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Section 1: Introduction

1. Introduction and Welcome

Welcome to the School of Law and Human Rights Centre. The members of the School and the Centre hope you will enjoy your stay here. We hope that you will soon settle in and become familiar with how the School and Centre work. The year will make many new demands on you as you take the next steps in your academic development - it should be challenging, but very rewarding as you focus on your own special areas of interest.

This handbook has been designed to give you essential information about School of Law, Human Rights Centre and the University.

Other sources of information are available to help you, and are listed below at www.essex.ac.uk/myessex and www.essex.ac.uk/students. Our friendly 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’re part of a vibrant community that lives, learns and plays together.

We revise the handbook annually and any suggestions you might have to improve this source of information are welcome, please email Konstantina Koutsouroumpa.

For administrative enquiries and questions about your course – ask one of the administrative staff in the School’s General Office.

Enjoy your time at Essex.

1.1 Term Dates

<table>
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<tr>
<td>Autumn term</td>
<td>6 October 2016 – 16 December 2016</td>
</tr>
<tr>
<td>Spring term</td>
<td>16 January 2017 – 24 March 2017</td>
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<tr>
<td>Summer term</td>
<td>24 April 2017 – 30 June 2017</td>
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Professor Noam Lubell
Head of School of Law (Until January 2017)

Professor Andrew Le Sueur
Head of School (From January 2017)
1.2 Timetable

**PGR Calendar 2016-17 School of Law**

Supervisory Board meetings to be arranged amongst supervisors and students

<table>
<thead>
<tr>
<th>Supervisory Boards Rounds</th>
<th>Research Students’ Progress Committee</th>
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<td>January cohort</td>
<td>14 December 2016</td>
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<tr>
<td>28 November-05 December 2016</td>
<td>22 March 2017</td>
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<tr>
<td>April cohort</td>
<td>14 June 2017</td>
</tr>
<tr>
<td>06 - 13 March 2017</td>
<td>Summer Term Deferred cases <em>only</em></td>
</tr>
<tr>
<td>October cohort</td>
<td>30 August 2017</td>
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<tr>
<td>24 - 31 May 2017</td>
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<tr>
<td>Summer Term Deferred cases <em>only</em></td>
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<td>21 - 28 August 2017</td>
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**Interim Boards**

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<tr>
<td>October cohort</td>
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<tr>
<td>28 November-05 December 2016</td>
<td>14 June 2017</td>
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<tr>
<td>January cohort</td>
<td>22 March 2017</td>
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<tr>
<td>12-19 June 2017</td>
<td>14 December 2016</td>
</tr>
<tr>
<td>April cohort</td>
<td>Summer Term Deferred cases <em>only</em></td>
</tr>
<tr>
<td>2 - 9 October 2017</td>
<td>30 August 2017</td>
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</table>

**IMPORTANT:** Students in completion year need a board at the end of every term.

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1.3 Link to myEssex

myEssex is a student web portal which offers you a structured set of links to online services and information that have been customised with your needs in mind, for example myEssex automatically provides links to information about your scheme of study and modules, as well as links to the relevant departments/schools. You can personalise myEssex further by adding and hiding links, adding personal contacts and by changing the look of the pages. For more information log on at: [https://www.essex.ac.uk/myessex/](https://www.essex.ac.uk/myessex/)

2. About the School of Law

**Head of the School of Law (HoS)**

Professor Noam Lubell is Head of the School of Law until January 2017 and then Professor Andrew Le Sueur becomes Head. The HoS is chosen from among the senior staff and normally serves a term of three years. The HoS is responsible to the Executive Dean for 'maintaining and promoting the efficiency and good order of the school'. He is kept informed of graduate matters by the Postgraduate
Research Director. He is normally the last resort if student problems cannot be handled by other staff members within the School.

**Postgraduate Research Student’s Director (PGRD)**

**Dr Olugbenga Bamodu** is the PGRD and is the Seminar Co-ordinator for PGR students. The PGRD has overall responsibility for PhD studies in the School. He deals with applications, liaises between the School and the University administration on PhD matters, and monitors the general progress of PhD students. If you have any problems regarding your PhD that cannot be resolved by Konstantina Koutsouroumpa or your supervisor, you can contact Olugbenga Bamodu (oobamodu@essex.ac.uk).

Graduate Director for Taught Master Degrees

**Dr Marios Koutsias** who is the Postgraduate Director for Taught Masters also chairs the Staff/Student Liaison Committee (SSLC).

In the main Law corridor (level 5), Room 5S.5.5, you will find **Konstantina Koutsouroumpa** (k.koutsouroumpa@essex.ac.uk). Konstantina is often the first point of contact for your enquiries; her telephone extension number is 2585.
### 2.1 Details of academic staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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<td>4218</td>
<td><a href="mailto:csando@essex.ac.uk">csando@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Laure Sauve</td>
<td>Director of LLB English and French Laws with Clotilde Pegorier (all year)</td>
<td>5S.7.28</td>
<td>3004</td>
<td><a href="mailto:lsauve@essex.ac.uk">lsauve@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Ahmed Shaheed</td>
<td>HRC Deputy Director</td>
<td>5S.6.26</td>
<td>2661</td>
<td><a href="mailto:ashaheed@essex.ac.uk">ashaheed@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Julien Sterck</td>
<td>Director LLB English and French Laws (Spring &amp; Summer Terms)</td>
<td>5S.7.25</td>
<td></td>
<td><a href="mailto:js16410@essex.ac.uk">js16410@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Matthew Stone</td>
<td>Director Undergraduate Studies</td>
<td>5S.5.25</td>
<td>3380</td>
<td><a href="mailto:mstonec@essex.ac.uk">mstonec@essex.ac.uk</a></td>
</tr>
<tr>
<td>Professor Maurice Sunkin</td>
<td></td>
<td>5S.5.32</td>
<td>2560</td>
<td><a href="mailto:sunkm@essex.ac.uk">sunkm@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Hedi Viterbo</td>
<td>Research Ethics Coordinator</td>
<td>4SB.5.19</td>
<td>TBC</td>
<td><a href="mailto:hv16407@essex.ac.uk">hv16407@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Gus Waschefort</td>
<td></td>
<td>5S.6.10</td>
<td>TBC</td>
<td><a href="mailto:gw16922@essex.ac.uk">gw16922@essex.ac.uk</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Office</td>
<td>Ext</td>
<td>Email</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-----------------</td>
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</tr>
<tr>
<td><strong>Professor Chris Willett</strong></td>
<td>Commercial Law Research Cluster Coordinator</td>
<td>4SB.5.14</td>
<td>2556</td>
<td><a href="mailto:cwillett@essex.ac.uk">cwillett@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Dr Meagan Wong</strong></td>
<td>Final Year Undergraduate Year Coordinator and Progress Officer</td>
<td>4SB.5.22</td>
<td>TBC</td>
<td><a href="mailto:mw16305@essex.ac.uk">mw16305@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Professor Lorna Woods</strong></td>
<td>Deputy Director of Research (Autumn Term)</td>
<td>5S.7.31</td>
<td>2905</td>
<td><a href="mailto:lmwoods@essex.ac.uk">lmwoods@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Professor Jane Wright</strong></td>
<td>Director of Education and Deputy Head of School from January 2017</td>
<td>5S.6.11</td>
<td>2559</td>
<td><a href="mailto:jeaw@essex.ac.uk">jeaw@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Dr Anil Yilmaz-Vastardis</strong></td>
<td>Deputy Director of Undergraduate Studies</td>
<td>5S.4.12</td>
<td>4108</td>
<td><a href="mailto:ayilma@essex.ac.uk">ayilma@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
2.2 Details of administrative staff

The administrative team in the department are your first port of call for any non-academic matters. If they are unable to help directly they will be able to point you in the right direction.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Details</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yvonne Cattrall</strong></td>
<td>School Manager</td>
<td>Yvonne is the School of Law and Human Rights Centre Manager and oversees the administrative teams.</td>
<td>Office: 5S.5.13 Ext: 2586 Email: <a href="mailto:yscatt@essex.ac.uk">yscatt@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Kimberley Stockley</strong></td>
<td>Deputy School Manager (deputises in Yvonne’s absence)</td>
<td>Kimberley primarily oversees the Education team. She also deputises for Yvonne, when she is absent from the University.</td>
<td>Office: 5S.5.5/5.13 Ext: TBC Email: <a href="mailto:ks16354@essex.ac.uk">ks16354@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Catherine Gentry</strong></td>
<td>Executive Officer – Events and Communications</td>
<td>Catherine (Cat) oversees the research and communication for the School. She is responsible for administering the Web and Social media pages. Cat also promotes work placements and employability information to all students via internal channels.</td>
<td>Office: 5S.5.27 Ext: 2567 Email: <a href="mailto:cgentry@essex.ac.uk">cgentry@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Penny Castagnino</strong></td>
<td>Senior Administrator (Events and Communications)</td>
<td>Penny provides administrative support for events within the School and Human Rights Centre (including the HRC Summer School and trips overseas). Penny also organises external events, including the Annual law/ Clifford Chance lectures/ as well as CPD Courses.</td>
<td>Office: 5S.5.27 Ext: 2762 Email: <a href="mailto:pcasta@essex.ac.uk">pcasta@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Natalia Evripidou</strong></td>
<td>Administrator (Events and Communications)</td>
<td>Natalia supports the Events and Communications team, she assists with Visit days and helps run the weekly speaker series.</td>
<td>Office: 5S.5.27 Ext: 4736 Email: <a href="mailto:ne16448@essex.co.uk">ne16448@essex.co.uk</a></td>
</tr>
<tr>
<td><strong>Mandy Gray</strong></td>
<td>Senior Administrator (Finance)</td>
<td>Mandy maintains the School's financial budgets and deals with reimbursement of expenses to staff and students.</td>
<td>Office: 5S.5.5 Ext: 4862 Email: <a href="mailto:mandyg@essex.ac.uk">mandyg@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Wendy Hubbard</strong></td>
<td>Administrator (Part time).</td>
<td>Wendy supports the administrative team by helping with day to day tasks; she is also responsible for Health and Safety within the School.</td>
<td>Office: 5S.5.5 Ext: 4736 Email: <a href="mailto:whubbard@essex.ac.uk">whubbard@essex.ac.uk</a></td>
</tr>
</tbody>
</table>

Events and Communications Team (**lawhrcevents@essex.ac.uk**)

Executive Services Team
## Education Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
<th>Office</th>
<th>Ext</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hayley Milburn</strong></td>
<td>Executive Officer - Education</td>
<td>Hayley oversees the Education team with guidance from Kimberley.</td>
<td>5S.5.5</td>
<td>2587</td>
<td><a href="mailto:hmilburn@essex.ac.uk">hmilburn@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Konstantina Koutsouroumpa</strong></td>
<td>Senior Administrator - Research Students</td>
<td>Konstantina looks after the postgraduate administration for all students in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>2585</td>
<td><a href="mailto:k.koutsouroumpa@essex.ac.uk">k.koutsouroumpa@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Mei Mei Tang</strong></td>
<td>Senior Administrator – Double degree/ international Mobility.</td>
<td>Mei Mei looks after the double degree and international mobility students and modules in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>4461</td>
<td><a href="mailto:mei.mei.tang@essex.ac.uk">mei.mei.tang@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Elizabeth Harvey</strong></td>
<td>Administrator - Undergraduate</td>
<td>Liz supports the Education Team working primarily on Undergraduate administration for all students and modules in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>4810</td>
<td><a href="mailto:liz.harvey@essex.ac.uk">liz.harvey@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Sarah Kearn</strong></td>
<td>Administrator – PGT</td>
<td>Sarah looks after the postgraduate administration for all students and modules in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>TBC</td>
<td><a href="mailto:s.kearn@essex.ac.uk">s.kearn@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Jamie Seakens</strong></td>
<td>Administrator - Undergraduate</td>
<td>Jamie supports the Education Team working primarily on Undergraduate administration for all students and modules in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>2529</td>
<td><a href="mailto:jseakens@essex.ac.uk">jseakens@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
2.3 Resources supplied or maintained by the School
The School of Law rooms for postgraduate research students are: Rooms 5S.5.1 and 4S.4.18. Keys for the rooms are available on request in the Law General Office. A refundable deposit of £5.00 per key is required. The department along with the help of the PhD Course rep have responsibility to allocate desk spaces to new research students.

It is our policy to try to make basic computing facilities available in the postgraduate research students' room, and each machine is connected to the University network and the internet. You will need to register with the Computing Services if you wish to use the network facilities. There are around ten computer laboratories on campus and all of these are available to you (unless in use for teaching). A leaflet available from Computing Services points you towards the location of these laboratories. Information on Computer IT skills and Training information can be found at: http://www.essex.ac.uk/it/about/guidelines/

2.4 Location of Law General Office
The General Office located in the Law corridor, room 5S.5.5 in square 4. This office deals with the administrative aspects of undergraduate, postgraduate degrees and occasionally with research students queries. It maintains students' records and liaises with staff of the School of Law about undergraduate and postgraduate matters. This office is the first port of call for students with any academic and non-academic problems. See also 3.2 above for opening hours.

2.5 Details of the School support and supervisors
Supervisors responsibilities
Supervisors need to familiarise themselves with the University Code of Practice (http://www.essex.ac.uk/academic/docs/regs/prdcode.shtm) on Postgraduate Research Degrees. Two Supervisors are normally appointed for the duration of the student's registration for the PhD/MPhil degree and they have the following responsibilities:

(i) help with the formulation of the problem to be elaborated in the thesis
(ii) give guidance on the appropriate methodologies to be employed; including advice on attaining that standard by following the milestones;
(iii) suggest additional relevant literature to be consulted
(iv) assist the student in developing a clear timetable of work
(v) read and comment on outlines, position papers, draft chapters, etc.
(vi) maintain regular contact with their students through meetings until the thesis has been submitted and, if this arises, during any referral period. In the case of distance learning student’s supervisors must maintain regular contact with the student through electronic and/or other means
(vii) ensure supervisory bord meetings are arranged for each student in accordance with the requirement set out in section 2.3 of this handbook.
(viii) report on each student’s progress to the supervisory board indicating what has been achieved and whether they meet the required milestone.

Student's responsibilities
Research students have a responsibility to:
(i) Read the documentation provided to you with regard to your degree, and sign a form to certify that you have read the documentation and agree to abide by it. This includes the Higher Degree Regulations, this handbook, the Law School Milestones and comments received from supervisory board meetings.

(ii) Attend meetings with your supervisors and the supervisory boards as arranged and prepare for them, notifying your supervisors in the event of unavoidable absence.

(iii) At every Supervisory Board meeting you will be required to submit a review of the research accomplished a work plan of future research and a sample of the work done. It is not normally necessary for the full extent of the work completed to be presented to the board, but it should be made available upon request. In addition to emailing the relevant work to the supervisor, students must upload the work to Moodle to be reviewed by the supervisor prior to the SB meetings.

(iv) Maintain contact with supervisors: it is important to keep in regular contact with your supervisor and, during approved periods of study away, also provide updates on progress.

(v) Carry out the work agreed with your supervisors and submit written work as agreed so you meet the required milestones. You need to inform your supervisors of any problems you encounter with meeting the agreed deadlines.

(vi) Complete and submit your student summary report via Moodle for the supervisory board at least one-week before the meeting.

**Accessibility, contact and leave**
You should normally meet with the your supervisor at least monthly during the three years of supervision. Meetings should normally last for at least half an hour. You or your supervisor may request a meeting at other reasonable times. You and your supervisors should advise the PGR administrator (Konstantina Koutsouroumpa) and Registry of any lengthy absences during vacations.

In the case of distance learning students or students who are away from the University on fieldwork, you should maintain regular contact with your supervisor through electronic or other means. Supervisors should inform the PGR administrator if it is not possible to establish contact.

If your supervisor is on leave and cannot provide supervision during that period, it is your supervisor’s responsibility to ensure that replacement supervision is in place. Supervisors should keep each student well informed in advance about any prospective periods of leave and the planned supervisory arrangements during the leave.

**Records of meetings and written work**
You and your supervisors need to keep a record of dates of formal supervisions and of written work submitted, including when feedback was provided, which can be produced later. All documents and records from supervision meetings must be uploaded to Moodle.

**Advising you the student, on progress**
The supervisor provides feedback on your work and warns and advises you in writing, with a copy to the PGR Director (Research) where work is not of the appropriate standard or is being produced too slowly, and of steps which might be taken to remedy the situation.
**Significant needs or circumstances**
Please inform your supervisor promptly if there are any specific needs or circumstances likely to affect your work progress.

**Research training for PGR students**
Your supervisor will help you to identify and record your training needs at the beginning of your studies and will review them on a regular basis. You should take advantage of the range of opportunities for developing appropriate and research skills and that a record of course/workshop completion and attendance is kept. This may be in the form of a copy of a record maintained by the student that has been signed off by the supervisor.

**Health and safety**
Familiarise yourself with guidelines on health and safety and intellectual property, for details visit the website Research and Enterprise Office [https://www.essex.ac.uk/reo/governance/human.aspx](https://www.essex.ac.uk/reo/governance/human.aspx).

**Supervisory problems**
Discuss any supervisory problems with your supervisors in the first instance. Or, if you prefer with the PGR Director, the Head of School or, PGR Administrator. Alternatively, if you feel unable to talk to a member of the staff in the Law School, you should contact the Registry to discuss your problems. Any discussions will remain confidential if requested.

**Student support issues**
For research students, the first point of contact, for student support issues will normally be the supervisors. If for any reason you are reluctant or unable to speak to your supervisors about a pastoral matter, you should contact the PGR Administrator, the PGR Director or the Head of the School of Law. This represents an important opportunity for the School to identify any difficulties you might be experiencing and to advise you in the matter. We will assist you in finding sources of further information and help within the University, both academic and pastoral.

Staff in the School of Law are encouraged to refer those students whose difficulties are clearly not of an academic nature to the Student Support Office (website [http://www2.essex.ac.uk/stdsup/](http://www2.essex.ac.uk/stdsup/)).

**2.6 Details of how the School will communicate with students**
Important information is communicated to students by means of post, electronic mail and on University notice boards. The University makes use of electronic mail to advise students of deadlines and to communicate information on various aspects of student life. You are expected to access and check your University e-mail account every day during your studies. You are also advised to check the Student Pigeon Holes, located outside the Post Room (4N.3.0) at least weekly during term-time. Important information is also posted on the School notice boards, outside the School of Law foyer. Students are advised to check these regularly.

**Email**
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/](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 mailing lists/ guidance
As a student, you will be on a number of University email lists. Some are mandatory and reflect your current course, modules, department/school, 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: https://www.essex.ac.uk/it/groups-lists/. We do not send out marketing information unless you have opted in to it.

Notice Boards
There is a notice board in the School of Law corridors for research students. Course notices and information on guest speakers/lectures will be found here amongst many other matters. Students should consult the notice boards regularly.

Faculty Education Committee (Humanities)
This is chaired by the Executive Dean (or her deputy) and meets three times a year. Representatives from the School of Law, other departments/schools and centres in the Faculty of Humanities, and student representatives are members of the Committee. It reports to Education Committee. The Terms of Reference can be found here: http://www.essex.ac.uk/academic/docs/cal/sencom.shtm#fech.

Education Committee
This is chaired by the PVC (Education) and meets five times a year. The Dean of Postgraduate Research and Education is a member, as well as Faculty convenors and a postgraduate research student. It reports to Senate. The term of reference can be found here: http://www.essex.ac.uk/academic/docs/cal/sencom.shtm#edct.

2.7 Information on funding and grants
PGR Students may apply to the University for travel-grant, usually in January, and applications are considered in May of each year. Students are advised to apply on time to avoid disappointment. Information on this grant can be found at: http://www.essex.ac.uk/studentfinance/pg/university_support/other_funds.aspx

The School of Law may also support PGR students with a grant of up to £350 per student, each financial year, for attending conferences. The current financial year starts on 1st August 2015 and ends on the 31st July 2016. To apply send an email before the event to Yvonne Cattrall, School Administrator, yscatt@essex.ac.uk with the details of the costing for the conference, plus a supporting statement from the supervisor showing that the conference is connected with your research. This will be considered by the Head of School and you will be contacted by email with a decision. Contact the School Finance Administrator, Mandy Gray mandyg@essex.ac.uk for any finance queries related to the event.

Section 2: Academic Matters

3. Learning and Teaching
3.1 Brief statement about learning, teaching and your MPhD
All students are registered on the MPhil/PhD dual registration category, pending confirmation of their PhD status at the end of the third term of study (end of third year for part time students). Research students have a three year minimum period (six years for part-time students). All students have a
one-year completion period (11 months), whether they are full-time or part-time. Students can register for a maximum period of four years if full-time or seven years if part-time. They are required to submit their thesis for examination before the end of their completion year, which is year four of their studies for full-time students or year seven for part-time students.

The Higher Degree Regulations outline the minimum and maximum periods for PGR students http://www.essex.ac.uk/about/governance/regulations/. Please refer to HDR 4.6 – 4.26 and Appendix 1 (at the bottom of the webpage if accessing via the URL above).

3.2 Information about Moodle

Moodle
The University of Essex uses Moodle as a major online learning environment to enhance the teaching we give at the University. Moodle provides you with access to your course materials and allows you to make use of a number of useful built-in facilities to enhance your learning experience, such as discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.

www.essex.ac.uk/dsh/moodle

PhD Portfolio on Moodle
The Portfolio based system is designed to enable students and supervisors to see what is expected at each of the key steps in the PhD. It also provides a vehicle for communication between supervisors and students. Students are allocated a space in Moodle https://moodle.essex.ac.uk/ at the start of their studies. Students needing training to become acquainted with the system should contact Konstantina Koutsouroumpa.

A training induction for Moodle will be provided at the PhD induction meeting in October for new students.

3.3 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.

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

3.4 Registration, intermitting, changing your degree

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

You should discuss any proposed change of degree title with your supervisor. One you have decided you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form (available here: www.essex.ac.uk/esf/)
Until your final term, you may request a transfer from one mode of study to another, for example from full time to part time, including distance learning, or vice-versa. You should discuss any proposed change with your supervisor.

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

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

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

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

Maximum and Minimum periods of study from 2008-09

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

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

3.5 Supervision

3.6 PGR milestones.
Research Milestones for students who started before October 2015

Note the Milestones 2014-15 should be red along with the document titled Research Students’ Milestones – Academic Year 2014-15.

The milestone document can be accessed at http://www.essex.ac.uk/law/current/default.aspx

Research Milestones 2016-17
Please note that these Milestones should be read along with this Handbook in particular, the provisions therein on student and supervisor responsibilities

Milestones for 2016-17 have not been confirmed at the time this handbook went to publication.
The milestone can be accessed at http://www.essex.ac.uk/law/current/default.aspx
Supervision

PGR Supervisory Boards - Composition
Supervisory boards should normally consist of the supervisors, the student, plus at least one other member of academic staff who should chair the board.

Advice, monitoring and reports
The purpose of supervisory boards is to monitor the students' progress and to provide them with a fresh perspective on their work; the possibility to benefit from the research experience of academics other than the supervisor(s); and an opportunity to reflect on their progress and experience to defend their work. It is the role of the chair of the board to prepare a formal report on the students' progress for the Research Students Progress Committee. At least one week before each meeting, the supervisory board should receive a copy of the Student Summary Report from the students on their progress with a work plan. The Student Progress Summary Report proforma is available at: http://www.essex.ac.uk/law/current/default.aspx. As and when required by the members of the board, students also need to submit drafts of the work they completed by uploading the document/s onto Moodle. At the end of the meeting, the chair should complete a report of the board, including any recommendations made. If there is concern about the students' progress this must be indicated clearly in the Supervisory Board report. A copy of the report, signed both by the chair and the supervisor, should be forwarded to Konstantina Koutsouroumpa, the Postgraduate Research administrator. Exceptionally, if a student or supervisor is away from the University during the period when the Board is due, the Board can be held by Skype or video-link. Distance learning students should have at least one face-to-face supervisory board a year.

Supervisory Board Reports are sent to students by email after the Research Students Progress Committee assessed them.

Timetabling and frequency of supervisory board meetings
Supervisors should ensure that meetings of supervisory boards with the student are arranged at least twice a year for full-time students and once a year for part-time students, until they have submitted their thesis. During completion year, a supervisory board is required at the end of each term.

Failure to hold a supervisory board at the required time might result in the student's registration being suspended and may impact funding and visa requirements. Tier 4 students may be required to leave the UK.

October Cohort
Supervisory boards should be held in December (interim) and in June (end of year). Students enrolled in October 2016 need to have their confirmation board in June 2017.

January Cohort
Supervisory boards should be held in December (end of year) and June (interim board). Students enrolled in January 2017 need to have their confirmation board in December 2017.

April Cohort
Supervisory boards should be held in March (end of year) and in October (interim board). Students enrolled in April 2017 need to have their confirmation board in March 2018.

Part-time
Part-time students have only one supervisory board a year. The confirmation board needs to be held at the end of the second year of studies.

If boards cannot be held at the times specified above, the PGR Director and the PGR Administrator should be informed by email giving the new date of the meeting and a brief explanation for the
change. Remember that delays in holding the supervisory board may have adverse effect on the students’ registration. The PGR Committee reports back to Registry before the first Monday of July.

**Board membership and internal examining**

No member of staff who has been a member of a supervisory board during the final six months before submission of the thesis may be nominated as the internal examiner.

**Confirmation Board – M1**

The M1 Confirmation Board follows the first Interim Board and takes into account the overall progress of the student. The Confirmation Board makes a recommendation to the Research Students Progress Committee on whether to confirm a student’s PhD status primarily on the basis of a piece of written work that draws upon and engages with the primary sources for the thesis, for example a draft chapter or working paper on a particular problem. However this piece must be sufficiently analytical to demonstrate the capacity to produce work of PhD quality. This must be submitted to the members of the supervisory board and uploaded on to Moodle 2 weeks prior to the supervisory board meeting.

If PhD status is not confirmed at the meeting, the case will be reconsidered at the next supervisory board. The confirmation decision may only be deferred once.

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

- Confirm PhD status
- Defer a decision to the next board
- Downgrading to MPhil
- Discontinuation

If, following the second confirmation board, PhD status is not confirmed, then the board will recommend to the Research Students Progress Committee either downgrading to MPhil or discontinuation. At this point, a student has a right of appeal against that decision. The Research Students Progress Committee’s recommendation is made to the Deputy Dean (Education) in Registry.

**Completion Board – M3**

For all research students, the supervisory board that is held at the end of a student’s minimum period will consider whether they are ready to move into completion. A recommendation that a student should be allowed into completion can only be made if there is clear evidence that the student is likely to complete the thesis within the eleventh month of the completion period.

**Research Students Progress Committee (RSPC)**

The purpose of the Research Students Progress Committee is to review the progress of every student through to submission or withdrawal, on the basis of the reports from the supervisory board, which should include the written report from the student. The Research Students Progress Committee is responsible for making decision on confirmation of PhD status; allowing the student to proceed to the next year of study and permitting students into completion.

**Composition and role**

The RSPC consists of the PGR Director, the PGR Director who acts as chair and three appointed academic members of staff. It reviews the progress of every student through to the award of a degree, on the basis of the reports from the supervisory board, including the written report from the student.
A recommendation to Registry for discontinuation, downgrading or upgrading, to confirm PhD status, or to permit entry into completion can only be made by the RSPC. When the RSPC considers a recommendation from a student’s supervisory board to discontinue, downgrade, or not confirm the PhD status or not allow the student to move into completion year, its membership must include at least two members who were not on the student’s last supervisory board.

**Frequency and timing**
The RSPC meets three times a year, in June, December and April to review the progress of all PGR students. The progress review throughout the academic year may either take the form of a meeting of the RSPC or of a review of the progress of all research students by the PGR Director on the basis of the written reports from supervisory boards.

**Reports and recommendations to the Dean**
The RSPC forwards a copy of the supervisory board report on each student to the Deputy Dean (Education) recommending in each case that:

i. the student be allowed to proceed with his/her studies either unconditionally or subject to further review at a specified date if appropriate; or

ii. the student’s status should be altered (e.g. upgraded from an MPhil to a PhD; downgraded; minimum period extended);

iii. the student’s studies should be discontinued.

In all cases in which the Research Students Progress Committee does not recommend that the student can proceed to the next stage of studies, the student should be informed in writing of the Committee’s recommendation and of the opportunity to request a review thereof.

### 3.7.1 Disabled students information

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

You can find out about the academic and learning support we offer here: [www.essex.ac.uk/students/disability/academic](http://www.essex.ac.uk/students/disability/academic)

UK students may be eligible for a Disabled Students’ Allowance grant.

Go here for more information including application forms and key changes for 2016-17 [www.essex.ac.uk/students/disability/funding](http://www.essex.ac.uk/students/disability/funding)

### 3.7.2 Information for international students

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

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

You can find helpful information here - [www.essex.ac.uk/students/new/international](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.
3.7.3 Mature and part-time students
As a mature student you’ll be in very good company – around 37% of our students are mature students.

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

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

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

You can do this in a number of ways:

1. You can contact (or be elected as) a student representative who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.

2. You can find more information on the Students’ Union website www.essexstudent.com/representation/coursereps/ and the University’s policy here: www.essex.ac.uk/quality/student_representation/student_rep.asp

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

3.8.1 Student Staff Liaison Committees (SSLC)
The School of Law has a post-graduate staff-student liaison committee which consists of the Head of School; the PGT Director, who chairs the committee; the PGRD; LLM course Directors; student representatives for each LLM and two PGR representatives.

The committee meets twice a year and gives the student representatives the possibility to consult directly with regard to their degree, modules or the PhD programme and to make formal complaints, proposals or provide positive feedback. The committees can then bring matters forward for consideration at the School Meeting.

The provisional dates of these meetings are:

- Wednesday 16 November 2016 at 2.00 pm (tbc)
- Wednesday 01 February 2017 at 4.00 pm (tbc)

All meetings will be held in the Law Staff Common Room – 5S.6.17 unless otherwise advised closer to the time of the meetings.

3.8.2 PGR Student representation at the School Meeting
PGR students have two representatives who represent students’ interests in School Meetings (meetings in which all matters concerning the School are discussed), and in the Postgraduate Staff-Student Liaison Committee meeting of the School of Law. The PGR students’ representatives are elected at the beginning of the first term of each academic year. Visit the Law School website to find out the current representatives for PGR students at: https://www.essex.ac.uk/law/current/sslcs.aspx.
3.9 Library Services
At our Colchester Campus and located on Square 5, the Albert Sloman Library has long opening hours, a new extension, a dedicated postgraduate research room and 24 hour access in the weeks leading up to exam time. The library has a wide range of learning resources, including books, journals, British and foreign-language newspapers, databases, microfilms and audio-visual materials. There are quiet group study areas and networked PCs on all floors.

libwww.essex.ac.uk/

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

4.2 School of Law research events
Research activities in the School of Law are largely organised around our three research clusters. We have a research cluster in commercial law, one in human rights law and one in public law. All of these areas are defined very broadly. During term time, each cluster usually meets about once every 3 weeks, Wednesday 1-2pm. Research students are encouraged to join the research cluster most closely linked to their area of research and invitations for cluster events will be sent to research students whenever relevant. If you have any questions about which cluster would be most suitable for you, please discuss this with your supervisor or the cluster coordinators.

Research Training: seminars and training courses

PhD Research Training Seminar Series
A series of seminars are offered to PhD students over a period of two or three days each year. Students are strongly encouraged to attend. Further information about the training and dates will be provided at the start of the academic year.

Presentation and Research Conference
In your first second year you will be required to give a presentation on your proposed research at the Post-Graduate Research Conference, provisionally scheduled for 20-21 February 2017. All research students are encouraged to attend and present their research at this conference every year throughout their studies.

Attending Modules in the School of Law
A supervisor may recommend that you attend a module to help you with your research. You will not usually be expected to comply with the assessment rules of such a module. Even where attendance of a module was not recommended by the supervisor, you may sit in on any modules offered by the School, so long as you receive the module director’s permission. Details of modules can be obtained from the postgraduate students’ handbook or the undergraduate handbook. Both can be viewed on http://www.essex.ac.uk/law/. It is not advisable to audit so many modules that this becomes a distraction from working on your thesis.
Moodle Training
The School of Law also offers training to students who are not familiar in using Moodle see section 4.3 for details.

5. Progressions and Assessment

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

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

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

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

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

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

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

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

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

If you decide to intermit your registration will be changed to partial registration, which means that you will no longer be entitled to supervision or to attend any modules or training events. You will still have access to your Essex email account which we will use to communicate with you and some library access.
If you decide to intermit, you will need to complete the online form at www.essex.ac.uk/esf/ and you will receive an email confirming whether your request to intermit has been successful.

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

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

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

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

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

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

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

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

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

Making a **complaint**. The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination. You can find the complaints procedure and the forms at www.essex.ac.uk/students/experience/complaints
A complaint is defined as the expression of a specific concern about matters that affect the quality of a student's learning opportunities (this is in line with the QAA Quality Code for Higher Education, Chapter B9: Academic Appeals and Student Complaints). The University aims to resolve complaints quickly and informally.

**Fitness to practise** is only applicable to students on certain professional courses (such as nursing or social work) at: [www.essex.ac.uk/about/governance/documents/policies/procedures-fitness-to-practise.pdf](http://www.essex.ac.uk/about/governance/documents/policies/procedures-fitness-to-practise.pdf)

If this applies to you, you will have been told by your School.

### 6. Referencing and good academic practice

#### 6.1 Good academic practice is important at Essex

It is essential that you develop good academic practice in relation referencing and using sources effectively in your academic writing. This is one of the core skills that you will develop with the guidance of your supervisors. It demonstrates your research skills and ensures all work that is used as part of your research is properly attributed. It is the students responsibility to ensure all sources are fully and correctly referenced in their written work. The standard referencing style in the law school is the OSCOLA system, unless your supervisors advise otherwise.

OSCOLA referencing generator can be found at: [http://www.lawteacher.net/oscola-referencing/here](http://www.lawteacher.net/oscola-referencing/here)

#### 6.2 Referencing and the referencing scheme

MySkills website gives advice and provides everything you need to know concerning referencing skills in academic writing.

In your written work you will be required to follow the rules and conventions which relate to appropriate incorporation of source material. You may even unwittingly commit the academic 'offence' of plagiarism (see below for more information on plagiarism)

#### 6.3 University’s policy on academic offenses

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

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

The Talent Development Centre 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 at [https://moodle.essex.ac.uk/course/view.php?id=5844](https://moodle.essex.ac.uk/course/view.php?id=5844). 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)

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.

Remember, if you have any questions about referencing you should seek advice from your supervisor.
6.4 Proofreading policy
To avoid plagiarism give yourself enough time to plan, draft, write, edit and proof-read your work. Make sure you print or save full details of all sources, so that you can reference them easily once you have used them.

If you have any doubt about whether you are in breach of the regulations on cheating SEEK ADVICE from your supervisor.

6.5 Information about being published
Seek advice from your supervisors in the first instance. The law school also provides research training seminars on how to get published.

6.6 Research Ethics
Students who are likely to conduct interviews with human participants, or use animals as part of their PHD research are required by the university to have ethical approval. Indeed any research involving human subject (particularly vulnerable subjects) must have ethical approval. This must be approved BEFORE any research field work or interviews take place. Applying for approval must be in at least twelve weeks before your starting date, as the application may need to be seen by more than one ethics committee. Also be aware that if this is submitted during a university vacation period, it may take longer, as the staff involved may not be available. Further guidance and information is available from Moodle in your Phd Portfolio. (see also 6.7).

Information on ethical approval can be obtained from the Resarch & Enterprise Office
The contact in the School of Law for Research student applications is Konstantina Koutsouroumpa (k.koutsouroumpa@essex.ac.uk), please contact them to obtain an form and further information.

Section 3: You Matter

7. Practicalities: Getting started and IT matters
7.1 Registration, enrolling and transcripts
All new and returning students must register at the start of each academic year. The full process for new students includes activating your student record for the academic year – which is held by our Registry team – getting your email account, gaining access to IT and library services, and enrolment on modules and confirming your contact details. As your studies draw to a close, once your exam board has met, it takes up to five working days for your results to be confirmed. The Registry will publish your results, close your record and send you an award confirmation letter. Your award certificate and academic transcript cannot be produced until the Registry has completed the above step so if you have not received your award confirmation letter, the Graduation Office cannot produce your documents. For more about registration and the Registry (NB these are two different things) visit our student webpages.
www.essex.ac.uk/students/new/registration.aspx
www.essex.ac.uk/students/graduation/award-documents/default.aspx

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

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

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

If the number has **two elements and the second element has three digits** eg 4.722, the room is in the Maths/Social Studies/Rab Butler/Square 1 building area. The first number shows the floor and the last three digits shows the room number. Also, if the last three digits are 700-799 the room is off Square 1, and if the last three digits are 500-599 the room is in the Square 2 area (Computer Science). For example, 5.512 is room 512, floor 5.

[www.essex.ac.uk/about/colchester/documents/location_of_teaching_rooms.pdf](http://www.essex.ac.uk/about/colchester/documents/location_of_teaching_rooms.pdf)

### 7.3 IT support

**Wifi, email account, free MS office, computer labs, m:drive**

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

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

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

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

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

### 7.4 Tier 4 information

If you are a citizen of a country that is not part of the European Economic Area or Switzerland it is likely that you will require a **visa** to enter or remain in the UK to study. The type of visa you need to apply for will depend on your personal circumstances, proposed study and where you are applying from. Find out more on the University’s website at: [www.essex.ac.uk/immigration/](http://www.essex.ac.uk/immigration/)
7.5 On-campus facilities
There is a broad range of facilities to support your living and learning experience at our Colchester Campus – including study-based services like the IT helpdesk and group study pods, but also various food and drink venues, three banks, a general store run by the Students’ Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.

www.essex.ac.uk/students
www.essex.ac.uk/welcome

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

8. Skills, Employability and Experience
8.1 Employability and Careers Centre
Our employability and careers team are here to help you boost the skills and get the experience needed to make your CV shine. Take time to explore what’s available. Our careers specialists can give you valuable advice throughout your time at Essex and beyond. They offer one-to-one advice and guidance, job-hunting workshops and online access to graduate and part-time job vacancies, plus careers fairs, placements and internship schemes.

www.essex.ac.uk/careers

8.2 Learning Languages at Essex
Learn a language at Essex to increase your global and cultural awareness, and to give you the confidence to work and travel internationally, to expand your options for studying abroad, and to give you a competitive edge when you’re looking for a job. There are a number of ways to do it, find out more about this great opportunity.

www.essex.ac.uk/langling/languages_for_all

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

www.essex.ac.uk/skillscentre

8.4 Career Hub
A great place to start if you’re looking for part-time or seasonal work as you study is our online Career Hub. It’s an online jobs portal, and much more.

www.essex.ac.uk/see/careerhub

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

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

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

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

8.8 Big Essex Award
This is the University’s **employability award**. Sign up and showcase your extra-curricular achievements and provide concrete proof to employers just how employable you are. Get ahead of the game and make your CV really stand out. Plus, complete the award and it will be recorded on your degree transcript. www.essex.ac.uk/careers/bige

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

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

Facebook: www.facebook.com/internshipsessex
Twitter: @EssexInterns


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

Student Services Hub Colchester email: askthehub@essex.ac.uk
www.essex.ac.uk/students/health-and-wellbeing/default.aspx

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

- www.essex.ac.uk/studentfinance/money_matters
- www.essexstudent.com/services/advice_centre/money

9.2 Harassment advisory network, dignity and respect
The University of Essex is a diverse, **multicultural community** and we encourage a culture of dignity and respect. We’re committed to upholding an environment that’s free from any form of harassment or
bullying. Though rare, these incidents can occur and if they do our network of trained harassment advisors are on hand to help.

- [www.essex.ac.uk/equality](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)

### 9.3 Faith groups

We're a secular community and we recognise and support the many different religions and beliefs on campus. Our facilities and opportunities for worship include space for prayer or quiet reflection in our Multi-Faith Chaplaincy.

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

### 9.4 Nightline

Established at Essex in 1970, **Nightline** is a friendly help and support service run by students, for students. We’re open and listening during term-time from 10pm to 8am, located on the ground floor of Keynes Tower. We work under strict confidentiality ensuring complete anonymity, and we’re always willing to listen. From tea and toast to campbeds, whether you’re waiting for a taxi, need a revision break, or just want to chat, pop in or call us.

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

### 9.5 Health and safety on campus

There are a few things to know to help you stay well and safe on and off campus.

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

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

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

[www.essex.ac.uk/students/experience/safety.aspx](http://www.essex.ac.uk/students/experience/safety.aspx)
[www.essexstudent.com/services/safety_bus](http://www.essexstudent.com/services/safety_bus)
[www.essex.ac.uk/students/campus/emergency.aspx](http://www.essex.ac.uk/students/campus/emergency.aspx)
[www.essex.ac.uk/ohsas/fireSafety/peep.htm](http://www.essex.ac.uk/ohsas/fireSafety/peep.htm)
9.6 Residence Life
Our Residence Life team is here to help you settle in and support you during your time living in University-provided accommodation. Each residents’ assistant (RA) is assigned an area and will aim to get to know you, and organise a range of social activities. Plus they can help if you’ve concerns and complaints and they operate an on-call rota, from 5pm to 9am and on weekends.

www.essex.ac.uk/accommodation

9.7 Health Centre
If you’re studying on a course for more than six months, you’re required to register with a local doctor throughout your period of study. Our Colchester Campus has its own health centre offering NHS services including appointments with doctors, a nurse triage system for emergencies during opening hours, and specialist nurse clinics including asthma, diabetes, sexual health and contraception. The centre is operated by our NHS partners Rowhedge Surgery. Alternatively, use the NHS Choices postcode finder to find your nearest doctor to register with.

www.rowhedgesurgery.co.uk
www.nhs.uk/Pages/HomePage.aspx

9.8 Students’ Union Advice Centre
The SU advice centre offers free, confidential, independent and impartial advice on any issue that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex, including help with education, health, housing, immigration and money. Call into the centre on Square 3 between 10am and 4pm each weekday during term time or check our website.

www.essex.su/advice
T 01206 874034
E suadvice@essex.ac.uk

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

www.essex.ac.uk/site/privacy_policy.aspx
www.essex.ac.uk/records_management/request

Section 4: Essex Matters

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

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

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

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

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

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

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

Our ‘What’s on?’ calendar brings together all the events happening across our three campuses, so you can make the most of your time at Essex.
- [http://www.essex.ac.uk/events](http://www.essex.ac.uk/events)

School of Law website address: [www.essex.ac.uk/law/](http://www.essex.ac.uk/law/)
School of Law Facebook page: [www.facebook.com/JOELAW/](http://www.facebook.com/JOELAW/)
School of Law Twitter: [www.twitter.com/EssexLawSchool/](http://www.twitter.com/EssexLawSchool/)

Human Rights Centre website address: [www.essex.ac.uk/hrc/](http://www.essex.ac.uk/hrc/)
Human Rights Centre Facebook page: [www.facebook.com/EssexHRC](http://www.facebook.com/EssexHRC)
Human Rights Centre Twitter: [www.twitter.com/EssexHRC/](http://www.twitter.com/EssexHRC/)

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

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

10.5 Alumni
Your time will fly by, but the University of Essex is for ever, not just for a few years. When you graduate, you’ll get an alumni card, which gets you access to all alumni events, like our popular Sports Weekend, and allows you to keep using the gym and the library. Being an alumni also gives you free access to thousands of academic journals and books, discounts – apply for your first period of postgraduate study here and get up to 33% off your first year tuition fee, careers support for three years after you graduate, an alumni magazine to keep you up-to-date, access to great range of events – from the House of Commons to the London Eye, from Madrid to Kuala Lumpur and NUS extra.

[www.essex.ac.uk/alumni](http://www.essex.ac.uk/alumni)
Section 5: Useful Links

- School of Law website address: www.essex.ac.uk/law/
- School of Law Facebook page: www.facebook.com/UOELAW/
- School of Law Twitter: www.twitter.com/EssexLawSchool/
- Human Rights Centre website address: www.essex.ac.uk/hrc/
- Human Rights Centre Facebook page: www.facebook.com/EssexHRC
- Human Rights Centre Twitter: www.twitter.com/EssexHRC/
- Vimeo: https://vimeo.com/channels/essexlaw
- Appeals for Research Students: http://www.essex.ac.uk/academic/docs/regs/researchap.shtm
- Calendar home page: http://www.essex.ac.uk/academic/docs/cal/cal_index.shtm
- Code of Practice: Postgraduate Research Degree: http://www.essex.ac.uk/academic/docs/regs/prdcode.shtm
- Complaints Procedure: http://www.essex.ac.uk/academic/docs/regs/complaint.shtm
- Dates: http://www.essex.ac.uk/academic/docs/date/dates.shtm
- Diary of Meetings: http://www.essex.ac.uk/about/governance/dates/diary.aspx
- Disciplinary Regulations and Procedures: http://www.essex.ac.uk/academic/docs/regs/disreg.shtm
- Equality and Diversity: http://www.essex.ac.uk/eo/
- Examinations Regulations: http://www.essex.ac.uk/academic/docs/regs/exam.shtm
- Fees: http://www.essex.ac.uk/fees/
- Harassment Policy: http://www.essex.ac.uk/eo/harassment/harassmentdefault.htm
- Intellectual Property Rights: http://www.essex.ac.uk/ipr/
- Library Regulations: http://www.essex.ac.uk/about/governance/regulations/library.aspx
- Ordinances: http://www.essex.ac.uk/academic/docs/cal/ordinances.shtm
- Progress and Appeals: http://www2.essex.ac.uk/academic/offices/acadreg/apps.htm
- Proficio: http://www.essex.ac.uk/study/pg/research/proficio/default.aspx
- Residence Regulations: http://www.essex.ac.uk/academic/docs/regs/residence.shtm
- Statutes: http://www.essex.ac.uk/academic/docs/cal/statutes.shtm
- Referencing Skills from MySkills website http://www.essex.ac.uk/myskills/skills/referencing/referencingSkills.asp
- Information for current Law students: http://www.essex.ac.uk/law/current/default.aspx
- Summary of Academic Policy Decisions: http://www2.essex.ac.uk/academic/
- University Skills Centre: http://www.essex.ac.uk/skillscentre/
- Whistleblowing policy: http://www.essex.ac.uk/academic/docs/regs/whistle.shtm