

**Your studies**

# **STUDENT HANDBOOK**

# **DEPARTMENT OF**

# **GOVERNMENT**

**Postgraduate taught student handbook**

**2016–2017**



University of Essex

## About your Student Handbook

This handbook has been designed to give you essential information about your Department and the University.

Other sources of information are available to help you, and are at [www.essex.ac.uk/myessex](http://www.essex.ac.uk/myessex). Our friendly departmental staff are here to help and you can find their contact details in this handbook.

Remember that at Essex, we don't separate our students and academic staff, or our professional services staff from our alumni. Everyone is a member of our community for life. Our three uniquely intimate campuses encourage an inter-weaving of people, ideas and disciplines. We celebrate diversity and challenge inequality. Whatever your background, race or sexual orientation, you are part of a vibrant community that lives, learns and plays together.

## Section 1 Introduction

### 1. Welcome to the Department of Government!

We are very pleased that you have chosen to study in the Department of Government for a Masters degree. We look forward to getting to know you over the next few months.

This handbook is your guide to postgraduate taught (PGT) study in the Department of Government. It covers all the important procedures and policies and so, if you keep it to hand, you will be able quickly to find the answers to most if not all of your questions.

Of course things do change and it may be necessary to update some aspects of the information you can find here. We will let you know directly about anything that might affect the progress of your studies but there are other places to look for more information: the Department's website ([www.essex.ac.uk/government](http://www.essex.ac.uk/government)), the Course Materials Repository (CMR) (<http://courses.essex.ac.uk/gv/default.aspx>) which has additional material relevant to each of your modules, and there is a PGT Moodle course area. If you still cannot find the answer to your question you can always talk to Alex West, our Graduate Administrator.

This will be a year of hard work. We have high standards and the various deadlines come thick and fast. However, it also has the potential to be an exhilarating year in a stimulating working environment. The Department of Government is a lively community with a lot of things going on. There is the Departmental Seminar, held every Tuesday, to which we invite colleagues and practitioners from inside and outside the University to report on their research in progress. The thriving Politics Society organises numerous speakers, debates and social events. Those seeking intellectual discussion, coffee, or refuge from the weather can find it in the Department Common Room, a social setting for students and staff alike. These and other opportunities are all part of making the most of your time here.

May we wish you every success in your studies!

Professor Lawrence Ezrow  
Head of Department

Dr Tom Parr  
Graduate Director, PGT

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## 1.2 Term dates, calendar and academic week numbers

### Term Dates 2016-17

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

### Teaching Weeks 2016-17

Autumn Term		Spring Term		Summer Term	
Week	2016		2017		2017
2	10 October	16	16 January	30	24 April
3	17 October	17	23 January	31	01 May
4	24 October	18	30 January	32	08 May
5	31 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 December	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

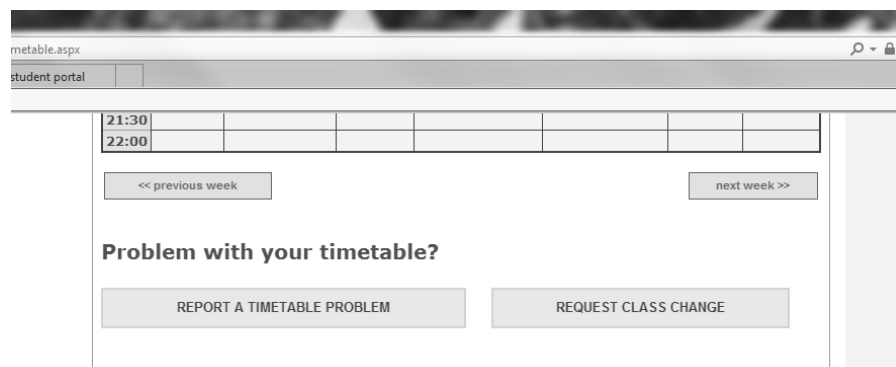
Boxing Day	Monday 26 December 2016
New Years Day	Monday 2 January 2017
Good Friday	Friday 14 April 2017
Easter Monday	Monday 17 April 2017
Early May Bank Holiday	Monday 1 May 2017
Spring Bank Holiday	Monday 29 May 2017
Summer Bank Holiday	Monday 28 August 2017

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

### 1.3 Timetables

After you have chosen your modules and they have been confirmed, you will be able to access your timetable online through myEssex. You can view your timetable at: [www.essex.ac.uk/dsh/timetables](http://www.essex.ac.uk/dsh/timetables) (you will be prompted to login using your Essex username and password). This will show you on a week-to-week basis what time your classes are and what rooms they are in (if you don't know how to find your rooms, refer to the findyourway app. <http://findyourway.essex.ac.uk/> or ask your administrator).

Once you have chosen all your modules and received confirmation, they will appear on your personal timetable. You may find that the first week of your timetable is blank if you do not have any course commitments in Welcome Week.



You may find that you have a clash of classes (e.g. one class has been scheduled to begin on the same day and at the same time as another, or there isn't enough time to get from one class to another because they overlap). Should this

happen, if you scroll down to the bottom of the timetable there are two buttons that you can use:

**Report a timetable problem** is used for just that – reporting clashes or any other problem with your timetable. This will be submitted electronically to your administrator who will be able to request your reallocation.

**Request a class change** is again used for just that. Say for example you work regular hours in the campus shop, have childcare needs or other commitments that mean you are unable to be here for a class. You would request a class change via this button and your request would be sent to the administrator, who will (if it is possible and your reason is valid) request to have you reallocated to a different time slot.

**PLEASE NOTE:** There is a deadline for changing classes and reporting timetable issues. It is not always possible to move students to a preferred time and day as class sizes are restricted.

### 1.4 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.

### 1.5 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/](http://www.essex.ac.uk/myessex/) and logging in with your campus username and password.

## 2. About the Department of Government

### 2.1 Details of academic staff/GTAs including contact details

Name	Email	Room	Tel	Notes	Academic Interests
<b>Dr Arena, Philip</b>	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.
<b>Dr Baerg, Nicole</b>	nb16230	5.422	3021	Departmental Seminar Organiser	
<b>Dr Bartle, John</b>	jbartl	5.023	3717	Education Director	Research interests in: voting behaviour; British political parties; the British judiciary.
<b>Dr Böhmelt, Tobias</b>	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.
<b>Dr Bou-Habib, Paul</b>	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.
<b>Dr Carroll, Royce</b>	r.carroll	5.306	3475		
<b>Dr Chiba, Daina</b>	dchiba	5.004	2127	Webmaster	Research Interests in: International and Civil Conflict, International Institutions, Political Methodology
<b>Dr Christensen, James</b>	James.christensen	5A.221	2195		Research Interests in: Socioeconomic justice (at both domestic and global level), Egalitarianism, and Trade Justice.
<b>Dr Crowley, Theresa</b>	crowtx	5A.318	3486		Study Skills Officer / Senior Personal Tutor/ Departmental Disability Liaison Officer
<b>Dr Dietrich, Simone</b>	ssdiet	5.419		Director, ESSEXLab	Research Interests in: International and Comparative Political Economy, Foreign Policy, Foreign Aid Effectiveness, and Development.



<b>Prof Dorussen, Han</b>	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.
<b>Dr Duell, Dominik</b>	Dominik.duell	5.423	2211	Departmental Seminar Organiser Professional Development Seminar Organiser	
<b>Prof Ezrow, Lawrence</b>	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.
<b>Dr Ezrow, Natasha</b>	nezrow	5. 027	3346	Undergraduate Education Officer	Research Interests in: Authoritarian Regimes, International Development, Third World Politics
<b>Dr Genovese, Federica</b>	Fgenov	5.425	4106		Research interests in: global politics; international cooperation; international political economy; comparative politics; environment; economic interdependence; international crises.
<b>Dr Getmansky, Anna</b>	Anna.getmansky	5.006	3504		Research Interests in: Quantitative analysis of conflict and cooperation, intrastate conflicts, democracy and war.
<b>Dr Gizelis, Ismene</b>	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.
<b>Prof Gleditsch, Kristian</b>	ksg	5. 415	2517	Research Director	Research interests in: International Conflict and Cooperation; Intrastate Conflict, Protest, and Mobilization; Mathematical and Statistical Models; Democratization.
<b>Dr Glynos, Jason</b>	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.

<b>Prof Howarth, David</b>	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.
<b>Prof Johns, Rob</b>	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
<b>Prof King, Anthony</b>	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.
<b>Dr Martin, Shane</b>	Shane.martin	5A.322	2185		Research interests in : Parliaments; Legislatures; Electoral institutions; Comparative politics; Irish politics
<b>Dr Montanaro, Laura</b>	lmonta	5.010	3980	Study Abroad Officer	Research Interests in: democratic theory, political representation, social theory, critics of liberalism.
<b>Prof Norval, Aletta</b>	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.
<b>Dr Parr, Tom</b>	tparr	5A.217	3408	Student Engagement Officer PGT Director	Research Interests in: Theories of Social Distributive Justice, Public Policy, John Rawls and Ronald Dworkin, the Job Market, Discrimination, Legal Theory, and Moral Philosophy.
<b>Dr Partheymueller, Julia</b>	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.
<b>Dr Quinn, Tom</b>	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.

<b>Dr Quiroz Flores, Alejandro</b>	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).
<b>Dr Radean, Marius</b>	mradean	5.018	2743	Recruitment Officer – PGT	Research Interests in: Democratic regime stability, Democratic processes and representation, electoral systems and political parties, political methodology.
<b>Dr Reinhardt, Gina</b>	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.
<b>Prof Sanders, David</b>	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.
<b>Prof Slapin, Jonathan</b>	jslapin	5.420	3070	Director, Essex Summer School	Research Interests in: Political institutions, legislatures, parties, European politics, European integration and quantitative methods.
<b>Prof Ward, Hugh</b>	hugh	5.020	2513	Research Leave 2016/17	Research interests in: environmental politics and political economy.
<b>Prof Whiteley, Paul</b>	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.

## GTA Contact details

Module	Name	Email
GV508	Lorena Castilla Medina	ldpcas
GV518	Farzad Vaziri	fvazir
GV591	Philip Nelson	pnelso
GV900	Wakako Maekawa	wmaeka
GV903	Farzad Vaziri	fvazir
GV906	Katariina Mustasilta	kemust

## 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 administrator for PGT matters is Alex West. For all administrative concerns from online coursework submission, enrolment on modules to dissertation progress checks and guidance about late submission of coursework, Sallyann is the person to speak to. Sallyann also keeps records of your marks and attendance so we can identify at the earliest opportunity if you are struggling. Sometimes students also find it convenient to report any personal difficulties they might be having through the administrative office. Sallyann is 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 <sup>nd</sup> /3 <sup>rd</sup> year
Becky Fray	rfray	5B.314	2737	Undergraduate Student Administrator 1 <sup>st</sup> year
Sarah Lawson	slawson	5B.320	2757	Finance Assistant

### Administrative Office 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

Please note that we are unavailable from 1-2 every day due to lunch. Please be respectful of the office hours within the Department.

## **2.3 Resources supplied or maintained by the Department**

### **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**

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 and revision groups and round table discussions etc. Please use the TV to watch Prime Minister's Question Time, the Parliament channel and Question Time. We're even happy to support you in using the Common Room for more social activities from film nights to ethnic cuisine nights. The facilities are there for you, please use them!

To book the Common Room, please contact Nicola Rowley (nrowley).

## **2.4 Location of Departmental Offices, the Common Room and Noticeboards**

You can find the Departmental offices by entering through either Square 2 (entrance 2NE) and taking the stairs up one flight. You will be on 5B, and this is where you will find the Common Room (5B.303) as well as the Administrators and the Head of Department.

Up the next flight of stairs to level 5 you will find most of the Academic and GTA/PhD offices and also the Faculty. Up one last flight of stairs to 5A you will find a few additional Academic and GTA/PhD offices.

We post important messages on our departmental notice boards, which are located in the administrative office corridor, on level 5B. 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, such as Personal Tutor and Peer Mentoring.**

### **Personal Tutor**

All undergraduate and taught postgraduate students are allocated a personal tutor. Your personal tutor will be a member of staff from your department. If you are a postgraduate research student your research supervisor will take on this role.

Your personal tutor is there to help you feel connected to your department, school or centre and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. Your personal tutor can also recommend other support services on campus that might be able to help.

You can find the name of your personal tutor by logging in to your MyEssex student portal. Click on the 'Education' tab at the top and your personal tutor will be listed under the 'Courses' section. Alternatively, you can ask your departmental administrators.

### **What support can your personal tutor provide?**

Your personal tutor can:

- answer your queries or direct you to the most appropriate source of advice
- support you with any difficulties you may experience which affect your studies or recommend other University support services that can help
- help you to make the most of the opportunities available at the University

- help you to understand your feedback from assignments and discuss your academic progress
- provide guidance and advice about choosing modules
- provide guidance on what you can do with your degree after graduating
- provide a reference for you for further academic study or employment

You can visit your personal tutor during their office hours.

## 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.](#)

## 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 scan 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:

<b>Graduate Administrator</b>	<b>Any administration needs</b>
<b>Class/Seminar Lecturer</b>	<b>First port of call for any academic concerns</b>
<b>Personal Tutor</b>	<b>Assigned point of contact in the Department</b>
<b>Graduate Director</b>	<b>Next port of call for academic problems students feel their lecturer has not been able to resolve</b>
<b>Head of Department</b>	<b>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</b>
<b>Study Skills Advisor/DDLO officer</b>	<b>Any Academic Concerns, writing concerns etc</b>

### **Study Skills Officer, Departmental Disability Liaison Officer**

Dr Theresa Crowley provides group study skills tutorials and learning support for individual students on a drop in basis or via appointment.

### **Class/Seminar Lecturer**

Your class/seminar lecturer is the person with whom you should be in regular contact. All lecturers keep office hours if you need to speak to them face-to-face. Your lecturer is the first person to approach if you need academic guidance. Lecturers are also able to help you choose appropriate reading for your chosen essay titles and can offer guidance on the proposed structure of your essay.

### **Division Managers**

All PGT courses are divided into Divisions: Comparative Politics; Political Theory; International Relations and Elections; Public Opinion and Parties. The times when you will have most contact with your division manager is at the introductory meeting during Welcome Week and when you start considering your dissertation topics at the end of the Autumn term. Division managers are also useful to speak to about your module choices, the requirements of your course and if you are thinking about changing courses.

### **Graduate Director, PGT**

The Graduate Director, , has overall responsibility for the delivery of graduate courses and for the monitoring of student progress. The Graduate Director is a useful person to speak to if you are struggling generally with academic matters. If the Department is concerned with your performance, the Graduate Director will invite you to meet with him so we can resolve any concerns and help you get back on track. The Graduate Director is also the only person who can approve coursework extensions and dissertation extensions of up to four weeks.

### **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.

## **2.6 Departmental Policy on the use of Smart Phones, Laptops and Tablets**

As a courtesy to teaching staff and fellow students you are expected to NOT receive or make phone calls, or send text messages, during lectures or seminars. You may use laptops and tablets to take notes, providing that the module lecturer is happy for you to do so and that you are not using the device in any way that will distract you or your colleagues.

## **2.7 Details of how the Department will communicate with students**

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

**Email:** This is the preferred method of communication of the Department of Government and the University. It is especially useful during the vacation periods. Please check your email regularly, that is, at least once a day!

**Letter:** The Department is taking steps to be as environmentally friendly as possible, but on occasion we may send a letter. Your final degree transcripts are also sent in the post, so please make sure that you keep your contact and home addresses up-to-date via your MyEssex student portal. It is your responsibility to make sure the information is accurate.

We also put some Departmental Community notices on our website, Facebook page and occasionally in the common room.

### **How You Should Communicate with the Department**

Academic and administrative staffs 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.**

If you are going to miss a class, please inform your class lecturer via email. You should also fill in the Absence form on MyEssex. If the problem persists, you will be asked to see the Graduate Director or the Head of Department.

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!



## **2.8 Departmental Prizes**

### **The Eric Tanenbaum Prize for Best PGT Student**

The Eric Tanenbaum Prize for Best PGT Student is awarded by the PGT Final Board of Examiners to the student with the best overall final grade. This student will have been awarded a distinction and have an outstanding dissertation mark. Where no clear highest achiever is found, the Board of Examiners may wish to bestow a joint award.

The Prize is £100 worth of book tokens which will be shared if there is more than one prize winner. The prize is awarded at the Graduation Reception in July.

### **The Ernesto Laclau Prize for Best Theoretical PGT Student**

The Ernesto Laclau Prize for Best Theoretical PGT Student is awarded by the PGT Final Board of Examiners to the student with the best overall final grade, where a mathematical element has not been taken. This student will have been awarded a distinction and have an outstanding dissertation mark. Where no clear highest achiever is found, the Board of Examiners may wish to bestow a joint award. The Prize is £100 worth of book tokens which will be shared if there is more than one prize winner. The prize is awarded at the Graduation Reception in July.

## **Section 2 ACADEMIC MATTERS**

### **3. Learning and Teaching**

#### **3.1 A Brief Statement About Learning, Teaching and Independent Study**

We aim to help students develop their capacity to think critically, analyse the meaning of key concepts in political science and their relevance and enhance their ability to apply theoretical constructs to empirical material.

We want students to learn how to make arguments, and supply evidence to support these arguments. We hope that students learn to write in an organized manner with clear writing. We aim to help students learn the proper citation methods, how to put together bibliographies and add footnotes.

We hope that students regularly attend classes and lectures and learn proper note taking skills. We hope that students learn to participate in class, become comfortable articulating and debating their thoughts and asking questions. We want students to learn how to present information and arguments succinctly and clearly.

We want students to show up on time and let the department know why and when they are absent.

## 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 Masters 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 the Department Expects From You:

- ❖ You should attend all classes/seminars. Please arrive punctually; the University operates a swipe card system to automatically monitor attendance. If you know you will be absent you should inform your lecturer and administrator BEFORE the start of the class.
- ❖ You should take a responsible and professional attitude towards the lecturer in their efforts to administer the module.
- ❖ You must do the reading prior to the class and actively participate during classes to the best of your ability and honour all commitments to make any presentations required.
- ❖ You should spend approximately 32 hours per week reading and preparing for classes and working on coursework.
- ❖ Coursework is submitted on time and in the correct way, as a Word doc.
- ❖ Coursework is clearly expressed, word-processed, double-spaced, in Arial font, font size 10, properly referenced and entirely your own work.
- ❖ You should attend any meetings requested by lecturers, course directors, the graduate director and the head of department

### What You Can Expect From The Department:

- ❖ For each module there is a clear module outline which contains readings and a week-by-week structure. Please be aware that for some class topics it may not always be possible to provide specific readings in advance but we will try our best.
- ❖ For each module, well-prepared lectures, as described in the outline, are delivered.
- ❖ For modules with assignments and tests, the marked work will be returned to students within three weeks of the submission deadline or test date or at the start of term where the deadline was the penultimate or last week of the preceding term.
- ❖ Students can expect around 100 words of feedback on coursework assignments which a) identifies strengths and weaknesses and; b) offers a broad rationale for giving the mark awarded.
- ❖ Lecturers (i.e. module supervisors, project supervisors and, where appropriate, class lecturers) will be available to see students during office hours.
- ❖ Changes to modules (the times at which they are taught, their coverage, assignment deadlines, assessment methods) will be given in class or through email.
- ❖ Students can expect their essay feedback electronically via the Online Coursework Submission system, FASER, two weeks after the essay deadline date.

## 3.3 Information about Moodle, ORB and FASER

Our **online resource bank (ORB)** stores important module materials such as reading lists and past exam papers.

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

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

[www.essex.ac.uk/e-learning/tools/faser/account/login](http://www.essex.ac.uk/e-learning/tools/faser/account/login)

[www.essex.ac.uk/it/elearning](http://www.essex.ac.uk/it/elearning)

## 3.4 Course structures and Programme Specifications

### Divisions

All PGT Courses are grouped into Divisions as below:

#### Political Economy

**Division Officer:** Dr Alejandro Quiroz Flores

**Courses:** MA / MSc Multilevel Governance; MA / MSc Political Economy; MRes Political Economy; MA / MSc Political Science.

#### IR & Conflict

**Division Officer:** Dr. Tobias Böhmelt

**Courses:** MA / MSc International Relations; MA / MSc Conflict Resolution; MRes International Relations

#### Political Theory

**Division Officer:** Prof David Howarth

**Courses:** MA Ideology and Discourse Analysis; MA Political Theory

#### Elections, Public Opinion and Parties(EPOP)

**Division Officer:** Prof. Paul Whiteley

**Courses:** MA / MSc Politics; MA / MSc Public Opinion and Political Behaviour; Graduate Diploma in Politics; MRes political Science

### Courses

When we talk about 'courses' we are referring to your degree, e.g. MA Politics. Each course has a set of Programme Specifications. These are made up of Core, Compulsory, and Optional Modules. Master students must take 180 credits in modules, of which 60 come from the Dissertation. In some instances a Special Syllabus may be requested to take Modules outside of the Department, and which do not already appear as 'outside Options' on your MyEssex account. These requests must be made via ESF before 14<sup>th</sup> October 2016.

You can access your programme specifications, and view the exit award status, via your MyEssex student portal in the MyStudy section. You can also find them by using this link: <http://www.essex.ac.uk/programmespecs/#validated>

Select the Department of Government and press 'Go'. Select your desired course. The specifications can be found under 'Course Structure'.

The rules of assessment may allow for limited condonement of fails in 'compulsory' or 'optional' modules, but 'core' modules cannot be condoned. The status of the module may be different in any exit awards which are available for the course. Exam boards will consider students' eligibility for an exit award if they fail the main award or do not complete their studies. The rules of assessment can be found here:

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

**Key**

Core            Must be taken and passed

Compulsory    Must be taken

Optional        Students can choose their modules from a designated list

**MA POLITICS**

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY OR GV991-7-FY	MA Dissertation or Project	60	Core (Opt)
02	GV900 or Government Option(s)		30	Optional
03	Government Option(s)		30	Optional
04	Government Option(s)		30	Optional
05	Government Option(s)		30	Optional

**GRADUATE DIPLOMA IN POLITICS**

No	Module Code	Title	NQF Level	Credits	Status in Award
01	GV205-5-AU OR GV207-5-AU		5	15	Core with Options
02	GV217-5-SP	Conflict Analysis	5	15	Core
03	GV250-6-AU	Principles of Social Justice	5	15	Compulsory
04	GV254-6-SP	Ethics and Public Policy	5	15	Compulsory
05	Government Option(s)		6	30	Opt
06	Government Option(s)		6	30	Opt

**MA POLITICAL SCIENCE**

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV900-7-FY *(GV903-7-FY for MSC)	Political Explanation	30	Comp(*Opt)
03	GV958-7-FY	Theory & Explanation in Political Science	30	Core
04	Government Option(s)		30	Optional
05	Government Option(s)		30	Optional

**MSC POLITICAL SCIENCE**

No	Module Code	Title	Comp Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV903-7-FY	Advanced Research Methods	30	Core
03	GV958-7-FY	Theory & Explanation in Political Science	30	Core
04	Government Option(s)		30	Optional
05	Government Option(s)		30	Optional

## MRES POLITICAL SCIENCE

### YEAR 1

No	Module Code	Title	Credits	Status in Award
01	GV900-7-FY OR GV903-7-FY		30	Comp (Opt)
02	GV958-7-FY	Theory & Explanation in Political Science	30	Core
03	Government Option(s)		30	Optional
04	Government Option(s)5		30	Optional
05	GV612-7-LV Summer School		30	Optional
06	GV613-7-LV Summer School		30	Optional

### YEAR 2

No	Module Code	Title	Credits	Status in Award
01	GV903-7-FY OR GOV OPT (1X30 OR 2X15) CREDITS		30	Comp (Opt)
02	GV914-7-FY	Research Design	30	Compulsory
03	GV915-7-SU	Applied Research Design	30	Compulsory
04	GV995-7-FY	MRes Dissertation	90	Core

## MA GLOBAL & COMPARATIVE POLITICS

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV900-7-FY*(GV903-7-FY for MSC)	Political Explanation	30	Core
03	GV958-7-FY	Theory & Explanation in Political Science	30	Core
04	GV952-7-FY	Comparative European Politics	30	Core
05	Government Option(s)		30	Opt

## MSc GLOBAL & COMPARATIVE POLITICS

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV903-7-FY	Advanced Research Methods	30	Core
03	GV958-7-FY	Theory & Explanation in Political Science	30	Comp
04	GV952-7-FY	Comparative European Politics	30	Core
05	Government Option(s)		30	Opt

## MA POLITICAL ECONOMY

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV900-7-FY *(GV903-7-FY for MSC)	Political Explanation	30	Comp (Opt)
03	GV907-7-FY	Political Economy	30	Core
04	GV958-7-FY or Government Option(s)		30	Opt
05	Government /Economics Option(s)		30	Opt

**MSC POLITICAL ECONOMY**

No	Module Code	Title	Comp Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV903-7-FY	Advanced Research Methods	30	Core
03	GV907-7-FY	Political Economy	30	Core
04	GV958-7-FY/ Government Option(s)		30	Opt
05	Government/Economics Option(s)		30	Opt

**MRES POLITICAL ECONOMY-****YEAR 1**

No	Module Code	Title	Credits	Status in Award
01	GV903-7-FY	Advanced Research Methods	30	Comp
02	GV907-7-FY	Political Economy	30	Core
03	GV958-7-FY	Theory & Explanation in Political Science	30	Comp
04	EC511-7-AU	Mathematical Methods	20	Comp
05	EC903-7-AU	Microeconomics	20	Comp
06	GV612 Summer School Options		30	Opt
07	GV613 Summer School Options		30	Opt

**YEAR 2**

No	Module Code	Title	Credits	Status in Award
01	GV914-7-FY	Research design	30	Comp
02	EC904-7-AU	Macroeconomics	20	Comp
03	Government/Economics Option(s)		20	Optional
04	GV915-7-SU	Applied Research Design	30	Comp
05	GV995-7-FY	MRes Dissertation	90	Core

**MA INTERNATIONAL RELATIONS**

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV900-7-FY *(GV903-7-FY for MSC)	Political Explanation	30	Comp(*Opt)
03	GV902-7-FY	International Relations	30	Core
04	GV958/ Government Option(s)		30	Optional
05	Government Option(s)		30	Optional

**MSC INTERNATIONAL RELATIONS**

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV902-7-FY	International Relations	30	Core
03	GV903-7-FY	Advanced Research Methods	30	Core
04	GV958-7-FY	Theory and Explanation in Political Science	30	Compulsory
05	Government Option(s)		30	Optional

**MRES INTERNATIONAL RELATIONS  
YEAR 1**

No	Module Code	Title	Credits	Status in Award
01	GV902-7-FY	Theories of International Relations	30	Core
02	GV900-7-FY*(GV903-7-FY for MSC)	Political Explanation	30	Comp(*Opt)
03	GV958-7-FY	Theory & Explanation in Political Science	30	Compulsory
04	Government Option(s)		30	Opt
05	GV612 Summer School Options		30	Opt
06	GV613 Summer School Options		30	Opt

**YEAR 2**

No	Module Code	Title	Credits	Status in Award
01	GV903-7-FY/Government Option(s)		30	Comp(Opt)
02	GV914-7-FY	Research design	30	Compulsory
03	GV915-7-SU	Applied Research Design	30	Compulsory
04	GV995-7-FY	MRes Dissertation	90	Core

**MA CONFLICT RESOLUTION**

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV906-7-FY	Conflict Resolution	30	Core
03	GV900-7-FY *(GV903-7-FY for MSC)	Political Explanation	30	Comp (*Opt)
04	Opt Module in Social Sciences		30	Optional
05	Opt Module in Government		30	Optional

**MSC CONFLICT RESOLUTION**

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV906-7-FY	Conflict Resolution	30	Core
03	GV903-7-FY	Advanced Research Methods	30	Core
04	Government Option(s)		30	Optional
05	Social Sciences Option(s)		30	Optional

**MA MULTILEVEL GOVERNANCE IN EUROPE**

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV952-7-FY	Comparative European Politics	30	Core
03	GV958-7-FY	Theory & Explanation in Political Science	30	Comp
04	GV900-7-FY*(GV903-7-FY for MSC)	Political Explanation	30	Comp (*Opt)
05	Government Option(s)		30	Opt

**MSC MULTILEVEL GOVERNANCE IN EUROPE**

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV903-7-FY	Advanced Research Methods	30	Core
03	GV952-7-FY	Comparative European Politics	30	Core
04	GV958-7-FY	Theory & Explanation in Political Science	30	Comp
05	Government Option(s)		30	Opti

**MA IDEOLOGY AND DISCOURSE ANALYSIS**

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV909-7-FY	Research Seminar in Political Theory Methods	30	Comp
03	GV958-7-FY or GOV OPT (1 X 30 OR 2 X 15)	Theory & Explanation in Political Science	30	Opt
04	GV988-7-FY	Ideology & Political Discourse	30	Core
05	GV900-7-FY/Government Option(s)		30	Opt

**MSC POLITICAL SCIENCE**

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV903-7-FY	Advanced Research Methods	30	Core
03	GV958-7-FY	Theory & Explanation in Political Science	30	Opt
04	Government Option(s)		30	Opt
05	Government Option(s)		30	Opt

**MA POLITICAL SCIENCE**

No	Module Code	Title	Comp Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV900-7-FY *(GV903-7-FY for MSC)	Political Explanation	30	Core(*Opt)
03	GV958-7-FY	Theory & Explanation in Political Science	30	Opt
04	Government Option(s)		30	Opt
05	Government Option(s)		30	Opt



**MRes POLITICAL SCIENCE  
YEAR 1**

No	Module Code	Title	Comp Credits	Status in Award
01	GV900-7-FY*(GV903-7-FY for MSC)		30	Core
02	GV958-7-FY	Theory & Explanation in Political Science	30	Opt
03	Government Option(s)		30	Opt
04	Government Option(s)		30	Opt
05	GV612 SUMMER SCHOOL OPT		30	Opt
06	GV613 SUMMER SCHOOL OPT		30	Opt

**YEAR 2**

No	Module Code	Title	Credits	Status in Award
01	GV903-7-FY OR GOV OPT		30	Comp(Opt)
02	GV914-7-FY		30	Comp
03	GV915-7-SU		30	Comp
04	GV995-7-FY		90	Core

**MA POLITICAL THEORY**

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY		60	Core
02	GV908-7-FY		30	Core
03	GV909-7-FY		30	Comp
04	GV958-7-FY or Government Option(s)		30	Opt
05	Government Option(s)X 15)		30	Opt

**MA PUBLIC OPINION & POLITICAL BEHAVIOUR**

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV917-7-FY		30	Core
03	GV900-7-FY *(GV903-7-FY for MSC)	Political Explanation	30	Comp(*Opt)
04	GV958-7-FY	Theory & Explanation in Political Science	30	Comp
05	Government Option(s)		30	Opt

**MSC PUBLIC OPINION & POLITICAL BEHAVIOUR**

No	Module Code	Title	Credits	Status in Award
01	GV993-7-FY	MA Dissertation	60	Core
02	GV903-7-FY	Advanced Research Methods	30	Core
03	GV917-7-FY		30	Core
04	GV958-7-FY	Theory & Explanation in Political Science	30	Comp
05	Government Option(s)		30	Opt

### 3.5 Changing your degree

If you want to change your course, you should talk to someone in your department first. Theresa Crowley is an invaluable source to discuss these matters with, along with your Personal Tutor, and Administrator. Normally, you would be required to make a new application for admission.

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

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

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

**Please read carefully our guidance on Tier4 and course changes here:**  
[www.essex.ac.uk/immigration/studies/changes](http://www.essex.ac.uk/immigration/studies/changes)

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

When we talk about modules, these are the components of your course, eg. GV900 Political Explanation. Modules can be core, compulsory or optional depending on your programme specification.

- ❖ Core – must be taken and must be passed;
- ❖ Compulsory – must be taken, but some condonement of fails may be possible;
- ❖ Optional – you have a choice of which module to take from a designated list. Some condonement of fails may be possible.

When choosing your modules, you are strongly advised to consult the Module Directory which can be accessed here: <http://www.essex.ac.uk/courses/Default.aspx>

Module Code	Module Title	Module Supervisor
GV517-7-AU	International Security Studies	Tobias Böhmelt
GV517-7-FY	International Security Studies	Tobias Böhmelt
GV518-7-AU	International Negotiation	Daina Chiba
GV519-7-FY	Political Parties in Britain and Europe	Tom Quinn
GV538-7-SP	Contemporary Theories of Justice	Tom Parr
GV591-7-AU	Environmental Politics	Federica Genovese
GV900-7-FY	Political Explanation	Daina Chiba
GV902-7-FY	Theories of International Relations	Phil Arena
GV903-7-FY	Advanced Research Methods	Alex Quiroz Flores
GV906-7-FY	Conflict Resolution	Han Dorussen (AU) & Ismene Gizelis (SP)
GV907-7-FY	Political Economy	Nicole Rae Baerg
GV908-7-FY	Political Theory	James Christensen and Tom Parr
GV909-7-FY	Research Seminar In Political Theory Methods	James Christensen and Tom Parr
GV914-7-FY	Research Design	Anna Getmansky
GV915-7-SU	Applied Research Design	Anna Getmansky
GV917-7-FY	Public Opinion and Political Behaviour	Paul Whiteley
GV952-7-FY	Comparative European Politics	Julia Partheymüller
GV958-7-FY	Theory and Explanation in Political Science	Jon Slapin
GV988-7-FY	Ideology and Political Discourse	David Howarth
GV991-7-FY	Project	
GV993-7-FY	Dissertation	
GV994-8-FY	Professional Development Seminar	Dominik Duell & Rob Johns
GV995-7-FY	MRes Dissertation	
GV996-7-FY	Work-Based Project	

#### Having the Correct Amount of Credits

MA and MSc students are required to take 180 credits.

MRes students are required to take 180 credits in the first year and 180 credits in the second year. These include Summer School Credits. The MRes dissertation is taken in the second year.

Please make sure that you are enrolled in enough modules. If you are having problems enrolling please see the Graduate Administrator, Alex West.

**REMEMBER:** If you take a 15 credit module, please remember that you will need to take another 15 credit module to have enough credits. Please beware of choosing 2 autumn term or spring term 15 credit modules as it will give you a significant workload in that term.

### **Module Directory and Enrolment**

The Module Directory is a useful tool that is available on the University website. You can find it here:

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

By selecting Government from the drop down list and pressing 'Go', you will be able to see all of the modules that are offered by the department. You can also set a filter to include only undergraduate, postgraduate or outside options. This gives you full access to the teaching and assessment information as well as the full module description.

### **Reading Lists**

Reading lists are available for download from ORB.

### **Enrol**

Before beginning your course, some students will be expected to select optional modules depending on their programme of study. There are lists which show which modules are available as options on different courses. Students will be able to see from the online module enrolment system (eNROL) how many modules will need to be chosen, and which list to choose them from. eNROL will also show compulsory and core modules.

Students can only choose modules from the list specified on the drop-down list in eNROL.

More information about choosing optional modules can be found here:

<http://www2.essex.ac.uk/academic/students/ug/schemes.html>

When you arrive at the University, you may request changes until the end of week 3 (Friday 21st October 2016). No changes will be considered after this date for Autumn Term modules.

If you have any problems with the online web pages, please email

[http://www.essex.ac.uk/enrol/home/home\\_phase1.asp](http://www.essex.ac.uk/enrol/home/home_phase1.asp) .



## **Master of Arts (MA) Compared to Master of Science (MSc)**

### **What is the Difference between the MA and the MSc?**

Many of our courses have an MA and MSc variant. You will be taking one or the other. But what is the difference between the two? Well, it is determined by the methods module you take – Political Explanation (GV900) for the MA and Advanced Research Methods (GV903) for the MSc. You can learn about the Methods Capability Test on the next page.

### **MSc and GV903 Core Module**

The MSc is targeted towards students who have either a strong background in statistics or, at least, a confidence in their mathematical skills. This is because a good deal of political science – particularly those types in which Essex specialises – has a strong quantitative component. As its name suggests, the Advanced Research Methods course takes students to a high standard in statistical analysis and econometrics, enabling them to understand research published in the most prestigious political science journals. It also provides an excellent preparation for students looking to do a PhD at leading political science departments in the USA and elsewhere in Europe.

In 2016/17 the GV903 Module will spend the first part concentrating on hypotheses testing, hypotheses testing using Least Squares, and some classic violations of the Gauss-Markov Conditions. The second part of the module will focus on more advanced models ubiquitous in political science.

The module places a strong emphasis on Least Squares, which is approached substantively, mathematically, and computationally. We will derive important results for Least Squares and replicate them using computer programs. The module makes extensive use of STATA, but we will also use R. Having covered Least Squares, the module focuses on more advanced models and particularly on recent political science applications. Hence, the number of readings increases in the second half of the course, as we will cover the methods and the actual applications to substantive questions. This is particularly important because students should familiarise themselves with the interpretation and presentation of empirical evidence.

### **MA and GV900 Core Module**

Political Explanation, the methods class for MA students, is demanding by the standards of such degrees in British universities – any Essex Masters student will be very well trained in quantitative political analysis. However, it is less demanding statistically than GV903 and is thus more suitable for those sure that their interest in politics will not take a quantitative turn.

In 2016/17 this module offers an introduction to the theory and practice of quantitative data analysis techniques. The goals are to provide students with the skills that are necessary to: 1) read, understand, and evaluate the academic literature, and 2) design and carry out studies that employ these techniques for testing substantive theories.

The module serves three principal purposes. The first is to ground students in the language of social science research: research questions, independent and dependent variables, hypotheses, causality, etc. Students will come across these terms relentlessly in this module, in other modules, and throughout social science. It is thus important that you are able to use them readily and correctly. The second purpose is to familiarise yourself with the types of data and the practice of data analysis in the social sciences. Students are introduced to a range of sources from which they can access quantitative data. Students will also be introduced to the computer package Stata, which is widely used by academics and practitioners for the analysis of quantitative data. The third purpose is to introduce a series of statistical techniques for the analysis of quantitative data. Some of the techniques are fairly simple, while others (especially those covered in the final weeks of the module) are advanced. The good news is that as the work becomes more challenging, the relevance of the techniques to modern social science research becomes more apparent.

### **What is the Online Methods Capability Test?**

In the weeks leading up to Registration and Welcome Week, ALL Masters Students are required to take the online Methods Capability Test. We emphasise that **this is not a pass or fail test**; it is designed to help us, and you, gauge your capabilities in methods and statistics. The results of the test will help us advise you to either take the more introductory level statistics module (GV900) and to obtain an MA or the advanced quantitative methods module (GV903) and receive an MSc. This test is simply to ensure that students are taking the module that best suits their abilities, and is NOT part of the assessment for your Masters course. The results help us to make a suggestion but the decision which module to take lies with you.

### **What do I do if I want to change from an MA to MSc or vice-versa?**

If you are registered as an MA student and decide to take GV903 and change to the MSc (and vice-versa) you must request a 'Change of Course' through the Electronic Student File (ESF). It does not happen automatically. Once this is approved, Sallyann West will be able to change your module enrolment so please pay her a visit. The deadline for doing this is the end of **Week 3 (Friday 21st October 2016)**.

### **Who does this apply to?**

It is easier to say who it does NOT apply to: This does not apply to any student enrolled on MA Politics, MA Ideology & Discourse Analysis or MA Political Theory since the Statistics based Modules are optional.

### **What do I do if I do not feel able to take either GV900 or GV903?**

We have the MA Politics, which does not require GV900 or GV903 to be taken as Core or Compulsory Modules. If you are taking the MA in Ideology and Discourse Analysis or MA Political Theory then GV900 and GV903 are Optional.

### **Who can I speak to about my concerns over these Modules?**

We strongly recommend discussing your options with the Module supervisors directly, either by email or in their office hours. In 2016/17 the Module Supervisor for GV900 is Dr Daina Chiba (Email: [dchiba@essex.ac.uk](mailto:dchiba@essex.ac.uk)), the GV903 Modules Supervisor is Dr Alex Quiroz-Flores (Email: [aquiro@essex.ac.uk](mailto:aquiro@essex.ac.uk)).

## **MRes (Master of Research)**

### **What is the MRes?**

The MRes is a 24 month programme designed to give additional training in Research Design and Research Methods. The MRes offers excellent preparation for PhD Research. You will learn how to develop theories, conduct research, and explore the empirical implications of theoretical models using the most appropriate empirical methods. From the very beginning we invite you to work on your own research, which will prepare you to study further at PhD level.

### **What is the course structure for the MRes?**

Below is a template of the programme specification for MRes. You can find the full specifications for your chosen course on Pages 15-20.

In year 1 MRes students will take 180 credits. 60 of these Credits will be in the form of Essex Summer School modules. 30 will be Political Science (GV958), 30 will be a methods-based module (GV900 or GV903), 30 will be your core course module and the remaining 30 will be optional.

In year 2 you will take a further 180 credits, this time you will have 3 compulsory modules, including either GV903 (If not taken in Year 1) or an Optional module, and two research design based modules. The remaining credits will come from your 35,000 word Dissertation, worth 90 Credits. You can view the Programme Structures for the MRes in Section 3.4

### **What is the Difference between the MRes, MA and MSc Dissertation?**

There is a difference between the credits that the MA, MSc and MRes dissertations are worth: the MA and MSc dissertations make up 60 credits. The MRes dissertation makes up 90 credits.

There is also a difference between the lengths of the dissertations: the word length for the MA and MSc is 10,000 words. The MRes dissertation should be 35,000 words in length. Aside from these matters, the other main difference between the MA, MSc and MRes dissertation is that the MRes dissertation is written during Year 2 of study, though you are still welcome to attend the Dissertation workshops and information meetings in Year 1.

### **Summer School**

MRes students do not pay extra for their Summer School modules. The Administrator for Summer School matters is Mel Sawyers. Please contact Mel directly for any queries relating to the Summer School. Email: [mels@essex.ac.uk](mailto:mels@essex.ac.uk)

### **Module Participation**

Now you are a Masters student, the pace and level of your studies will be elevated from that which you experienced for your undergraduate degree. Most of you will have acquired good study skills and habits and it is anticipated that you will be self-motivated in your studies. Our modules are designed to stimulate your academic development, and to provide up to date teaching influenced by the current research within the Department.

We expect you to actively participate in class. Student involvement is not to be underestimated. You will take from the class as much as you contribute alongside the instruction delivered by your lecturer. Don't be afraid to speak up – your point of view is as valuable as anyone else's.

### **Self-directed Learning**

You would be wise to do a substantial amount of work outside the classes and beyond the provided materials. We encourage you to use the resources the University has to offer such as the Albert Sloman Library and the various computer labs on the campus.

While some time off during University vacation periods is essential (and encouraged) please do not neglect your reading and coursework preparations.

## **3.7 Listen Again**

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

[listenagain.essex.ac.uk/](http://listenagain.essex.ac.uk/)

## **3.8 Inclusive Learning Experience**

### **3.8.1 Information for disabled students**

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

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

[www.essex.ac.uk/students/disability/academic.aspx](http://www.essex.ac.uk/students/disability/academic.aspx)

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

[www.essex.ac.uk/students/disability/funding.aspx](http://www.essex.ac.uk/students/disability/funding.aspx)

### 3.8.2 Information for international students

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

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

You can find helpful information here - [www.essex.ac.uk/students/new/international](http://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.

### 3.8.3 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](http://www.essex.ac.uk/life/students/mature)

## 3.9 Student Assessment of Modules and Teaching and Student Surveys, Student representation and Student Staff Liaison Committees

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/coursereps/](http://www.essexstudent.com/representation/coursereps/) and the University's policy here: [www.essex.ac.uk/quality/student\\_representation/student\\_rep.asp](http://www.essex.ac.uk/quality/student_representation/student_rep.asp).
3. You can find out information about Student Staff Liaison Committees here: [www.essex.ac.uk/quality/student\\_representation/sslc.asp](http://www.essex.ac.uk/quality/student_representation/sslc.asp).

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

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



programme). The surveys are run online and you will receive a link to the survey in your email.

### **Student Assessment of Module and Teaching**

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

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# STUDENT REPRESENTATIVES

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

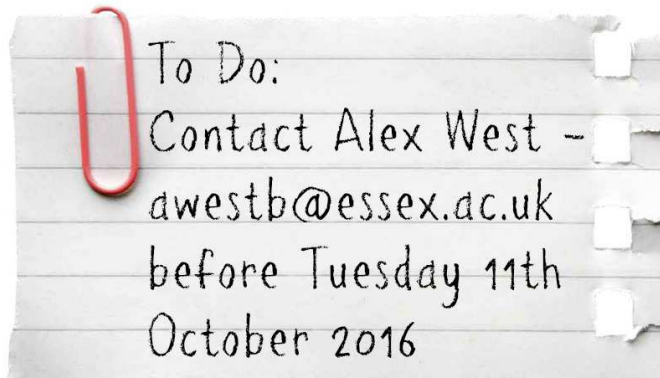
**Y N**

**WE ARE LOOKING FOR PEOPLE WHO ARE ENTHUSIASTIC AND COMMITTED TO BEING PGT 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 PGT population? ✓

## WE WANT YOU!



We are looking for an enthusiastic and committed student to be our PGT Student Representative. Why don't you sign up?

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 the PGT 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 are the Course representatives?**

We also ask for at least one nominee from each course to attend our SSLC meetings and pass on the views of their peers. This helps us to see the bigger picture and address more individual needs.

#### **What is the role of the PGT 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 PGT students;
- ❖ To engage with other PGT 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 the PGT Student Representative. How do I sign up?**

Please get in touch with Alex West (Email: [awestb@essex.ac.uk](mailto: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 PGT Student Representative. The minutes of the SSLC will be available on the Departmental website.

### **3.10 Library Services**

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

[libwww.essex.ac.uk](http://libwww.essex.ac.uk)

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

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

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

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

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

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

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

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

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

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

## 4.0 Assessment

### 4.1 Rules of Assessment and Credit Accumulation

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

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

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

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

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

You can decide if you want to **accumulate credit** by taking individual modules with the aim of achieving a postgraduate award; this is called **Modular study**. There are opportunities to achieve postgraduate awards through **credit accumulation study** in an increasing number of departments, as an alternative to standard full or part-time study. Individual modules can yield 15, 20, 30 or 40 credits depending upon which department you are studying in. Each award has a defined structure, normally consisting of a combination of core, compulsory and optional modules, and requires a specific volume of credit to be achieved:

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

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

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

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

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

## **4.2 Extenuating Circumstances, withdrawing and intermitting**

[www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx](http://www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx)

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

You need to submit your form by the deadline given here -

[www.essex.ac.uk/students/exams-and-coursework/ext-circ](http://www.essex.ac.uk/students/exams-and-coursework/ext-circ)

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

**Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence.**

**Please seek advice from the Students' Union Advice Centre**

**([www.essexstudent.com/services/advice\\_centre/](http://www.essexstudent.com/services/advice_centre/))**

**or the Student Services Hub**

**([www.essex.ac.uk/students/contact/registry](http://www.essex.ac.uk/students/contact/registry)) if you need any guidance.**

There are crucial times when extenuating circumstances are considered. Some of them have already been mentioned, but to be absolutely clear, they are detailed below:

Departmental Decision	Late Submission of Coursework	If you submit your coursework late but within the seven day grace period, and you have extenuating circumstances, you need to submit a <i>Late Submission of Coursework</i> form to the Graduate Office for the consideration of the Department's Late Submission of Coursework Committee for the chance to have your marks instated. Your extenuating circumstances should be outlined on this form and evidence (such as a doctor's note) should be attached. These extenuating circumstances are dealt with 'in-house' and once the Committee has reached a decision, the matter is finalised.	Form available on Moodle
	Extension to coursework submission requests	If you need an extension for a piece of coursework you must submit an <i>Extension Request</i> form to the Graduate Office <b>AHEAD</b> of the deadline. You must state a reason for the request and attach evidence. The Graduate Director will then consider your case and make a decision based on your extenuating circumstances.	Form available on Moodle
	Extension to dissertation submission (up to four weeks)	If you have extenuating circumstances that mean you need more time for your dissertation, you must EMAIL the Graduate Director, <b>AHEAD</b> of the deadline, and attach to the email evidence of your situation. The Graduate Director can grant anywhere up to a four-week extension.	Email Graduate Director directly
Dean's decision	Extension to dissertation submission (more than four weeks)	If you have <u>very serious</u> extenuating circumstances and require more than four weeks, you must have the approval of the Department and the Dean in advance of the deadline. You will need to submit an 'Extension to Dissertation' request via the Electronic Student File (ESF) and submit your evidence to the Graduate Office at the same time. The Dean's word is final. No decision can be made without the evidence.	Link to ESF: <a href="https://www.essex.ac.uk/esf/">https://www.essex.ac.uk/esf/</a>
PGT Board of Examiners Decision	Coursework and Examination Performance	If you believe that you experienced extenuating circumstances that meant you did not perform to the best of your ability in an exam or for a piece of coursework, or you did not submit a piece of coursework or missed an exam, you must submit an <i>Extenuating Circumstances Form</i> to the Graduate Office with evidence for the consideration of the PGT Interim Board of Examiners.	Link to form: <a href="http://www2.essex.ac.uk/academic/students/pgt/extenpg.htm">http://www2.essex.ac.uk/academic/students/pgt/extenpg.htm</a> Your form and evidence must be submitted BEFORE the Board of Examiners and no later than one week before the Board meets. "You cannot subsequently appeal against your results on the grounds of extenuating circumstances if you could reasonably have been expected to inform the Board in advance."
	Dissertation performance	If you believe that you experienced extenuating circumstances that meant you did not perform to the best of your ability for your dissertation, you must submit an <i>Extenuating Circumstances Form</i> to the Graduate Office with evidence for the consideration of the PGT Final Board of Examiners.	

## How Do I Inform the Board of Examiners?

It is **your responsibility** to inform the Board of Examiners about extenuating circumstances and to ensure the form and evidence is submitted on time. Please note: it is not the Department's/University's responsibility to request evidence; you must provide it in support of your case. Although you may have previously discussed your difficulties with staff in the Department, this does not in itself constitute the submission of extenuating circumstances.

You must include on the form details of specific coursework or exams affected by illness, personal difficulties etc. Make sure you explain the impact these circumstances had on your performance. It is **not** the role of the Board of Examiners to try to work this out or to seek further information on your behalf. Try to make your submission clear and **concise**. Remember that Boards of Examiners are trying to determine whether the circumstances are likely to have **significantly** affected your academic performance.

If you are submitting extenuating circumstances for a specific piece of coursework and/or exam you must provide evidence that corresponds directly to the dates affected.

## What circumstances are NOT taken into account?

It is not possible to list every circumstance that the Board of Examiners would not accept or take into account. However some of the more obvious examples are listed below:

- general pressure of work is not taken to be circumstances beyond your control, as you are expected to plan your work schedule;
- a short-term problem or illness which has occurred during the year and which is not be deemed to have had an overall effect on your performance;
- missing an examination because you misread the timetable or overslept;
- having more than one examination on the same day or on consecutive days (unless you were already suffering from illness or injury)

Where extenuating circumstances have affected you throughout your time at University, it is difficult to determine what your marks might have been like otherwise. In such cases, the Board of Examiners is unlikely to take any action.

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

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

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

If you decide to intermit, you will need to complete the online form at: [www.essex.ac.uk/esf/](http://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](http://www.essex.ac.uk/students/course-admin/intermission). You are strongly advised to discuss intermitting with your department.**

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

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

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

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

### **4.3 Re-marking of coursework**

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: [www.essex.ac.uk/quality/university\\_policies/examination\\_and\\_assessment/marketing\\_policy](http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy). You will need to complete a form and be aware that marks can go down as well as up.

### **4.4 Moderation, second marking policies and External Examiners**

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

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

If you are unhappy with your mark these are the steps you must follow the below:

1. You should ask your lecturer for a fuller explanation of the mark. You may be satisfied with the explanation.
2. If you are still unhappy you can ask for a second opinion. You should print a copy of the submitted essay and complete a Request for Second Mark Form, which can be found on Moodle, and submit it to the Graduate Office. The Graduate Director will arrange for a second marker.

Please pay careful attention to the following:

**\*ANY REQUESTS FOR A SECOND OPINION MUST BE MADE WITHIN TWO WEEKS OF THE ESSAY BEING RETURNED TO YOU. \***

**\*The mark could go up or down in the process of second marking. THE SECOND MARK SHALL STAND AS THE FINAL MARK; no further opinion will be considered.\***

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

[http://www.essex.ac.uk/quality/external\\_examiners/default.asp](http://www.essex.ac.uk/quality/external_examiners/default.asp)

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

## **4.5 Appeals and complaints**

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

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

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

The main legitimate grounds for appeal are the following:

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

Other grounds will be considered on their merits.

**You may not appeal against academic judgement.** This means that you can't appeal against the marks you have been given by a Board of Examiners without evidence of extenuating circumstances or procedural irregularity.

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

- (i) disagreement with a mark or grade and/or appeals against the academic judgement of internal or external examiners. Coursework and examinations cannot be remarked, except in cases of procedural irregularities.
- (ii) any provisional mark or informal assessment of the student's work by a member of staff that is not the final mark approved by the Board of Examiners.

(iii) the retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Board of Examiners before their meeting.

(iv) appeals against the judgement of the Board of Examiners in assessing the significance of extenuating circumstances, and whether and to what extent they affected academic performance.

(v) marginal failure to attain a higher class of degree.

(vi) appeals where the grounds of complaint concern the inadequacy of teaching or other arrangements during the period of study; such complaints must be raised, in writing, before the examination board meets.

Foundation, first or second year students of a three or four year programme of study can consult the Executive Dean before submitting a formal appeal. The Dean has power to take action on behalf of the Board to change the original progress decision if you present appropriate new evidence to support your case.

The Dean can also consider requests from students who want to repeat the year rather than take reassessment across the summer. We strongly advise all students thinking about making an appeal to contact the Students' Union Advice Centre for information and assistance. The Advice Centre can be found on Square 3, telephone: 01206 874034, email: suadvice@essex.ac.uk.

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

The **Complaints Procedure** can be found at [www.essex.ac.uk/students/experience/complaints.aspx](http://www.essex.ac.uk/students/experience/complaints.aspx)

The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination.

You can find the complaints procedure and the forms at: [www.essex.ac.uk/students/experience/complaints.aspx](http://www.essex.ac.uk/students/experience/complaints.aspx)

A complaint is defined as 'an expression of dissatisfaction by one or more students about a university's action or lack of action, or about the standard of service provided by or on behalf of the university' (this is in line with the QAA Quality Code for Higher Education, Chapter B9: Academic Appeals and Student Complaints). The University aims to resolve complaints quickly and informally in accordance with the complaints procedure for students.

Examples of complaints might include:

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

### **Complaints not covered**

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

- appeals relating to examinations or assessments or to academic progress or against a finding of guilt in relation to an academic offence (see the academic appeals procedure)
- complaints involving an allegation that a student has failed to meet his/her academic commitments (see the academic progress procedure for taught programmes or for research degrees)
- complaints involving an allegation of misconduct by a student or dissatisfaction about an outcome of the student conduct process (see the Code of Student Conduct)
- complaints involving an allegation of harassment
- a concern about a decision made under other specific regulations such as Fitness to Practise or Disclosure and Barring Service

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

You can read the procedures on the University website at:

[www.essex.ac.uk/students/exams-and-coursework/ppg](http://www.essex.ac.uk/students/exams-and-coursework/ppg)

## 4.6 Academic Offences Procedure

[www.essex.ac.uk/see/academic-offence](http://www.essex.ac.uk/see/academic-offence)

All students are expected to behave with honesty and integrity in relation to coursework, examinations and other assessed work. If you do not do so, you may be found to have committed an academic offence. The University takes academic offences very seriously. Academic offences can include plagiarism, false authorship, collusion, falsifying data or evidence, unethical research behaviour and cheating in an examination (this list is not exhaustive). Academic offences can be committed as a result of negligence, meaning that you may be found guilty of an academic offence even if you didn't intend to commit one.

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

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

## 4.7 Ethics

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

'Human participants' are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and 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.

## 5. Coursework

### 5.1 Assignment and Essay length

Assignment and essay lengths will differ depending on which module you are taking and the required assignment (for example, you may be asked to write a 3,000-3500 word essay, or a 600-800 word summary). All assignment criteria will be listed on each module reading list, so ensure you keep a copy so that you can refer back to it. All deadlines can also be found on the reading lists, on the front page

### 5.2. Submission details

Deadlines are usually set at 09:45 on the day of your lecture, on a week specified by your Module Supervisor. All deadlines are listed on the module reading list available on ORB and moodle.

#### Coursework Submission

You have laboured over your essay for days, weeks even. You now have the finished article which you will most likely be both very proud of and sick of the sight of. It is time to submit it. All the coursework you submit should have a coversheet on the front page which you must sign. Coversheets are found on Moodle. We strongly advise you to keep a copy of any submitted work on a USB Stick as well as on the University M:Drive.



How do I submit my coursework?

You need submit your coursework electronically only. The University uses what is called FASER for electronic essay submission. You can access FASER via your myEssex portal or via <http://FASER.essex.ac.uk>. For each of your modules, you will be able to store your work-in-progress on FASER while you are preparing your assignment. You can add or delete files just as you wish. This means students have no excuse to lose any of their work before the deadline. If you have any problems uploading your coursework, you should contact [itt@essex.ac.uk](mailto:itt@essex.ac.uk) not the Graduate Office. You may find it helpful to look at the FASER troubleshooting guide.

<http://www.essex.ac.uk/government/resources/troubleshoot.aspx>

**Under NO circumstances is your coursework to be emailed to the administrators or the lecturer. This will NOT be counted as a submission.**



What is the deadline for coursework submission?

Each module has individual deadline dates. These dates can be found on the module outlines. Coursework should be submitted online on the first module class/seminar day of the week.

The time for submitting is the same for all modules regardless of the day. **That is 09.45am.**

These deadlines are final.

For example: Your first assignment for GVXXX is due in Week 9. Your class is on Tuesdays. You should submit your assignment online using FASER on the Tuesday of Week 9 by 09.45am.



How can I prove that I submitted my essay?

FASER logs the exact time your essay is submitted. You and the Graduate Administrator will be able to see the upload time

When can I expect feedback?





You can expect to know your grade and receive feedback within two weeks of submitting your coursework, or at the start of term if you submitted in the penultimate or final week of the preceding term. This will be uploaded on FASER as an amended version of your essay.



I am unhappy with the mark I received for my essay. Can I seek a second opinion?

Yes, you should fill in a Request for Second Marking form within two weeks of receiving your essay mark. Hand the form to Alex West (awestb@essex.ac.uk)



I'm late submitting my essay. How will that affect me?

We are very strict about our essay deadlines, however, we realise that problems can arise immediately around the time of a deadline so this is what we have put in place:

1. All coursework submitted after the deadline will receive a mark of zero. The mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work prior to the deadline.
2. If you have experienced extenuating circumstances immediately around the time of the deadline, which prevent you from submitting your work by the deadline, you should submit your late work on FASER within 7 days (including weekends and/or bank holidays) of the deadline date and submit a *Late Submission of Coursework Form* (which can be found on Moodle) to the Graduate Administrator. Your *Late Submission of Coursework Form* will then be considered by the Department's Late Submission of Coursework Committee.



I didn't submit my essay at all. What happens now?

We strongly advise that you submit something within the seven day penalty period, even if it is just a draft. It is inadvisable not to submit at all as this can have serious consequences for your final grade. If you do find yourself in this situation your record will show 'Non Submission' and this information will go to the PGT Interim Board of Examiners in June. If you have extenuating circumstances during the period you were due to submit, these must be submitted to the PGT Interim Board of Examiners in June. [Further information on Extenuating Circumstances can be found on page 31]



I have a deadline approaching which I know I will not be able to meet. Can I get an extension?

For Masters students there is the possibility of applying for an extension. Please be aware that **ONLY** the Graduate Director has the authority to grant extensions. Extensions will only be approved **IN ADVANCE** of the deadline. You must apply to the Graduate Director using the *Extension Request* form located on Moodle. You will be asked to provide a reason for the request and evidence that supports your application.



### 5.3 Details of Samples of Coursework

**For example ONLY:** GV900 Essay 1\_111003\_Claire Chell (file icon example below)



GV900 Essay  
1\_111003\_Claire Chell

## 5.4 Return of Coursework Policy

You should expect your feedback returned via FASer (unless otherwise stated by the module lecturer) within 3 weeks of submission. This does not include holiday periods. For example; if you submit work in the last week of term, you should expect feedback in the 3<sup>rd</sup> week of the following term. Feedback should be around 100 words. If ever you are unclear about marks or feedback please speak with the module supervisor first and as early as possible.

## 5.5 Late Coursework Policy

If your coursework is late for any reason, you are automatically assigned a zero. There is a no tolerance policy at the University of Essex for coursework being submitted late, unless you have an extremely good reason for this.

FASER will stay open for a period of seven days after the original deadline, should you need to submit your coursework late. You will find the link to the assignment in your "Previous Deadline" menu after the original deadline has passed. You must submit your coursework to FASER as soon as possible during the seven-day lateness period, and then request a Late Submission Form from your administrator (or download one from the Moodle resources page).

Once you have filled in your Late Submission Form, you will need to e-mail or hand it in to your relevant administrator, who will then check the form and submit it to the Late Submissions Committee. It is the job of the committee to decide whether your reasons for submitting coursework late are valid, and if so you will be granted a mark for that piece of coursework. If the committee finds that your reasons are not valid, then you will be given a zero.

It is important to note that when submitting a Late Submissions Form, it is always best to provide as much evidence as possible for your late submission.

## 5.6 Essay Writing Support

### Study Skills

The Department provides study skills/academic writing support and guidance for all students. The support is available in two forms: one-to-one writing support/study skills sessions, and group sessions to introduce PGT students to the conventions and requirements of academic writing about politics

**The Department's Study Skills Officer is Dr. Theresa Crowley, Room 5A.318, Ext. 3486, email: [crowtx@essex.ac.uk](mailto:crowtx@essex.ac.uk)**

**One-to-one writing support/study skills appointments** are arranged by students themselves (although some students may be referred by their course/module supervisors) by signing up on a weekly timetable (term-time only), emailing Theresa or just popping in. The sessions focus on basic academic writing, reasoning and research design, as well as more general study skills issues such as time-management, planning, referencing and preparing for exams.

- Different types of coursework & assessment: summaries, literature reviews, research designs, essays, presentations, etc
- Analysing questions/assignments and designing a response
- Planning, structure, argument and coherence in academic writing
- Adequate referencing, preparing bibliographies & avoiding plagiarism
- Effective, critical and comparative reading of source texts

- Gathering, assessing and presenting evidence and ideas
- Clarity & precision in language, especially analytical and conceptual terminology
- Rewriting & rethinking
- Effective preparation for tests & presentations

Group sessions for PGT students are specifically tailored to provide advice and answer questions about academic writing for coursework and research design in politics. All sessions are subject specific and focus on examples drawn from Government Department modules. Information about the group sessions scheduled for 2016-2017 is given below.

Topic	Week	Date and Time	Room
Writing Matters 1: managing, planning and referencing academic writing	4	Thursday 27 October, 3-4pm Friday 28 October, 3-4pm	2.404 2.406
Writing Matters 2: focus, structure, analysis & argument	5	Thursday 3 November, 3-4pm Friday 4 November, 3-4pm	2.404 2.406
Writing Better: feedback, standards & results	17	Thursday 26 January, 3-4pm Friday 27 January, 3-4pm	5B.332 5B.330

The University also offers support at the University Skills Centre. More information can be found here: <http://www.essex.ac.uk/skillscentre/>

### Resources for Research: An Introduction to the Library

All academic writing – especially scientific writing – is based on **sources**. These may be books, journal articles, reports, databases, etc. And you can access them all via the University Library. Every year the Department organises a talk for our students by the Social Science Librarian. The talk covers:

- Library resources - print: selecting & locating books & journals
- Electronic resources – the library’s Politics web pages, e-journals
- Electronic literature searches
- Any questions

This will be a great opportunity, especially to learn about the most effective ways to use the Library’s electronic resources for essay-writing, research projects, literature reviews, etc. And you will never need to panic about not being able to find books or other sources for your essays – or be tempted to resort to inappropriate web sources!

**Week 3      Thursday 20 October 3-4pm      Location TBC**

### Guidance on Study Methods

Even with the help offered by the Department, you may find it useful to have some general guidance you can regularly dip into to support you with your studies. It is important to note that everyone has their own style and methods of study and there is no right or wrong way of doing it. You may have already found a method that works for you (you may consider sharing that method with a friend who is struggling), you may want to improve it, or you may have been away from study for a long time. We recommend that you use the first few weeks of the academic year to try some different methods until you find something that suits you. Below are some ideas which you may want to use.



### **Learning is an interactive process**

One of the reasons we expect you to attend your classes is the benefits you gain from academic discussions with your peers and with your lecturers. Other points of view will help you discover new ways to tackle subjects and help to broaden your horizons. If you are given the opportunity to talk about or argue an opinion or perspective prompted by the module material, it will help to show what you have learned, highlight areas you do not really understand and help to develop your skills in expressing a point of view or developing a well-structured argument. We have also seen evidence that those who attend classes achieve the best grades.

Much of your study will be a solo effort but do take the opportunities of discussing difficult topics with friends and lecturers; don't suffer in silence!

### **Developing a Study Habit**

Get organised! It's a sure way to avoid frustration, worry, panic and stress. Get your module materials in order. Find a way of filing or organising these things so that they are easy to get hold of when you need them. It is important to organise a study habit in the first instance. Try making a timetable that takes into consideration job and family as well as study commitments; it will help you use your time more efficiently. This might seem quite strict at first but it will help you have a clear idea of what you need to do by when and removes the problem of indecision, procrastination and a work pile-up!

### **Reading**

Reading is an essential part of academic study and the amount required will vary from module to module. Remember that it is important to be discerning about the materials you use. Organising your reading is an essential part of your timetable creation. When reading, it is always handy to have your pen and notebook nearby and your trusty highlighter pen if the text is your own (please never write on library books!)

As you read it is helpful for you to be: thinking about the content; making notes; trying to consider the relationship between concepts; contrasting your reading with knowledge and insights you already have; consider how your reading influences or answers a potential essay question or class discussion; ask yourself what are the applications of what you are studying.

### **Note-taking**

Do not underestimate the importance of taking your own notes. The notes you decide to write decide what you think is most important, relevant, interesting and helpful for you to understand concepts and ideas. Putting these concepts in language you understand is an extremely potent way of developing your knowledge of the subject. Note taking increases the time spent concentrating on a study topic and reinforces your ability to absorb what you have been learning. Your notes will be invaluable when it comes to preparing coursework and revising for exams.

If you write out quotes from a text, don't forget to write down the author, title and page number. There is nothing more frustrating than having to go back to all the texts you have just read to find page numbers! This will be particularly important if you want to use the quote in your coursework.

## Guidance on Essay Writing

The expectations of a Masters essay are higher than those of an undergraduate. At the minimum your essays should:

- ❖ show an understanding of both the basic and broader issues raised by the questions
- ❖ Refer to the basic literature in the area (assigned texts and other sources) and also to additional literature. You should show evidence of independent literature searches and be able to critique the empirical and/or theoretical basis of this literature;
- ❖ Show analytical skills including ability to combine material, present evidence;
- ❖ Argue effectively, be able to qualify arguments and defend or attack established academic positions. Essays should also be placed in a theoretical framework which guides the reader through the argument.
- ❖ Show promise of the ability to conduct independent academic research.

It is a skill to write a good essay and it can be a daunting process, particularly if you have been out of academia for a while. Below are some tips for you to try.

### How to Approach Essay Writing

What is the purpose of essay writing? Well, it can be two things: 1) It will help your lecturers assess your understanding of the subject and 2) it is your opportunity to express your point of view and help you widen your experience of a subject you are interested in.

### How to Get Started

#### 1. Understand the question - get your pens/highlighters/coloured pencils ready!

- Please see the module reading list for essay titles and instructions for assignment length
- Read the question carefully. Analyse the question. Identify key words in the question and make sure you understand them (if in doubt, ask!)
- Ask yourself: What am I being asked to write?

#### 2. Gather material.

Ask yourself:

- Does this relate directly to the question?
- Does this agree with what I have read before?
- Do I need to do more research/reading?

#### 3. Write an essay plan

- This may seem time consuming but it will help you organise your thoughts coherently and allow you the chance to immerse yourself in your essay writing without the interruptions of having to check a source or do more reading.
- What your essay plan looks like will depend on how you like to work. The purpose of an essay plan is to provide you with a concrete reference point which you can return to as you write, keeping your ideas and arguments progressing in a logical and ordered way.

#### 4. Essay Structure

- Introduction - Your introduction should clearly show the direction your essay will be taking
- Development of argument - this forms the main discussion of your essay. Don't forget that paragraphs in themselves have a beginning middle and end. What is the point you are trying to make? Develop or modify your point using references and an analysis of the references to illustrate your point. You should conclude by returning to your original point and showing how it has been developed. Remember that your paragraphs should flow into each other.
- Conclusion - this should summarise the key argument of your essay.

## **5. Don't leave it to the Last Minute!**

- Work from your plan
- Write in the third person
- Write the first draft and leave it at least overnight before re-reading. If you look at it for too long, you will not necessarily notice any glaring errors!
- You might find it useful to ask somebody else to review your work who can offer some constructive criticism and spot flaws you may not have noticed.
- Honestly ask yourself if your essay answers the question.
- Check that you have structured correctly, that you are within the word count (if your essay is too long consider editing the language you use), that you have referenced correctly and you have a bibliography.
- Re-draft, re-draft and re-draft again if you need to.

## **Presenting your Essay and preparing for submission**

- Your essay should be doubled spaced
- Your name should be clearly visible.
- You should include page numbers.
- Your should use Arial font
- Your font size should be 10

## **Saving Your Final Draft**

When you save your document please format it as a WordDoc only and title it using the following formula:

Module code and essay number\_your registration number\_your full name.

**Don't forget to put a coversheet on the front of your essay!** It is easiest to open the coversheet document and immediately save as your piece of coursework using the formula above and then start to write you essay. The coversheet is on Moodle.

**PLEASE ONLY SUBMIT WORD DOCUMENTS SO THEY CAN BE MARKED USING TRACK CHANGES. PLEASE DO NOT SUBMIT PDF DOCUMENTS.**

## Definitions of Common 'Process' Words In Essay Questions

<b>Analyse</b>	Resolve into its component parts. Examine critically or minutely.
<b>Assess</b>	Determine the value of (see also Evaluate).
<b>Compare</b>	Look for similarities and differences between – perhaps reach a conclusion about which is preferable and justify this clearly.
<b>Contrast</b>	Set in opposition in order to bring out the differences sharply.
<b>Compare &amp; contrast</b>	Find some points of common ground between X and Y and show where / how they differ.
<b>Criticise</b>	Make a judgement (backed by a discussion of the evidence or reasoning involved) about the merit of theories or opinions or about the truth of facts.
<b>Define</b>	State the exact meaning of a word or phrase. In some cases it may be necessary or desirable to examine different possibilities or often used definitions.
<b>Describe</b>	Give a detailed account of....
<b>Discuss</b>	Explain, then give two sides of the issue and any implications
<b>Distinguish/differentiate between</b>	Look for the differences between...
<b>Evaluate</b>	Make an appraisal of the worth / validity / effectiveness of something in the light of its truth or usefulness (see also Assess)
<b>Examine the argument that...</b>	Look in detail at this line of argument
<b>Explain</b>	Give details about how and why it is...
<b>How far</b>	To what extent... Usually involves looking at evidence / arguments for and against and weighing them up.
<b>Illustrate</b>	Make clear and explicit, usually requires the use of carefully chosen examples.
<b>Justify</b>	Show adequate grounds for decisions or conclusions; answer the main objections likely to be made about them.
<b>Outline</b>	Give the main features or general principles of a subject, omitting minor details and emphasising structure and arrangement.
<b>State</b>	Present in a brief, clear form.
<b>Summarise</b>	Give a concise, clear explanation or account of... presenting the chief factors and omitting minor details and examples
<b>What arguments can be made for and against this view?</b>	Look at both sides of this argument.

## 5.7 Anonymous marking in coursework policy

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

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

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

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

## 5.8 Reassessment

At the end of the academic year, if you have failed a module, you may be asked to take reassessment in the coursework and /or examination element. This means that your administrator will send you questions that you must answer and submit over the summer period. More details of this will be sent to you, should it be relevant.

## 5.9 Departmental Marking Scale

The awarding of a mark to a particular piece of qualitative work, such as an essay, is necessarily a matter of judgement. Such judgment has a subjective component, but it is not entirely or merely subjective. Judgement about marks is inter-subjectively formed by lecturers as a consequence of co-marking and double marking with a wide range of colleagues. They also bear in mind criteria about what kind of work falls into a particular class. The exact mark within that class will depend on how well or otherwise a particular essay performs within its range. Examiners are encouraged to use the full marking scale, from 1-100%

**81% or more:** Outstanding work that is at the upper limit of performance. The work clearly displays an outstanding command of the subject, with insights relevant to the problem being addressed. Such answers show assurance in the selection, handling and presentation of material. Work which Displays one or more of the following should expect to reach the 81%+ mark. Demonstrate a sophisticated understanding of the theory, show clarity in the presentation of complex analytical ideas, provide an element of originality in analysis or presentation, show an exceptional comprehensiveness without irrelevance, and provide a high proportion of correct answers to technical questions.

**70 - 80%:** The normal range for a distinction. An essay of distinction quality shows a clear command of material, arguments and sources. It will show a clear understanding of underlying principles and a use of those principles in answering the question. If it is in an empirically oriented subject it will show control of empirical material, sound use of that material, its relation to appropriate theoretical and conceptual frameworks and development of argument. If it is in a theoretical subject it will show control of theoretical material, sound use of that material and development of argument. Where appropriate it will utilise empirical material to illustrate theoretical points. The essay will show independence of judgement.

**60 – 69%:** Merit. An essay of merit quality shows a good knowledge of material, arguments and original and secondary sources. If it is in an empirically oriented subject it will show some relation between that material and appropriate theoretical and conceptual frameworks. If it is in a theoretical subject it will show some grasp of principles and development of argument. Where appropriate it will utilise empirical material. This essay will make a clear point or points and show some critical acumen.

**50 – 59%:** Pass. Essay will show a basic, clear and generally correct knowledge of material, arguments and sources, particularly original sources. It will correctly summarise empirical or theoretical material, show some understanding of the material and its importance and draw reasonably appropriate conclusions.

**40 – 49%:** Fail. Essay shows little knowledge of basic material. Use of material is ill judged or even mistaken in some significant way(s). There are no clear conclusions drawn from the material, none that could be drawn from the material or where drawn they are significantly flawed or irrelevant.

**1 – 39%:** Serious Fail or unclassified. Marks in this range are usually given when either the use of basic material is absent, flawed, fundamentally mistaken, the essay fails to address a set or otherwise defined question or the use of language is so poor as to make the essay incomprehensible.

## 5.10 GV993/GV995 PGT Dissertation

Each student who is permitted to proceed following the PGT Interim Board of Examiners is required to submit a dissertation which represents 33% of the final mark for the Masters

### Timetable/Progress Checks/Supervisory Process.

Please be aware that the dissertation is a full-year module and you will be expected to be at least considering the direction you would like to go in from the beginning of your studies. Do not fall in to the trap of thinking that a proper start on your dissertation can be delayed until you are free from the pressures of coursework and looming exams. The dissertation process requires time. Prepare a timetable, a dissertation plan and draft chapters early to enable your supervisor to give you feedback and still leave plenty of time to make changes.

To help you stay on track we have devised a series of milestones or progress checks which you should follow.

### Progress Check Timetable.

Weeks 10-11	You should set up a time to meet with your division manager (or their representative) to have an informal discussion about your dissertation topic. You may also find it helpful to seek their advice about a potential supervisor.
Week 16	<b>Compulsory</b> meeting with the Graduate Director for all students. You will be informed what is expected from a dissertation and what progress checks have been put in place to help you keep on track.
Week 17	You will be required to submit your <i>Dissertation Topic and Nomination of Supervisors form</i> on FASER. You should include your topic and a proposed title. You will also be given the opportunity to nominate up to three members of academic staff as supervisors.
Week 19	Your supervisor will be allocated to you. Whilst every step will be taken to assign you your first choice, the Graduate Director will make the final decision based on the needs of the student and academic commitments.
Week 24	Submit on FASER a timetable of what should be completed by when that has been agreed by your supervisor.
Week 30	Your Dissertation title should be finalised with your supervisor. You must submit your <i>Week 30 Progress Check</i> on FASER.
Weeks 30-32, 37-38	You should have at least two face-to-face sessions of supervision.
Week 38	Submit <i>Week 38 Progress Check</i> on FASER.
Week 39	<b>Compulsory</b> Dissertation Workshop, at which staff from all four divisions and with expertise in a range of topics and methods will be available for consultation on general dissertation issues and your own specific questions and problems.

**Please note:** Since members of staff may be on holiday during the summer it is **essential** that you agree a mutually convenient timetable for the submission of any work and that you stick to that agreed timetable. You are strongly advised to remain in Essex until you complete your dissertation and not depend on email contact (which is both time consuming and inefficient) for supervision. **There can be no expectation of any further supervision from August onwards.**

### Expectations of a PGT Dissertation

The dissertation should:

1. be between 7,500 and 10,000 words in length, for MA/MSc students, and 35,000 words of length for MRes students. Do not go over the word limit. If you find that you have gone over, the problem can usually be fixed with careful editing of language. (The

bibliography and appendices do not count towards the word length but should be no longer than is required for the marker to follow your argument.)

2. be framed in the context of the established literature in the relevant area
3. adopt a clear analytical framework designed to answer a question or questions raised by the literature
4. constitute original research by drawing on new empirical material **and/or** by reworking existing data **and/or** by providing novel theoretical perspectives
5. be sufficiently focused to provide insights into the established intellectual debate in the area.
6. be referenced correctly
7. should be double spaced and single sided
8. the title page should include your name, the dissertation title, and your supervisor's name, your course and the date.
9. be word processed using the Arial font, size 10

### **Key Features of a Good Dissertation**

All PGT dissertations must have:

- A) A clear research question.
  - ❖ Avoid overly descriptive questions
  - ❖ Identify an interesting question within a body of literature
  - ❖ Identify a question that should be answerable
  - ❖ Make a contribution to a body of literature
- B) A theoretical argument. To develop a theory:
  - ❖ Observe some outcomes, facts
  - ❖ Ask what process can generate the observed outcome
  - ❖ Specify mechanisms of generating an outcome
- C) Methodology section. In the methodology section:
  - ❖ Provide support for your theory, using various methodological approaches
  - ❖ Explain how you are going to collect the appropriate information (data) and analyse it
  - ❖ Analyse and interpret your data

A few tips for moving ahead with your dissertation topic:

- A) Look for paradoxes, puzzles, unresolved issues within a research area
- B) Think of extensions of research tradition/approach to a new area
- C) Refine existing measures/indicators
- D) Consider replication of an existing study
- E) Consider existing data sources and availability of resources

Ultimately: Be realistic on what you can do and what you cannot do!

### **Dissertation submission**

Dissertations are treated like exams, the deadline is VERY strict.

1. Submit your dissertation on-line as you would coursework using FASER by **10.00am on 8 Sep 2017**.
2. You should complete a dissertation coversheet which can be found on Moodle.
3. You should print TWO watermarked copies which should be bound (with a coversheet at the front) and covered with a plastic sheet. This can be done quickly and cheaply in the Copy Centre on Square 4 next to the Post Office. (PLEASE NOTE: many departments have the same deadline day for the dissertation submission. Many other students will also want to get their dissertations bound.) **NEVER RISK PRINTING AND BINDING THE DISSERTATION AT THE LAST MINUTE.**
4. The bound dissertations should be submitted to the Graduate Office by **4pm on Friday 8 September 2017**.

You are strongly advised to stay in Essex whilst you are completing your dissertation. However, if you have returned home before the deadline date, you **MUST** make sure that



sufficient time is given for your dissertation to be sent to the Graduate Administrator by post and arrive ON DEADLINE DAY. We suggest you send by recorded delivery and obtain a proof of postage receipt.

If you submit your dissertation late, you will receive a mark of zero, unless you can provide the PGT Final Board of Examiners satisfactory evidence of extenuating circumstances that affected you immediately around the time of the deadline.

### **Dissertation/Project Extensions**

Extensions to the dissertation may be granted **only under extreme circumstances**. Extensions should be approved IN ADVANCE by the Graduate Director. The Graduate Director can give an extension of up to four weeks. Please contact the Graduate Director, Prof Lawrence Ezrow directly via email and ensure that the Graduate Administrator is informed. Anything longer needs to be approved by the Dean and an application must be made via the ESF (Electronic Student File).

Evidence will be required in all cases.

Internships are not considered reasonable grounds for an extension.

### **GV991 PGT Project**

Students enrolled on the MA Politics course are able to choose to undertake a project rather than a dissertation. The Timetable/Progress Checks/Supervisory Process is the same as for the dissertation as are the expectations, submission procedures, deadlines and extension requirements.

### **Dissertation Workshop**

Since July 2013 we have been running a Dissertation Workshop, which has been very successful. We will be running a **compulsory** Dissertation Workshop this year, which will take place in June 2017 date TBA.

The afternoon workshop will begin with lunch and then involve a series of sessions, both with the whole group and within divisions, in which you can find out the answers to general dissertation questions and your own specific queries and problems.

The event will be attended by several members of staff, some of whom you may not have got to meet previously, and who can offer expertise on a range of topics, geographical areas, and research methods.

The workshop will be followed by a social event. Further information will be provided nearer the time.

### **Group study pods**

Need to work collaboratively? Our IT-rich group study pods provide an ideal setting for encouraging creative team-working among groups of students. Group study pods are open access and are first-come first-served; they can't be pre-booked. There are 15 group study pods on our Colchester Campus, to find one go to: [www.essex.ac.uk/it/computers/pods/](http://www.essex.ac.uk/it/computers/pods/).

### **Email use**

Email remains an important means of communicating – we use it to contact you about important information relating to your studies and other issues such as welfare, so please check your University email account regularly. Undergraduate and postgraduate taught students are allocated 50GB of email storage space, while postgraduate research students are allocated 2GB of email storage space. You can access your email on any lab computer

on our Colchester Campus using Microsoft Outlook. We also provide an Outlook Webmail service that you can access through a web browser anytime, anywhere: <https://email.essex.ac.uk/> . You can also send and receive University email on the move by setting up your smart phone or tablet. Go to [www.essex.ac.uk/it/email/access/](http://www.essex.ac.uk/it/email/access/) where you will find instructions on how to set up your mobile device with email.

### **Email guidance**

As a student, you will be on a number of University email lists. Some are mandatory and reflect your current course, modules, department, year and so on. You cannot unsubscribe from these lists but they will primarily be used to send out important information relating to your studies. You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. To opt in or out of such lists, visit: [www.essex.ac.uk/dsh/maillinglists](http://www.essex.ac.uk/dsh/maillinglists) we do not send out marketing information unless you have opted in to it.

## **6. Exams**

### **6.1 Examination regulations**

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

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

### **6.2 Access to exam scripts**

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

### **6.3 Calculators**

If you are allowed to use a calculator in your examinations, the **only** models you are permitted to use are the **Casio FX-83GT PLUS** or the **Casio FX-85GT PLUS**.

The only exception is for certain **Finance** exams that require a **financial** calculator, in which case you may use the **Hewlett Packard 12c** (all variants) or the **Texas Instruments BAII Plus** (including the BAII Plus Professional).

A limited number of the permitted calculators will be available to borrow **on the day of your exam** from the Exams Office on a first-come, first-served basis, on production of your registration card.

## 6.4 General information about exams and examination results

You can find your personalised exam timetable online here - [www.essex.ac.uk/examtimes](http://www.essex.ac.uk/examtimes)

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

You can download a guide to examinations here: [www.essex.ac.uk/students/exams-and-coursework/](http://www.essex.ac.uk/students/exams-and-coursework/)

You will receive an email to your Essex email account as soon as your results are published.

You can find the publication schedule here: [www.essex.ac.uk/students/exams-and-coursework/schedule](http://www.essex.ac.uk/students/exams-and-coursework/schedule)

## 6.5 Examinations anonymous marking policy

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

## 6.6 Reassessment in examinations

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

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

## 6.7 Referencing and good academic practice

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](http://www.essex.ac.uk/see/tdc). You can also complete the online Academic Integrity course [moodle.essex.ac.uk/login/index.php](http://moodle.essex.ac.uk/login/index.php)

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

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

## 7. Referencing and Good Academic Practice

### 7.1 Good Academic Practice/Referencing

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

### 7.2 Where to seek Guidance on referencing

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 [www.essex.ac.uk/students/study-resources/tdc/writing/default.aspx](http://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](http://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](http://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](http://www.essex.ac.uk/plagiarism/index.html)

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

### 7.3 The University Academic Offences Procedure

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

[www.essex.ac.uk/see/academic-offence](http://www.essex.ac.uk/see/academic-offence)

## 8. Practicalities: Getting started and IT matters

### 8.1 Registration, enrolling and transcripts

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

[www.essex.ac.uk/students/new/registration](http://www.essex.ac.uk/students/new/registration)

[www.essex.ac.uk/students/graduation/award-documents](http://www.essex.ac.uk/students/graduation/award-documents)

## 8.2 Find Your Way and room numbering system

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

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

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

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

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

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

[www.essex.ac.uk/about/colchester/documents/location\\_of\\_teaching\\_rooms.pdf](http://www.essex.ac.uk/about/colchester/documents/location_of_teaching_rooms.pdf)

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

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

[www.essex.ac.uk/it/getaccount](http://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](http://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](http://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](http://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](http://www.essex.ac.uk/it/computers/labs).

#### **8.4 Tier 4 Information**

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

## 8.5 On-campus facilities

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

[www.essex.ac.uk/students](http://www.essex.ac.uk/students)

[www.essex.ac.uk/welcome](http://www.essex.ac.uk/welcome)

## 8.6 Graduation

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

[www.essex.ac.uk/students/graduation](http://www.essex.ac.uk/students/graduation)

# 9. Skills, Employability and Experience

## 9.1 Employability and Careers Centre

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

[www.essex.ac.uk/careers](http://www.essex.ac.uk/careers)

## 9.2 Learning Languages at Essex

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

[www.essex.ac.uk/study/why/languages](http://www.essex.ac.uk/study/why/languages)

## 9.3 Talent Development Centre

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

[www.essex.ac.uk/students/study-resources/tdc/](http://www.essex.ac.uk/students/study-resources/tdc/)

## 9.4 Career Hub

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

[www.essex.ac.uk/welcome/careerhub](http://www.essex.ac.uk/welcome/careerhub)

## 9.5 Frontrunners

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

[www.essex.ac.uk/welcome/frontrunners](http://www.essex.ac.uk/welcome/frontrunners)

## 9.6 Student Ambassadors

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

[www.essex.ac.uk/careers/job\\_hunting/on\\_campus](http://www.essex.ac.uk/careers/job_hunting/on_campus)

## 9.7 Volunteering

There are plenty of opportunities to **volunteer** during your time at Essex. The Students' Union runs the vTeam, which is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills. [www.essex.su/vteam](http://www.essex.su/vteam)

## 9.8 Big Essex Award

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

[www.essex.ac.uk/careers/bige](http://www.essex.ac.uk/careers/bige)

## 9.9 Essex Interns

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

[www.essex.ac.uk/careers/internships](http://www.essex.ac.uk/careers/internships)



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

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

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

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

[www.essex.ac.uk/students/disability/academic.aspx](http://www.essex.ac.uk/students/disability/academic.aspx)

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

[www.essex.ac.uk/students/disability/funding.aspx](http://www.essex.ac.uk/students/disability/funding.aspx)

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](mailto:askthehub@essex.ac.uk)

Southend email: [askthehub-sc@essex.ac.uk](mailto:askthehub-sc@essex.ac.uk)

Loughton email: [askthehub-lc@essex.ac.uk](mailto:askthehub-lc@essex.ac.uk)

[www.essex.ac.uk/students/health-and-wellbeing](http://www.essex.ac.uk/students/health-and-wellbeing)

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

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

<http://www.essexstudent.com/advice/money/>

### 10.2 Harassment advisory network, 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](http://www.essex.ac.uk/equality)

[www.essex.ac.uk/equality/harassment](http://www.essex.ac.uk/equality/harassment)

[www.essex.ac.uk/students/new](http://www.essex.ac.uk/students/new)

### 10.3 Faith groups

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

[www.essex.ac.uk/students/experience/mfc](http://www.essex.ac.uk/students/experience/mfc)

## 10.4 Nightline

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

[www.essex.ac.uk/students/health-and-wellbeing/nightline](http://www.essex.ac.uk/students/health-and-wellbeing/nightline)

## 10.5 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](http://www.essex.ac.uk/students/experience/safety)

[www.essexstudent.com/services/safety\\_bus](http://www.essexstudent.com/services/safety_bus)

[www.essex.ac.uk/students/campus/emergency](http://www.essex.ac.uk/students/campus/emergency)

[www.essex.ac.uk/ohsas/fireSafety/peep.htm](http://www.essex.ac.uk/ohsas/fireSafety/peep.htm)

## 10.6 Residence Life

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

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

## 10.7 Health Centre

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

[www.rowhedgesurgery.co.uk](http://www.rowhedgesurgery.co.uk)

[www.nhs.uk](http://www.nhs.uk)

## 10.8 Students' Union Advice Centre

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

[www.essex.su/advice](http://www.essex.su/advice)

[suadvice@essex.ac.uk](mailto:suadvice@essex.ac.uk)

01206 874034

## 10.9 University Privacy Statement

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

[www.essex.ac.uk/site/privacy\\_policy](http://www.essex.ac.uk/site/privacy_policy)

[www.essex.ac.uk/records\\_management/request](http://www.essex.ac.uk/records_management/request)

## Section 4: Essex Matters

### 11. The Essex Experience

#### 11.1 The Essex Student Charter

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

#### 11.2 Freedom of speech policy and Code of Conduct – Terms and Conditions Apply booklet for 2015

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](http://www.essex.ac.uk/students/study-resources/handbooks)

[www.essex.ac.uk/about/governance/regulations/code-conduct](http://www.essex.ac.uk/about/governance/regulations/code-conduct)

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

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

[blogs.essex.ac.uk/essexspirit](http://blogs.essex.ac.uk/essexspirit)

[www.essex.ac.uk/it/groups-lists](http://www.essex.ac.uk/it/groups-lists)

[www.facebook.com/uniofessex](http://www.facebook.com/uniofessex)

[twitter.com/Uni\\_of\\_Essex](https://twitter.com/Uni_of_Essex)

#### 11.4 Students' Union

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

Say hello at [essex.su](http://essex.su)

#### 11.5 Alumni

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

[alumni.essex.ac.uk/home](http://alumni.essex.ac.uk/home)

## 11.6 What comes next?

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

[www.essex.ac.uk/study/pg](http://www.essex.ac.uk/study/pg)

[www.essex.ac.uk/coursefinder](http://www.essex.ac.uk/coursefinder)

## 12. Other Information

### 12.1 Student Conference

In 2012 the Department of Government hosted its first Annual Student Conference; all of our students are invited, whether from Undergraduates, Masters or PhD students under examination. The conference has been growing successfully each year, with more students (Just over 200 in 2014-15), academics and outside guest speakers attending, making the conference hugely successful.

We feel that the conference is especially relevant to our Postgraduate Taught Students, since it provides you with not only an opportunity to present your Dissertation ideas for relevant feedback, but also to gain Conference experience.

The 6<sup>th</sup> Annual Student Conference will take place in April 2017, with more details to follow shortly. We look forward to seeing you there!

### 12.2 Student Societies and Student-led groups

We are keen to encourage you to be involved in societies run by the Department and the University. Societies are open to undergraduates and postgraduates.

#### The Politics Society

The Politics Society is not just about politics. It has various debates each term. It invites guest speakers from various departments, charities, pressure groups, the SU and from the student forum itself. The Politics Society is a politically neutral society and it welcomes anyone of any political persuasion to put across their view.

The Politics Society needs members to join the committee again this year. Please visit the Students Union page here:

<http://www.essexstudent.com/activities/societies/list/departmental/politics/> and follow the links to sign up.

### 12.3 Careers

We are extremely proud of our graduates who acquire a wide range of methodological, analytical and statistical skills that make them highly adaptable and attractive to employers. Our academic reputation is illustrated by the fact that many of our graduates go on to teach at universities, colleges of higher education and schools. Other graduates have gone on to have careers in politics, civil service, local government, management, armed forces, finance and business. Some specific examples are:

- Research fellows and academic staff at Mannheim; ETH Zurich, Switzerland; Duke University, USA; NATO/SHAPE, Belgium; University of Amsterdam, Netherlands.
- Politics careers including roles such as MPs; Speaker of the House; Political lobbyists; and Staff Assistants to MPs and MEPs.
- Other careers include jobs at the World Bank, United Nations Development Programme in Vietnam, NATO, YouGov and YouGov America.

Our Departmental Employment Director is: **Prof Han Dorussen**

## 12.4 Internships

We have two Internship Officers, Prof Paul Whiteley and Jason Glynos. Please contact them via email ([whiteley@essex.ac.uk](mailto:whiteley@essex.ac.uk)) or ([liglyn@essex.ac.uk](mailto:liglyn@essex.ac.uk)) or visit them to discuss Internships.

## 12.5 Do You Need a Reference?

Looking for work or further study? Providing a reference for our current and former students is an important service that staff can provide to help students enhance their employability. Every reasonable effort will be made to meet the request from a student within a minimum of three years after your departure. Any request after this time may be met if a member of staff who knows you is able and willing to write the reference. Where there is no member of staff available to provide a personal reference, a factual reference, which includes information about attendance and grades, may be provided.

### Sponsor Reports

If you receive funding from a sponsor who requires a report, please inform the Graduate Office and provide the following information:

- ❖ How often the report is required
- ❖ What information will be needed
- ❖ Who is required to write the report
- ❖ Details of who the report should be addressed to

If you need a letter simply stating your Registration status (including dates) this can be obtained through Registry.

### Letters for Scholarships/PhD Applications

We realise that some of you may wish to apply for scholarships and PhD study throughout the year and will need a letter signifying your grades-to-date. Please allow two working days for this letter to be produced. Once your interim grades are published you will need to order transcripts directly from the Registry for this purpose (see below).

### Student Documentation Ordering System

You can order the following documentation online from the Registry: Academic Transcripts, Award Certificates, Award Confirmation Letters, Certificate of Registration, DOATAP Award Confirmation Letters & Council Tax Certificates. <https://www.essex.ac.uk/studentdocs/>

### Photographs

Throughout the year we will be holding events where photographs will be taken. We will use our photographs on the Departmental Website, on Facebook and in other publicity materials.

If you DO NOT want your picture to be made public, please notify us, otherwise we will assume you are happy for us to use any pictures that you may be a part of.

## 12.6 Further Study

We are keen to invite our Masters students to stay on and do a PhD with us. It is never too early to start considering this path.

Although the PhD is of obvious relevance to those who wish to pursue a career in higher education or research, it can also be attractive to those who have a specialist intellectual or academic interest which they would like to pursue to a high standard.

Students are responsible for defining their own topics, although the Department can provide guidance and assistance in this regard. We have advice on writing a research proposal here:

[http://www.essex.ac.uk/government/Prospective\\_students/phd/research\\_proposal.aspx](http://www.essex.ac.uk/government/Prospective_students/phd/research_proposal.aspx)

If you are interesting in pursuing a PhD, academics will be happy to offer advice. To apply, please speak to the Graduate Administrator.

## 12.7 Funding

There are two main funding opportunities offered for students wishing to do a PhD:

### ESRC DTC Studentship

This is only available to HOME and EU students. This is an extremely competitive scholarship, but the Department has a very high success rate. You must have an offer of admission to be eligible to apply and your proposed supervisor will be happy to help you complete a very strong ESRC application.

There are two different types of ESRC Studentship:

- 1+3: This is a 1 year Masters followed by a 3 year PhD. Offer of admission onto both the Masters AND the PhD is essential for you to be able to apply.
- +3: This is a 3 year PhD. Offer of admission onto the PhD is essential for you to be able to apply.

Further 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 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: <https://www.essex.ac.uk/fees-and-funding/research/scholarships/social-sciences.aspx>

More information about other scholarships can be found using the Scholarship Finder here: [http://www.essex.ac.uk/studentfinance/scholarships/scholarship\\_finder.aspx](http://www.essex.ac.uk/studentfinance/scholarships/scholarship_finder.aspx)