic Interests
Dr Arena, Philip	parena	5.421	2219	Library Liaison Officer	Research Interests in: Conflict Processes, Domestic Politics and International Relations, Formal Theory, International Cooperation, and Empirical Implications of Theoretical Models.
Dr Baerg, Nicole	Nb16230	5.422	3021	Departmental Seminar Organiser	
Dr Bartle, John	jbartl	5.023	3717	Education Director	Research interests in: voting behaviour; British political parties; the British judiciary.
Dr Böhmelt, Tobias	tbohmelt	5.019	2288	Recruitment Officer (PGR) Finance Director Division Officer: IR and Conflict	Research Interests in: Quantitative Analysis of Conflict and Cooperation in International Relations, Environmental Politics, International Mediation, Military Effectiveness, Social Network Analysis.
Dr Bou-Habib, Paul	pbou	5. 017	2509		Research Interests in: contemporary theories of distributive justice, the just distribution of resources between age groups, and the role of the concept of dignity in normative political theory.
Dr Carroll, Royce	r.carroll	5.306	3475		
Dr Chiba, Daina	dchiba	5.004	2127	Webmaster	Research Interests in: International and Civil Conflict, International Institutions, Political Methodology
Dr Christensen, James	James.christensen	5A.221	2195		Research Interests in: Socioeconomic justice (at both domestic and global level), Egalitarianism, and Trade Justice.
Dr Crowley, Theresa	crowtx	5A.318	3486		Study Skills Officer / Senior Personal Tutor/Departmental Disability Liaison Officer
Dr Dietrich, Simone	ssdiet	5.419		Director, ESSEXLab	Research Interests in: International and Comparative Political Economy, Foreign Policy, Foreign Aid Effectiveness, and Development.

Prof Dorussen, Han	hdorus	5.417	2510	Employment Director	Research interests in: The relationship between trade and conflict; the use of economic policies in international politics; peacekeeping operations and the governance of post-conflict societies; and policy convergence in the European Union. International relations; international and comparative political economy and applied game theory.
Prof Ezrow, Lawrence	ezrow	5B.310	3770	Head of Department	Research interests in: comparative political representation; Western European politics; elections; political parties; voting; party strategies; political institutions and quantitative methodologies.
Dr Ezrow, Natasha	nezrow	5. 027	3346	Undergraduate Education Officer	Research Interests in: Authoritarian Regimes, International Development, Third World Politics
Dr Getmansky, Anna	anna	5.006	3504		Research Interests in: Quantitative analysis of conflict and cooperation, intrastate conflicts, democracy and war.
Dr Gizelis, Ismene	tig	5.008	2856	Research Leave Autumn 2016	Research interests in : International conflict and cooperation; peacekeeping and post conflict reconstruction; conflict management institutions; political and economic development; welfare and social policy; gender and development.
Prof Gleditsch, Kristian	ksg	5. 415	2517	Research Director	Research interests in: International Conflict and Cooperation; Intrastate Conflict, Protest, and Mobilization; Mathematical and Statistical Models; Democratization.
Dr Glynos, Jason	ljglyn	5A.320	2515	Research leave 2016/17	Research interests in: political philosophy; Lacanian and post-Marxist discourse theory; philosophy and methodology of social science; post-structural approaches to political studies; theories of democracy and ideology; grammars of freedom and equality in contemporary political discourse; cultures and discourses of the economy.
Prof Howarth, David	davidh	5.014	3403	PGR Director Division Officer: Political Theory	Research interests in: poststructuralist theories of society, politics and public policy, focussing especially on the empirical study of political ideologies, discourses and rhetoric; the theoretical relationship between space, time and the political; and the intersections between identity, difference and subjectivity.
Prof Johns, Rob	rajohns	5. 021	2508	Deputy Head of Department Recruitment Director Professional Development Seminar Organiser	Research interests in: Why do people think what they think about politics? Public Opinion

Prof King, Anthony	kinga	5. 022	3393	Research Leave 2016/17	Current Research in: The changing British constitution; the British prime ministership; American politics and government; the history of democracy.
Dr Martin, Shane	Shane.martin	5A.322	2185		Research interests in : Parliaments; Legislatures; Electoral institutions; Comparative politics; Irish politics
Dr Montanaro, Laura	lmonta	5.010	3980	Study Abroad Officer	Research Interests in: democratic theory, political representation, social theory, critics of liberalism.
Prof Norval, Aletta	alett	5S.5.26	4055	Pro-Vice Chancellor (Education)	Research interests in: political ideology; post-transitional politics; the relations between post-structuralism and contemporary political theory; contemporary democratic theory.
Dr Parr, Tom		5A.217	3408		Research Interests in: Theories of Social Distributive Justice, Public Policy, John Rawls and Ronald Dworkin, the Job Market, Discrimination, Legal Theory, and Moral Philosophy.
Dr Partheymueller, Julia	Julia.partheymueller	5A.219	6580	DAAD	Research interests in: Voting Behaviour; Elections; Referenda; Political Participation; Social Capital; Political Parties; Comparative Politics; Political Representation; European Politics; German Politics; Democracy and the European Union; Survey Research; Quantitative Methods.
Dr Quinn, Tom	tquinn	5. 012	2505	Recruitment Officer – Undergraduate Plagiarism Officer	Research interests in: The British Labour Party; reform of the Conservative Party; political party organisation; political institutions; rational choice theory; British politics.
Dr Quiroz Flores, Alejandro	aquiro	5.025	2506	Division Officer: Political Economy Recruitment Officer - Undergraduate	Research interests in: International Relations (International Security, War Initiation and Duration, Links to Domestic Politics and Leader Survival, Foreign Aid); Methodology (Survival Analysis and Copula Functions); Political Economy (Political Effects of Natural Disasters).
Dr Radean, Marius	mradean	5.018	2743	Recruitment Officer – PGT	Research Interests in: Democratic regime stability, Democratic processes and representation, electoral systems and political parties, political methodology.
Dr Reinhardt, Gina	gmyrei	5A.314	2648		Research Interests in: Political Economy of International Development and Foreign Aid, Disaster Recovery and Mitigation, Trafficking, Quality of Governance, and Stochastic Frontier Analysis.

Prof Sanders, David	sanders	5S.5.24	3557	Research leave 2016/17	Research Interests in: British Election Study; political participation; election forecasting; the politics of the UK public sector; measuring and assessing European citizenship.
Prof Slapin, Jonathan	jslapin	5.420	3070	Director, Essex Summer School	Research Interests in: Political institutions, legislatures, parties, European politics, European integration and quantitative methods.
Prof Ward, Hugh	hugh	5.020	2513	Research Leave 2016/17	Research interests in: environmental politics and political economy.
Prof Whiteley, Paul	whiteley	5.024	3567	Division Officer: EPOP Internship Officer	Research Interests in: British political parties; electoral behaviour; political economy and the comparative analysis of citizenship and social capital.

2.2 Details of Administrative Staff

Administrative Staff

The administrative team in the department are your first port of call for any non-academic issues. If they are unable to help directly they will be able to point you in the right direction. The administrative offices are open from Monday to Friday, 10am – 1pm and 2pm – 4pm (closed on Wednesday afternoons).

The administrators for PGR matters are Alex West & Daniel Gobbitt. Contact your PGR administrators for all administrative concerns from online coursework submission, enrolment on modules to dissertation progress checks and guidance about late submission of coursework. They also keep records of your marks and attendance so we can identify at the earliest opportunity if you are struggling. The Graduate Administrators are also able to guide you to appropriate University forms relating to extenuating circumstances, and will be able to advise on the appropriate person for you to talk to.

Administrative Staff	Email	Room	Tel Ext	Roles/Notes
Alex West	awestb	5B.318	2741	Graduate Administrator
Anna Bewick	abewick	5B.322	2759	Departmental Administrator
Nicola Rowley	nrowley	5B.301	2982	Administrative Assistant
Sallyann West	sawest	5B.316	2741	Undergraduate Student Administrator 2 nd /3 rd year
Becky Fray	rfray	5B.314	2737	Undergraduate Student Administrator 1 st year
Sarah Lawson	slawson	5B.320	2757	Finance Assistant

2.3 Resources Supplied or Maintained By the Department

Offices

The Department of Government is proud of its large cohort of PGR students, however, this does mean that office space is limited. The Department tries to make desk space available for all PGR students, whether by designating shared office space or offering hot-desk spaces. Allocations of spaces are considered on an individual basis. Additional office space is provided for all Graduate Teaching Assistants (GTAs).

Early in the summer, before you head home for the vacation, it is essential that you take your belongs out of the office. Rooms are reallocated during this period and it is not the Department's responsibility to move your belongings. The Department holds no responsibility for any items which are lost or damaged during room moves. We are also unable to store any of your belongings if you are intermitting/doing research abroad etc.

Government & Economics PhD Research Lab

As well as the many computer labs situated around the University campus, the Departments of Government and Economics share a dedicated computer lab exclusively for PGR student use. It contains 14 PCs all of which have relevant software. The Lab can be found opposite the administrative offices in the Department of Government, room 5B.305. You will need the passcode to get in which can be obtained from the Graduate Office.

Pigeonholes

You will be given access to a pigeonhole in the Common Room where any mail you get sent to the University will be held for you to collect. Please do not have anything too big mailed to the Department as we cannot accommodate it. Please check the pigeonholes regularly.

Departmental Common Room (5B.303)

Our Departmental Common Room (Room 5B.303) is open from 9am – 5pm, but may occasionally be closed during these hours for private bookings. The room has a TV and an overhead projector as well as a coffee machine. Not only is the Common Room the perfect place for personal study or relaxation but we encourage you to use it to get together for student-led activities such as study, research groups and round table discussions etc. Please feel free to use the TV to watch Prime Ministers Question Time, the Parliament channel and Question Time.

We are happy to support you in using the Common Room for more social activities from film nights to yoga to ethnic cuisine nights. To book the Common Room, please speak to Nicola Rowley (nrowley@essex.ac.uk).

University Postgraduate Common Room

The University also has a dedicated Postgraduate Common Room for your use. Found in 5.401 it is open daily and is easily accessible from the 'Mathematics' entrance off of Square 2.

HEROES: Helping Each other with Research On Empirical Subjects

HEROES is a group of empirical minded PhD students. HEROES stands for Helping Each other with Research On Empirical Subjects.

More information is available at this link:

<http://www.essex.ac.uk/government/current/heroes.aspx>

2.4 Location Of Departmental Office, Opening Hours, Common Rooms & Notice Boards

You will find the Departmental offices best via the Mathematics entrance 2N off Square 2, proceed up one flight of stairs to 5B, go through the doors and you will find yourself in the Departmental Corridor. Here you will find the Administrative offices, Head of Departments office, the Common Room and the PhD lab.

Office Open Hours

Morning		Afternoon
Monday	10.00am – 1.00pm	2.00pm – 4.00pm
Tuesday	10.00am – 1.00pm	2.00pm – 4.00pm
Wednesday	10.00am – 1.00pm	CLOSED
Thursday	10.00am – 1.00pm	2.00pm – 4.00pm
Friday	10.00am – 1.00pm	2.00pm – 4.00pm

These Office hours are in effect during term and vacation time.

Notice Boards

We also post important messages on our departmental notice board, which is located in the entrance to the administrative office corridor. Keep an eye out for events, important notices and things to note that are pinned up here. If you would like to post any notices on our notice boards, please contact a member of the admin team.

2.5 Details of Departmental Support and the supervisor.

Who To Go To For What

You will probably find the answer to many of your questions in this handbook, so we encourage you to look through it first. However, sometimes it is nice to be able to talk to a human being; therefore, we have created this handy who-to-go-to-for-what list:

Graduate Administrator	Any administration needs
Class/Seminar Lecturer	First port of call for any academic concerns
Graduate Director	Next port of call for academic problems students feel their lecturer has not been able to resolve.
Head of Department	For serious academic matters, progress concerns and student dissatisfaction, the Head of Department is the highest authority and is the last port of call in the Department.
Study Skills Advisor/DDLO officer	Any Academic Concerns, writing concerns etc

Study Skills Officer

We are fortunate to have a designated Study Skills Officer, Dr Theresa Crowley. If you would like some support with your academic writing, appointments can be arranged simply by signing up on a weekly timetable (term-time only) which is found on Dr Crowley's office door (although some students may be referred by their supervisor).

Supervisor

You will have had a supervisor appointed to you at the admissions process. You are expected to have regular contact with your supervisor during your studies and they should be the first port of call for any concerns/problems.

Research Students' Progress Committee (RSPC)

The RSPC is made up of senior members of academic staff and is chaired by the Graduate Director, PGR. It "reviews the progress of every student through to the award of a degree, withdrawal or failure, on the basis of the reports from the supervisory board, including the written report from the student. Where no supervisory board has taken place, for instance because a student is carrying out research abroad, the supervisor and the student must each submit a progress report. A decision/recommendation for discontinuation, downgrading or upgrading or to confirm PhD status or change to MPhil, to permit entry into completion, or to extend the minimum period can only be made by the RSPC."

<http://www.essex.ac.uk/academic/docs/regs/prdcode.shtm#7>

Graduate Director, PGR

The Graduate Director, Professor. David Howarth, has overall responsibility for the monitoring of student progress.

Head of the Department

All students have the right to see the Head of Department, Professor Lawrence Ezrow, on matters where they are dissatisfied. All discussions will be in strict confidence. In order to see the Head of Department, you should make an appointment with Nicola Rowley (email: nrowley). The Head of Department also welcomes communications from students who have a compliment or wish to give comments and suggestions about the Department's teaching and activities.

Peer Mentoring

The 'Ask a Postgraduate Student' scheme gives postgraduate students the opportunity to ask questions and discuss issues about living and studying as a postgraduate at Essex with current postgraduate students. The first few weeks may be the time when you have the most

questions and may benefit from the opportunity to discuss issues with a mentor. But it is also likely that you will have questions as you approach the different stages of your studies. With this online scheme, you will not be allocated a mentor. As a postgraduate student you can simply:

- contact a mentor yourself at any point during your studies
- use this page to find a mentor who will have the knowledge and experience to answer your question(s)

Benefits

The scheme has the flexibility to accommodate the different stages and challenges of postgraduate study. A mentor could support you in different ways by:

- providing practical information about living in Colchester and on campus
- giving you an insight into postgraduate study and what will be expected of you at each stage of your studies
- discussing issues in the first few weeks of your studies
- discussing issues that are particularly relevant to your department
- talking about the particular demands of your stage of study e.g. writing your Masters dissertation, preparing for supervisory boards, moving into your completion year
- advising you about other services that are available to support your studies

Contact a mentor

[Meet our mentors and ask a question](#)

2.6 Details of How the Department Will Communicate With Students

How the Department will communicate with you

This might seem obvious, but we just wanted make clear how we will get information to you.

Email: This is the preferred method of communication; please check your email regularly, that is, at least once a day.

Post: The University will occasionally send formal communications by post. This includes your degree confirmation and other important information, so please ensure that your address is kept up to date via your myEssex account.

We also put some notices on our website and Social Media pages.

How You Should Communicate with the Department

Academic and administrative staff have office hours designated for helping students during term time. These are posted on office doors. [Please be respectful of office hours](#). Email is the best way for you to communicate with staff, especially outside of office hours.

Why it is Important For You to Keep in Contact With Us

PGR Students are able to be much more flexible about how much time they spend on campus. PGR students also spend time at conferences and doing research abroad. It is important that your supervisor, and the admin office if you are Tier 4, knows where you are and how you are getting on. This is especially important during the completion year. A lack of contact may constitute reasonable grounds for withdrawing a student from the University.

Tier 4 students are required to check in with the Administrative office every month. It is a really quick visit, in office hours, where you'll just need to pop in and sign so that we can verify you are on Campus.

As you come to the end of your Completion year, it is important for you to start using a personal email address for your external activities outside the University. The University is no longer granting extensions to email accounts after your registration period runs out.

We realise that sometimes life does not go according to plan. If you are experiencing difficulties, please do not feel you have to keep them to yourself. Please talk to us and we, or another University member of staff or group, will help you get through any issues that may arise. If we don't know, we can't help.

2.7 Information on Funding and Grants

ESRC DTC Studentships

The University of Essex's Economic and Social Research Council (ESRC) accredited Doctoral Training Centre (DTC) is located at the heart of an acknowledged and well connected centre of excellence in UK and international social science. It offers excellent training opportunities and a highly stimulating research environment to postgraduate students, researchers, professionals, practitioners and users. The ESRC offers financial support for postgraduate training.

The ESRC DTC Studentships are highly competitive and only available to new students. Students must have an offer of admission onto the programme before being eligible to apply for the ESRC Studentship. The doctoral pathway is a route to postgraduate study, either:

1+3 - Students undertaking an ESRC 1+3 must complete a Masters course with an overall mark of 65. They can only progress to their PhD if they have achieved this mark for their Masters. Students will be expected to participate in the First Year Defence and pass it.

+3 - Students undertaking an ESRC +3 will embark on their research straight away.

More Information can be found here: <http://www.essex.ac.uk/dtc/>

The University of Essex Social Science Doctoral Scholarship

The University of Essex Social Science Doctoral Scholarship is available to support talented PhD students who are looking to study within the Faculty of Social Sciences. The scholarship is available to all new students (Home, EU and Overseas) applying for PGR study and is made up of the following awards:

- a fee waiver equal to the Home/EU fee (international students will need to pay the balance of their fees)
- living costs of up to £12,000 per year. Comprising a stipend of £8,000 per year and a Graduate Teaching or Research Assistantship worth £4,000 in years two and three
- a training bursary of £250 per year
- [Proficio](#) funding, which can be used to 'buy' advanced skills training

More information can be found here:

http://www.essex.ac.uk/studentfinance/pg/university_support/scholarships.aspx

Alternative Scholarships

There are plenty of other Postgraduate Scholarships available; more information about other scholarships can be found using the Scholarship Finder here:

http://www.essex.ac.uk/studentfinance/scholarships/scholarship_finder.aspx

Section 2: Academic Matters

3.0 Learning and Teaching

3.1 Routes to a PhD offered by the Department of Government

The Department of Government currently offers two routes to a PhD: the standard Doctor of Philosophy PhD and the PhP (Doctoral Programme).

Doctor of Philosophy (PhD)

“If you hold the necessary qualifications to embark upon the PhD, the normal minimum period of registration is three years of full-time study. A significant amount of training in professional and research skills is available to all students registered for a PhD.”

If you embark on this route you will immediately focus on your research. Your supervisor may ask you to build up your subject knowledge by enrolling on a Graduate level module where you will do the coursework and take the exam. The results will not count towards your final degree.

We take PhD students in October, January and April.

PhP (Doctoral Programme)

“This three-year programme combines specialist training with preparation and submission of a thesis, where the first year requires you to take a number of taught subject-specific modules, which may correspond to the taught elements of a Masters degree. After the first year, you continue with your supervised research and continue to receive training in professional and research skills and attend graduate research workshops.”

If you embark on this route, you will be required to take modules specific to your subject area in the first year. For example, if you enrol on the PhP in Ideology and Discourse Analysis you will take GV988 Ideology & Political Discourse. You may also be required to take other IDA specific modules. You will be expected to start work on your Thesis with immediate effect; the PhP is expected to be complete within 3-4 years as per the standard PhD.

We take PhP students only in October.

3.2 What The Department Expects From Its Students And What Students Can Expect From The Department

We strongly believe that your success as a student is a team effort. We will do all in our power to help you achieve your PhD degree and we expect you to do the same. We will give you the tools and skills, but you have to use them and do the things that we require of you.

What you can expect from the Department

- ❖ Supervision which is clear and concise.
- ❖ A friendly and professional environment
- ❖ Termly SSLC meetings for you to have your say.
- ❖ Facilities
- ❖ Events
- ❖ Help and Assistance where needed

What the Department expects from you

- ❖ That you hold regular meetings with your Supervisor.

- ❖ Hold your supervisory boards on time so that you may submit your board report by the deadline.
- ❖ If you are a Tier 4 student you must check in monthly to the Graduate Office to sign off an attendance sheet.
- ❖ Compliance with the Universities code of conduct:
<http://www.essex.ac.uk/about/governance/regulations/code-conduct.aspx>

What to expect from your course of study:

The First Year in detail

First Year Defence (FYD)

Towards the end of January in your first year of study you will be asked to submit and defend an extended version of the initial research proposal you wrote as part of the application process. We do this by way of a Poster Session, which is fun and interesting and provides you with the opportunity to get good face-to-face feedback. This applies whether or not you have an extensive coursework load in your first year, and whether you are an October or January starter, although your workload and registration date will be taken into consideration. The First Year Defence panel consists of members of faculty who will consider your revised proposal. Date: Friday 30th January 2017.

Your proposal should clearly set out, and you should prepare to answer questions about:

- your research question or questions;
- the theoretical approach you intend to use and how it relates to the literature;
- how you intend to go about answering your research question (including considerations of data availability and data-analytic strategy where appropriate);
- what criteria you will use to judge whether you have answered your research question;
- a draft chapter plan and timetable for completing chapters. The panel will give comments and feedback to students

If you prepare well and follow the advice of your supervisor, the FYD can be a positive experience, helping you to make better progress. However, we must point out that if your proposal is deemed unsatisfactory by the FYD panel, you will be asked to re-work it for resubmission at a further date in your First Year (This will be confirmed in the event of such a situation). If it is still unsatisfactory, the panel may recommend to the RSPC that you be downgraded to an MPhil award only or your studies be discontinued at the end of the first year.

The Department will monitor you carefully in the first year. PhP students taking modules will have to have completed and passed the modules they are enrolled on. All students should have passed the FYD and have a comprehensive literature review. We also encourage you to participate in the Colloquium. Please also take advantage of events and programmes offered by the University.

The Second Year in More Detail

Confirmation of PhD Status

The first Supervisory Board of your second year is an important one. It is also known as your 'Confirmation' Board. All new students are registered as MPhil/PhD students and the 'Confirmation' Board reviews your progress to date to confirm whether or not your work is of PhD standard.

The Confirmation Board will apply four criteria:

1. You have met the progress guidelines for the first year, producing at a minimum a fully revised PhD Proposal and research plan and a draft of a literature review;
2. Your research proposal has been successfully defended at the First Year Defence in June of the first year of your period of study;
3. Your Supervisory Board agrees that the PhD proposed is likely to result in a thesis meeting the requirement for a PhD set out in the Higher Degree Regulations.
4. The research timetable is likely to lead to the PhD being submitted by the end of the completion year.

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

- Confirm PhD Status
- Defer a decision to the next Supervisory Board
- Downgrade to MPhil
- Discontinuation

Once the RSPC make their recommendation to the Dean, you will be sent an email indication that your formal registration status has been changed to PhD instead of MPhil.

We strongly encourage you to participate in the Colloquium in your second year and take advantage of University training programmes. You can refer to Proficio for more information on Training offered by the University.

The Third Year in More Detail

Completion Year Eligibility

In the third year you should be working towards having a complete draft of your thesis. You should be finishing your research, chapters and any other outstanding work. As you approach the end of your minimum period, your Supervisory Board will recommend to the RSPC whether you should be allowed to enter your Completion year. To be eligible to enter Completion, you are expected to submit a draft of all your substantive chapters/papers minus the introduction and conclusion via the Online Coursework Submission (OCS) system. The RSPC will make its recommendations to the Graduate School based on your May/June Supervisory Board Report and the state of your draft thesis. You will be notified by the Graduate School if you are eligible to enter Completion.

The Department will notify the Dean of the Graduate School of your suitability to enter completion. You will then be notified of the outcome by the Graduate School and told the details of registering for the Completion Year.

Please note: you will not be allowed to enter Completion if you have not presented at the Colloquium, so please make every effort to do so in your third year if you have not done so already.

Extension to Minimum Period

It is important that you work with your supervisor to create a realistic timetable of work so that you are not rushing when the end of your minimum period is in sight. If your Supervisory Board feel that you need more time in your minimum period, they will recommend to the RSPC that you will need an extension. Extensions will only be granted in exceptional circumstances and on unanticipated grounds. As part of your Board Report, you will need to explain the reason for the recommendation including the following information:

1. Statement on the current state of research
2. A statement of the current state of the thesis (e.g. only 2 out of 8 chapters in draft and read by Supervisor)

3. Detailed timetable of when outstanding work will be completed.

PLEASE NOTE: This information MUST be submitted at the same time as the Supervisory Board Report and must be agreed by your Supervisor.

Extensions to your minimum period can only be granted by the Dean of the Graduate School. Please be aware that even if the Department supports an extension application this does not mean that the Dean will. It is therefore important that you continue to work hard on your thesis until the Dean makes a decision.

The Completion Year in More Detail

Completion Year Timetable

As part of your final supervisory board, you will be required to agree a timetable of work for the completion year. You should consider time needed to send your thesis to an internal reader and to make any revisions. This timetable should be sent as part of your supervisory board report. PLEASE NOTE: It is essential that you keep in regular communication with your supervisor during your completion year. It will help you stay focused and motivated.

The advised basic schedule (this is based on October starters):

- October - prepare your personalised write-up timetable with the view of submitting your thesis to an internal reader and then for examination
- By April - your thesis should be going to an internal reader identified by your supervisor. This allows at least two months for you to work on the comments with your supervisor. The internal reader needs to be aware of when you wish to submit
- August - the Approval of Thesis Title Form needs to be completed and submitted to the Graduate Office. This form must be done two months prior to your intended submission date. You will need to indicate this date on the form. The Approval of Thesis Form can be found on Moodle
- October - your thesis must be submitted by the last registration date of your Completion year. Extensions of up to two weeks may be sought from Laura Ruddick, Senior Postgraduate Research Education Manager but only under EXTREME circumstances. If you are later than this, you will have to pay a term's fees.

If you face extenuating circumstances towards the end of your Completion year, you should consult with your supervisor whether you need to apply to go into Further Completion. This should be applied for at least ONE month before the end of your Completion year. You will need to submit to the Graduate Office the following information:

1. Number of chapters in draft (e.g. 4/7)
2. Reason for request
3. Detailed timetable of when outstanding work will be completed.
4. Expected date of submission

The RSPC will make a recommendation to the Dean of the Graduate School if it deems your reasons acceptable. Please be aware that even if the Department supports an extension application that does not mean that the Dean will. It is therefore important that you continue to work hard on your thesis until the Dean makes a decision.

YOU MUST STILL SUBMIT SUPERVISORY BOARD REPORTS IN YOUR COMPLETION YEAR!

Contrary to popular belief, you are still required to hold board meetings in your Completion Year. You are required to submit a progress report on the status of your thesis by Friday 2nd December 2016 and also by Friday 9 June 2017 for the RSPC to review.

3.3 Moodle, ORB and FASer

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

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

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

3.4 Registration, Absence and Intermitting, and Maximum Period of Study

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

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

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

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

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

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

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

Maximum and Minimum periods of study from 2008-09

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

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

3.5 Supervision

Supervisor	Your Supervisor is expected to have considerable experience of relevant research problems, in order to offer you detailed advice. Supervisors are there to offer research guidance, feedback on written work and oral presentations, help you to identify any training needs, advise you on your progress, encourage you to consider your employability, help you prepare for your examination and be reasonably accessible to students during term time. You are required to be in contact with your supervisor via phone, email or face-to-face communication <u>at least once a month and this is your responsibility.</u>
Supervisory Board	The purpose of the Supervisory Board is to provide the student with a wider range of advice on their research and to provide an opportunity to consider your progress. Supervisory Boards are normally made up of your supervisor and one or two other members of staff. An academic who is not involved with your supervision will act as Chair. You and your supervisor will discuss the most appropriate academics to sit on your Board. Once they have been appointed please inform the Graduate Administrator. The Department requires that Supervisory Boards take place <u>twice a year during key periods: Nov/December and May/June.</u> This is a <u>minimum requirement</u> ; there is nothing to prevent you having more Boards in a year if you and your Supervisor believe it to be beneficial. Part-time students are required to have one Board a year. Students are responsible for arranging the Boards. See below for information about the Supervisory Board Report. In preparation of your Supervisory Board you should complete the tasks assigned to you in the previous meeting.
Research Students Progress Committee (RSPC)	The RSPC consists of members of staff, including the Graduate Director, who are responsible for monitoring each student's progress and reporting the activities of the PGR programme to the Dean of the Graduate School. Decisions are made on the basis of the Supervisory Board Report, <u>so it is very important that Supervisory Board Reports are submitted on time.</u> The Department's RSPC meets three times a year, after every board submission deadline. This is why it is important to stick to the deadlines communicated to you. The RSPC also makes downgrade/ withdrawal/confirmation of PhD status recommendations to the Dean of the Research Registry Team. Any student wishing to apply for an intermission/extension to minimum period must do so through the RSPC.

Supervisory Board Reports

The RSPC makes its recommendations based on the Supervisory Board Report. It is your responsibility to take careful minutes of the Supervisory Board and write up those minutes. The Supervisory Board Report should be shown to your supervisor and should be agreed by them before being submitted ahead of the deadline. The Supervisory Board Report should be submitted via the FASer system.

Deadlines:

AU: Friday 2nd December 2016 by 09:45am via FASer

SP: Friday 24th March 2017 by 09:45am via FASer

SU: Friday 9th June 2017 by 09:45am via FASer

The RSPC will take place shortly after these deadlines, so please make sure you have submitted your Reports on time

All Supervisory Board Report Forms can be found on Moodle.

3.6 PGR Milestones

Once confirmed, the PGR Milestones will be published on the Departments website.

3.7 Summary Of How The Department Offers An Inclusive Learning Experience, Ensures The Quality Of Opportunities And Responds To The Diverse Needs Of Students

3.7.1 Information for disabled students

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

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

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

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

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

3.7.2 Information for international students

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

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

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

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.

3.7.3 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

3.8 Student Assessment of Modules, Teaching and Student Surveys And Course Representation

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

You can do this in a number of ways:

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

Student Representation

Student Representation is important to the University and the Department of Government. We are keen to hear the views of the student body and try, wherever possible and appropriate, to use your opinions to effect changes to improve your experience. Being a PGR Student Representative is an opportunity for your own personal growth and will look impressive on your curriculum vitae. It is a role that the Department is keen to develop; we want to involve our Student Representatives in as many of our Departmental activities as possible and yes, that does include the planning of any social events!

What is the role of the PGR Student Representative?

- ❖ To attend and participate in the main forum for discussion: the Student/Staff Liaison Committee (SSLC). The SSLC meets three times a year, once in the Autumn term, once in the Spring term and once in the Summer term. This is your opportunity to represent the views of all students on all matters related to academic study at the University regardless of personal beliefs and/or opinions;
- ❖ To attend the Departmental meetings and represent PGR students;
- ❖ To engage with other PGR students by making yourself known to them, encouraging their feedback and participation in student matters, and to be an available point of contact for students. Informally and formally consulting and reporting back to students;
- ❖ To play an integral part in the decision making process regarding matters which fall within the remit of the SSLC;
- ❖ To respect staff and student confidentiality where appropriate;
- ❖ To be involved in event planning as and when appropriate;
- ❖ To ensure the student perspective is considered in all decisions;
- ❖ To liaise with other student representatives, and Students' Union representatives on issues affecting students;
- ❖ To attend training and feedback sessions;
- ❖ To improve, defend and maintain the academic well-being of students;
- ❖ To promote Equal Opportunities;
- ❖ To prepare a report to be handed on to succeeding student representative.

I am interested in being a PGR Student Representative. How do I sign up?

Please get in touch with Alex West (Email: awestb@essex.ac.uk) who will confirm the process and make arrangements for Rep training

What is the SSLC?

The SSLC provides a forum for representatives of both students and academic staff to discuss problems that arise in the Department: policy, improvements and so on. It is an important committee. We hold three meetings a year but will arrange more if the need arises.

Any student is entitled to suggest a topic for discussion either individually or through the PGR Student Representative for their year group. The minutes of the SSLC will be available on the Departmental website.

STUDENT REPRESENTATIVES

Is helping to make the Department of Government a community an important part of your student experience?

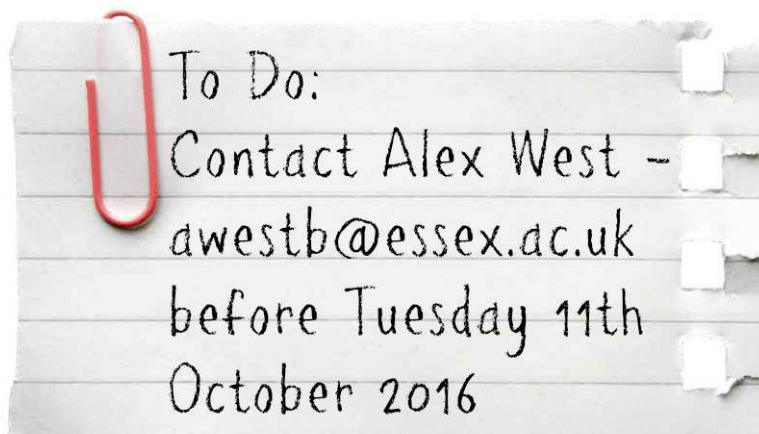
Y N

WE ARE LOOKING FOR PEOPLE WHO ARE ENTHUSIASTIC AND COMMITTED TO BEING PGR REPS FOR 2016/17

Are you:

- * Interested in student politics? ✓
- * Keen to be involved in planning events? ✓
- * Looking to add skills to your CV? ✓
- * Able to represent the views of others, even if you don't share them? ✓
- * Interested in being the voice of the PGR population? ✓

WE WANT YOU!



3.9 Library Services

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

libwww.essex.ac.uk/

4 Research and Skills training

4.1 Proficio

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

4.2 Department Specific Training Events

In your first year you will take GV994, which is a Professional Development Seminar run by our Academic staff aimed toward helping you with every aspect of your PhD, from research Design to finding a job. This is a timetabled event and is compulsory, the Module outline can be found via the Module Directory online:

<https://www.essex.ac.uk/modules/Default.aspx?coursecode=GV994&level=8&period=FY&campus=CO&year=16>

4.3 Details Of Any Departmental Support Or Funding For Attending Conferences

DEPARTMENTAL POLICY:

Application process

Government PhD students are eligible to apply to the PhD Conference/Training Fund. Applications are accepted on a rolling basis. There are two funding rounds during the year: the deadline for the first round is 30th November 2016 (or earlier if the fund is fully allocated by then) and the deadline for the second round is 31st March 2017. Applicants who are unsuccessful during the first round may apply for the second round of funding.

Not all applicants will be successful. If a PhD student is successfully awarded a grant in the first round, they may not apply for a second grant in 2016-17.

Applications must be signed by your PhD Supervisor and then submitted to the Departmental Manager.

Applications are considered by the PGR Director and the Director of Finance.

Grant sizes

The maximum grant sizes available are £800 for an international conference, £500 for an EU conference, £500 for a training course.

Payment of claims

Claims against conference costs are only paid when a paper is presented. A copy of the abstract and evidence of acceptance from the conference organisers must be included with your application. Payment will only be made after the conference/training course has taken place and all receipts are presented.

Expenses covered

Expenses will be reimbursed in-line with the University's Expenses Guidance, which will be circulated as part of the application process. The Department reserves the right to not to authorise claims that fall outside of University policy.

Travel insurance

Please visit <http://www.essex.ac.uk/ohsas/overseastravel/default.htm> for information on how to obtain travel insurance.

5.0 Assessment

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

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

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

5.2 Extenuating Circumstances, withdrawing and intermitting

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

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

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

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

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

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

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

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

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

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

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

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

5.3 Re-marking of coursework (if relevant)

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy/default.asp You will need to complete a form and be aware that marks can go down as well as up.

5.4 Your viva and your examiners

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

5.5 Appeals, complaints, and fitness to practise

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

You should read carefully the Appeals Procedure against a progress decision – postgraduate research students at:

www.essex.ac.uk/about/governance/policies/research-progress-appeals

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

You should read carefully the Appeals Procedure against an examination decision – postgraduate research students (thesis) at:

www.essex.ac.uk/about/governance/policies/research-progress-appeals.aspx#thesis

Professional doctorate students may appeal against the recommendation of a Research Students' Progress Committee that they be discontinued or downgraded **within two weeks** of receiving notification of the recommendation. You should read carefully the Appeals Procedure for professional doctorate students at

www.essex.ac.uk/about/governance/policies/research-progress-appeals.aspx#doctoral

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

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

Fitness to practise is only applicable to students on certain professional courses (such as nursing or social work) at:

www.essex.ac.uk/about/governance/documents/policies/procedures-fitness-to-practise.pdf
If this applies to you, you will have been told by your department.

5.6 Academic Offences Procedure

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

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

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

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

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

5.7 Ethics

All research involving human participants, whether undertaken by the University's staff or students, must undergo an ethics review by an appropriate body and ethical approval must be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here -

<http://www.essex.ac.uk/reo/governance/human.aspx> - along with the University Ethical Approval application form.

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

6. Referencing and Good Academic Practice

6.1 Statement On Why Good Academic Practice Is Part Of Scholarship And Why It Is Important At Essex

Scholarships are awarded for each year of study during the standard minimum period of enrolment for your degree, subject to satisfactory progress and good academic practice during your time at the University of Essex.

6.2 Information About Where To Seek Guidance On Referencing, Including Links To The Relevant Referencing Scheme And Details Of Any Support Sessions

Respecting authorship through good academic practice is one of the key values of higher education in the UK.

The University takes academic offences very seriously. You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully.

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

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

Remember, if you have any questions about referencing you can ask our academic staff, specifically Dr Theresa Crowley who is our departmental Student Advisor via email on crowtx@essex.ac.uk or at her office in room 5A.318. Dr Crowley can offer advice on referencing as well as other academic matters. You can also seek referencing advice from staff in the Talent Development Centre.

6.3 Information relating to the University's procedure on academic offences

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

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

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

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

6.4 Department Style Guide

Students are advised not to submit their thesis for examination until their supervisor has had time to read and comment on the final version, and has made final recommendations.

So you have spent the last three or four years of your life on your thesis. It has been to the internal reader, you have made the corrections, you are now ready to submit and kick start the examination process in earnest. What next? The following notes have been prepared in consultation with the University Librarian with regards to how to present and submit a thesis from initial presentation to the final submission.

Paper

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

Page Layout

- Candidates may print on both sides of the paper (double-sided printing) with double spacing for everything except quotations, footnotes, captions to plates etc.
- Where double-sided printing is used, both the left hand and right hand margins must be at least 3.2cm (this is the binding margin).
- Where single-sided printing is used, only the left hand margin must be at least 3.2cm (this is the binding margin). It is desirable to leave about 1.3cm at the outer edge of the page.
- When photographs are mounted the binding margin must be increased to 3.8cm.
- It is desirable to leave 2.5cm margins at top and bottom of the page.
- The best position for the page number is at the top right 1.3cm below the top edge.

Photographs

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

Plate captions and margins

Plate upright - Caption at bottom, plate number immediately above.

Plate sideways - Caption at right-hand side with plate number above it.

If the plate is to face the text, binding margin must be at the right-hand edge but if the plate is to face blank formatting of previous page then the binding margin must be at the left.

Graphs, diagrams, computer printout etc.

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

Word Length

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

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

Appendices

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

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

Regulations

Please read very carefully the University's Higher Degree Regulations at:

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

NB: Regulations applying for the degree of MPhil shall also apply to the degree of MD and regulations applying to the degree of PhD shall also apply to the degree of Professional Doctorate, excluding word length.

Submission – Final Bound Copy

Once the examination process is completed, the Registry will contact you to advise when you can submit your final bound copies to the Library. Your award letter, and certificate, will not be issued until you have provided a copy of your thesis to the library.

Binding

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

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

ESSEX
PhD (or MPhil)
(Year of Conferment)

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

Library regulations

You should also be aware of the University Library regulations and in particular the following:

1. One copy of the thesis or dissertation of a successful candidate for the degree will be retained in the University Library and will become the property of the University.

2. The author shall empower the Librarian to allow the thesis to be copied in whole or in part without further reference to the author on the understanding that such authority may be given in respect of single copies made for study purposes and will be subject to normal conditions of acknowledgement.
3. Theses shall be available in the Library for reference except where permission to consult a thesis has been withheld at the special request of the author for a period not exceeding five years agreed with the University. (Candidates wishing to withhold such permission must do so in writing to the Librarian at the time of submitting their thesis).
4. Theses may be lent to an approved library for consultation in that library on receipt of an application from the Librarian.
5. The University may publish the title and summary of the thesis in any way it sees fit and may authorise others to do so.
6. The University sends abstracts of theses to ASLIB for publication in their annual index and to University Microfilms International for publication in Dissertation Abstracts International - Section C.

6.5 Proofreading Policy

The University policy and guidance on proofreading is available at this link:
<http://www.essex.ac.uk/proofreading/>

6.6 Information About Being Published

You can discuss this with any of the Academic Staff.

6.7 Information Relating To Intellectual Property Rights

If you are a student at the University, then by default all the rights in work you produce as a student belong to you. This covers written works, artistic works, and recordings. Written works include computer programs, tables and so forth, as well as more obviously 'literary' writings. In particular, you own the intellectual property rights in any Masters or PhD thesis you produce at the University.

There may be exceptions to this rule if your work has been sponsored by a commercial organisation. In such cases the University's Research and Enterprise Office helps draw up a contractual agreement with the commercial organisation concerned which will cover any special intellectual property provisions.

In the course of your student work you may produce an invention, or part of an invention, which could be commercially exploited. The intellectual property in such an invention belongs to you. However commercial exploitation is difficult and costly to achieve. The University would seek to reach an agreement with you to assist you in exploitation and share the benefits.

When you submit a postgraduate research thesis to the University, both the Library and your department have the right to keep a copy. The Library regulations summarise how the University will preserve your rights while providing for academic access to your thesis.

You can find the University Regulations governing intellectual property rights under Regulations relating to Academic Affairs, Higher Degree Regulations and Procedures, and Library Regulations.

You can find information on respecting other people's intellectual property rights on the University's IPR web pages.

Section Three: You Matter

7.0 Practicalities: Getting started and IT matters

7.1 Registration, enrolling and transcripts

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

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

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

7.2 Find Your Way and room numbering system

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

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

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

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

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

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

7.3 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.

7.4 Tier 4 information

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

7.5 On-campus facilities

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

7.6 Graduation

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

8. Skills, Employability and Experience

8.1 Employability And Careers Centre

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

www.essex.ac.uk/careers

8.2 Learning Languages at Essex

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

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

8.3 Talent Development Centre

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

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

8.4 Career Hub

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

www.essex.ac.uk/welcome/careerhub

8.5 Frontrunners

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

8.6 Student Ambassadors

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

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

8.7 Volunteering

There are plenty of opportunities to **volunteer** during your time at Essex. 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.ac.uk/vteam

8.8 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

8.9 Essex Interns

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

www.essex.ac.uk/careers/internships

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

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

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

Colchester email: askthehub@essex.ac.uk

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

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/>

9.2 Harassment advisory network, dignity and respect

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

www.essex.ac.uk/equality

www.essex.ac.uk/equality/harassment

www.essex.ac.uk/students/new

9.3 Faith groups

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

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

9.4 Nightline

Established at Essex in 1970, Nightline is a friendly help and support service run by students, for students. We 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

9.5 Health and safety on campus

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

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

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

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

www.essexstudent.com/services/safety_bus

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

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

9.6 Residence Life

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

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

9.7 Health Centre

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

www.rowhedgesurgery.co.uk

www.nhs.uk

9.8 Students' Union Advice Centre

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

www.essex.su/advice

suadvice@essex.ac.uk

01206 874034

9.9 University Privacy Statement

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

www.essex.ac.uk/site/privacy_policy

www.essex.ac.uk/records_management/request

Section 4: Essex Matters

10. The Essex Experience

10.1 The Essex Student Charter

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

10.2 Freedom of speech policy and the Code of Conduct

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

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

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

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

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

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

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

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

www.facebook.com/uniofessex/

https://twitter.com/Uni_of_Essex

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

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

10.4 Students' Union

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

Say hello at essex.su

10.5 Alumni

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

alumni.essex.ac.uk/home