

Your studies

STUDENT HANDBOOK
DEPARTMENT OF
LITERATURE, FILM,
AND THEATRE STUDIES

Postgraduate research student handbook

2016–2017



University of Essex

Please Note:

While the information contained in this booklet (compiled by the Graduate Director in August 2016) is believed to be correct at the time of printing, the Department reserves the right to update, modify or even withdraw specific courses or to change staffing arrangements or assessment procedures where academic developments or unexpected contingencies render such action necessary or expedient in the judgement of the Head of Department. If there are any discrepancies between this document and official University documents, then the University's documents take precedence.

The University will assume that you are aware of the contents of this handbook and of the University and Department procedures and regulations.

DEPARTMENT OF LITERATURE, FILM, AND THEATRE STUDIES

NOTES FOR THE GUIDANCE OF RESEARCH STUDENTS including Departmental Arrangements for Supervision

October 2016

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Section 1: INTRODUCTION

The Department of Literature, Film, and Theatre Studies, University of Essex,
Wivenhoe Park, Colchester CO4 3SQ
<http://www.essex.ac.uk/lifts/>

1. Introduction and Welcome

We would like to warmly welcome you to the Department of Literature, Film, and Theatre Studies. As a member of our postgraduate community you will be part of a dynamic research culture in an interdisciplinary department. Our expertise stretches across literature, creative writing, film studies and production, drama, and journalism. You will be supervised by leading academics as well as experienced practitioners of international standing.

We have a worldwide reputation for the quality of our research and teaching, with excellent scores for student satisfaction and postgraduate prospects.

About your Student Handbook

This handbook has been designed to give you essential information about the Department of Literature, Film, and Theatre Studies and the University.

There is also a range of useful information available online at www.essex.ac.uk/myessex and <http://www.essex.ac.uk/students/>. Our friendly departmental staff are always happy 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.

Term dates

2016-17

Autumn term	Thursday 6 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

2017-18

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

You can find the complete University teaching weeks calendar here:

<http://www.essex.ac.uk/students/course-admin/documents/weeks-2016-17.pdf>

You can find information about student services and other useful sites relating to student news at <https://www.essex.ac.uk/myessex/>

2. About the Department of Literature, Film, and Theatre Studies

The Head of Department is Professor Philip Terry (room 5NW.4.8)

Director of Graduate Studies

The Departmental Graduate Director for the Autumn term is **Dr Shohini Chaudhuri** and her office is in Room 5NW.5.9. Her phone number is (01206) 872591 and her email address is schaudh@essex.ac.uk. Shohini is responsible for overseeing the postgraduate activities in the Department and for your general academic well-being. Shohini would be happy to meet you and assist you with any academic and professional matters relating to your study. Her office hours are by appointment, so please email Shohini if you wish to make an arrangement.

For the Spring and Summer term 2017 the Deputy Graduate Director, **Professor Sanja Bahun** will be taking over the role. Her phone number is (01206) 872634, email address sbahun@essex.ac.uk.

The Departmental Administrator is Daniela Wachsening and she is located in room 5NW.6.18. She is responsible for overall departmental administrative matters. Her telephone number is (01206) 872604 and her e-mail address is d.wachsening@essex.ac.uk.

Rachele Winn is the **Deputy Departmental Administrator**, in room 5NW.6.12, email: rachele@essex.ac.uk. Rachele deals with student administration and deals with specific enquiries such as late submissions, student welfare and pastoral issues.

Jane Thorp is the **Graduate Administrator** and she is located in 5NW.6.14. Jane is responsible for general administrative matters relating to graduate work in the Department, including Graduate Admissions. Her telephone number is (01206) 872624 and her e-mail address is thorj@essex.ac.uk. Jane will gladly help you with any administrative matter relating to your studies.

Emma New, Finance Officer is based in room 5NW.6.14, and deals with all departmental financial issues. You can contact Emma by emailing emma.new@essex.ac.uk, or by phone on 01206 876332.

Emily Banks, Deanna McCarthy, and Antonio Vivas, Student and Academic Services Administrators, are located in the General Office, room 5NW.6.16. They assist with all undergraduate and postgraduate taught student enquiries, including essay submission, marks, second-marking, late submissions and extenuating circumstances, as well as problems of a non-academic nature. The General Office email address is liftstt@essex.ac.uk.

Meeting Staff and Other Students

The Graduate Director will meet with new PhD students on Thursday 6 October 2016 at 2 pm in 5NW.6.13 in the Department offices for an induction session about research matters in the Department. There will also be a social event for all new postgraduate students on Thursday 6 October 2016 from 6 – 8 pm in room 4N.6.1 This will be an opportunity to meet graduate teaching staff and current postgraduate students.

See <http://www.essex.ac.uk/lifts/staff/> for a complete list of departmental staff, their room numbers and email addresses.

Administrative Team

Responsibility	Name	email	room	telephone
Departmental Administrator	Daniela Wachsening	d.wachsening	5NW.6.18	2604
Deputy Departmental Administrator	Rachele Winn	rachele	5NW.6.12	2626
Graduate Administrator	Jane Thorp	thorj	5NW.6.14	2624
Finance Officer	Emma New	emma.new	5NW.6.14	6332
Student and Academic Services Administrator	Emily Banks	ebanks	5NW.6.16	2619
Student and Academic Services Administrator	Deanna McCarthy	dlmcca	5NW.6.16	2176
Student and Academic Services Administrator	Antonio Vivas	ajjviv	5NW.6.16	2417

Academic Responsibilities

Phil Terry	Head of Department and Director of the Centre for Creative Writing	Office: 5NW.4.9 Email: pterry@essex.ac.uk Phone: 01206 872618
Owen Robinson	Deputy Head of Department	Office: 5NW.4.11 Email: orobin@essex.ac.uk Phone: 2617
Sanja Bahun	Deputy Director of Graduate Studies (Spring & Summer)	Office: 5NW.6.9 Email: sbahun@essex.ac.uk Phone: 01206 872634
Shohini Chaudhuri	Director of Graduate Studies (Autumn)	Office: 5NW.5.9 Email: schaudh@essex.ac.uk Phone: 01206 872591
Annecy Lax	MA Director	Office: 4NW.4.1 Email: alax@essex.ac.uk Phone: 01206 872635
Susan Oliver	Director of Research	Office 5NW.6.11 Email: soliver@essex.ac.uk Phone: 01206 872616
Nic Blower	Employability Director	Office: 5NW.5.3 Email: nblower@essex.ac.uk Phone: 01206 874456
Liz Kuti	Director of the Centre for Theatre Studies	Office: 5NW.4.7 Email: ejkuti@essex.ac.uk Phone: 01206 873408
Adrian May	Deputy Director of the Centre for Creative Writing	Office: 5NW.4.4 Email: adrmay@essex.ac.uk Phone: 01206 872613
Jeff Geiger	Director of the Centre for Film Studies and Screen Media (Autumn, Summer)	Office: 5NW.5.11 Email: geiger@essex.ac.uk Phone: 01206 872623
Karin Littau	Director of the Centre for Film Studies and Screen Media (Spring)	Office: 5NW.5.13 Email: klittau@essex.ac.uk Phone: 01206 872629

Liam Jarvis	GTA Co-ordinator	Office: 5NW.4.4B Email: lj Jarvis@essex.ac.uk Phone: 01206 874764
Jordan Savage	Cadenza Co-ordinator	Office: 5NW.4.4 Email: jksava@essex.ac.uk Phone: 01206 874764
Dr Jordan Savage & Dr Fatima El Issawi	Seminar Organisers	Email: jksava@essex.ac.uk Office: 5NW.5.8 Email: feliss@essex.ac.uk Phone: 01206 873295

For the full list of the academic staff and their research interests, please see the Department's web page: <http://www.essex.ac.uk/lifts/staff/Staff.aspx?type=academic>

MA Course Directors

MA in Literature: Professor John Gillies
MA in Film Studies: Professor Jeff Geiger
MA in Film and Literature: Professor Jeff Geiger
MA in Playwriting: Dr Elizabeth Kuti
MA in Creative Writing: Dr Adrian May
MA in Wild Writing: Dr James Canton

Department Seminars

A programme of extra-curricular seminars takes place once per week during term time. These seminars are intended to bring students together to hear presentations of work in progress, given by research students in the Department, staff members and external speakers. Whatever your own interests, these occasions will be useful to you in the development of your work and you are very welcome to attend. The seminars are advertised on the Department's Facebook page at <https://www.facebook.com/LIFTS.UoE/> and on the Graduate Student Noticeboard.

Film Library (5NW.6.10)

Our Departmental Film Library (room 5NW.6.10) has a collection of hundreds of movies and documentaries. Students are welcome to borrow DVDs from our collection at no cost. The film library is catalogued electronically and searchable via the Department website.

Research Students' Rooms

Within the Department we have various rooms which are available to Postgraduate students:

There are a limited number of spaces available in two PhD Study Rooms within the Department (5NW.5.14 and 5NW.5.12) for research students to use, where there are networked computers, a printer per room, desk space and shelves available. These rooms and the facilities are shared by all research students, and as such, we ask that students please do ensure that desks and PCs are made available for others to use as required, as these are not personal offices. The shelves can be used to hold your belongings, but as the rooms can be accessed by multiple people, we would advise you to please not leave valuables in the room. Keys can be signed out from the Graduate Administrator (5NW.6.14) or from the General Office (5NW.6.16).

We have a Postgraduate Study Room (5NW.5.15) which is available to both taught and research students to use. In this room, there are networked computers, a printer, desk space and shelves available. As this is shared by many people, we ask that students please do ensure that desks and PCs are made available for others to use as required, and we advise that you to please not leave valuables in the room. Due to the high number of students who

may wish to access this room, keys are signed out from the General Office or the Graduate Administrator (5NW.6.14) for a period of 24 hours.

Separate rooms (5NW.5.16 and 5NW.6.3) are available for Graduate Teaching Assistants (GTAs) to use, which also have networked computers, a printer, desk space and shelves available. Again, keys are available from the Graduate Administrator's office 5NW.6.14.

GTA Offices	5NW.6.3 5NW.5.16
PG Study room	5NW.5.15
PhD Study rooms	5NW.5.14 5NW.5.12

Current Address

Please keep your local address and telephone numbers, including your mobile number, up to date on MyEssex (<https://www.essex.ac.uk/myessex/>) It is vital that we are able to contact you throughout the year. We do not let anyone other than a staff member have details of your address. We will communicate with you using your **Essex email address**, so please ensure that you check your University email account regularly.

PhD Conference

A PhD conference - organised by and for research students in the Department - is held every year, usually in May. Please look out for the Call for Papers.

In Progress ...

Every Wednesday evening, during the autumn and spring terms, the PhD students in LiFTS organise a work and social get together. The format of the evening is that one student will present on their research followed by a Q&A session, rounded off by a trip to the pub. It's a great opportunity for the student presenting to get peer feedback, for the rest to hear the amazing array of research going on in the department and for everyone to get to know each other better. MA students are welcome to talk in the spring term and the sessions are open to all. *In Progress* is organised by Deborah Landes, email: dpland@essex.ac.uk .

Photocopying

If you need to photocopy materials in connection with your studies, you should use the photocopy machines located in the Copy Centre on Square 4 or in the Library. Please observe the Copyright laws if you are copying published materials (see the notices attached to photocopiers). If you are teaching you will be able to access the Department's photocopier for copying teaching materials. Your supervisory panel materials should be submitted electronically to the Graduate Administrator in November/December and May/June. These materials will be copied and distributed for you by our Graduate Administrator.

References: Requesting references from members of staff

If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject. Every reasonable effort will be made to meet a request for a reference for graduates up to three years after they leave the University.

It is helpful if you can provide the member of staff with details of the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – it is not always possible for a member of staff to write a reference immediately.

Support within the Department

Any problems you may have should be referred in the first instance to your Supervisor, but the Graduate Director is also happy to advise you on practical matters or matters relating to the University's formal requirements. Should you at any stage feel dissatisfied with the treatment you are receiving from your Supervisor, you should raise the matter with the Graduate Director, who is always prepared to discuss problems in the strictest confidence. If your Supervisor happens to be the Graduate Director, you should approach the Head of Department. If you feel unable to approach a member of the Department, you may contact the Deputy Dean of Postgraduate Research in the Humanities, Matthew Grant.

Funding your Research Expenses (Conference Attendance, Archival Research, etc.):

The Research Promotion Fund (RPF) provides the department with research funds each year; a portion of these funds is available to research students.

Research students will be able to draw from an annual research allowance of £100 per year for a maximum of three years, (within their Minimum Period of Study) starting in their first year of study. Students should request a form from the Graduate Administrator or Finance Officer and provide receipts and a description of what the money has been spent on (up to the maximum amount of £100 per year). You will need to submit your form and receipts to the Department's Finance Officer, Emma New (Room 5NW.6.14), to be passed to the Research Director for approval. Please note you need to explain on the form why the requested money is a legitimate research expense.

Please note that allowances not taken up during the period of eligibility will not be carried forward into the next academic year.

Further support for your professional training and research expenses relating to conference attendance is provided by Proficio. Further details are on page 25 of this Handbook.

Section 2 ACADEMIC MATTERS

3 LEARNING AND TEACHING

The nature of doctoral studies

From the first day of your research, plan your work so that you can realistically expect to submit your thesis for examination by the end of three years. There are strong financial reasons why you should do so (see below, Periods of Study). At the same time, for any research project, it is wise to limit the scale and scope of what you do to what you can achieve in a set period of time. To work within limits allowed by the time available is part of the exercise of research itself.

A decision to pursue research implies that you are keenly motivated and interested in your chosen subject. You will already have some ideas about likely sources to be investigated. The opening phase of research can be bewildering unless you devise a clear strategy from the outset. This includes the working out of a general plan of research, the initial conceptualization of the problems likely to arise, and a preliminary review of the most relevant literature. As you move further into the subject, you may well find that the plan changes and that the problems turn out to be somewhat different from those you had initially foreseen. But after three months' work, it should be possible for you to have a clear idea of what you are aiming for, and by this stage you should be examining your primary sources. Your major effort at investigating these and drafting your chapters will probably come between the end of your first term and the midpoint of your third year. This leaves the second half of your third year for revising the thesis into its final version.

A typical timetable would look like this:

First year (first term of your research):	Planning, conceptualisation, reading, writing a critical review of the secondary literature in your field, establishing your position regarding it, and identifying the sources you intend to use. You should keep a critical bibliography of the material you are reading.
First year (second term of your research):	You should now be working on the primary materials of your thesis, writing draft chapters as soon as possible.
	At the end of your first year (end of 2 nd year for part-timers) your second supervisory panel will be the Confirmation of PhD Status panel. The Panel will review the evidence to confirm whether or not progress and work is at PhD level. (see Confirmation of PhD Status)
Second year	The process of investigation and writing continues.
	At the end of the second year for part-timers the supervisory panel in summer will be the Confirmation Panel. The Panel will review the evidence to confirm whether or not progress and work is at PhD level. See Confirmation of PhD Status.
Third year (first term):	The completion of draft chapters.

Third year (second term)	Revision of your thesis into a final version ready for submission, inclusive of the notes, Bibliography, and an abstract.
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This is a broad description of a typical pattern of progression from first to third year of the thesis. For a more detailed account please refer to Supervisory Panel Reports and the PhD Confirmation Criteria.

All research students are initially registered as MPhil (MPhil/PhD) students. PhD status will need to be confirmed at the end of their first year of research (at the end of the second year for part-time students). See 'Confirmation of PhD Status' for more details.

The Supervisor

Your most important academic contact in the Department is your Supervisor, who is normally appointed for the duration of your study for the PhD or MPhil degree. Your Supervisor will advise you about all intellectual aspects of your research, including your research methods, your sources, and literature to be consulted. Any written work you do, including draft chapters of the thesis, will be read in the first instance by the Supervisor.

The Supervisor has overriding responsibility for the individual student. His or her functions can be roughly divided into four categories:

- (i) maintaining regular contact with the student in order to provide general guidance on the research project as a whole and specific assistance on matters of detail; ensuring that the student prepares written work for discussion and criticism according to an agreed timetable;
- (ii) offering personal support to the student by helping him/her surmount disappointments, crises of confidence, etc.;
- (iii) liaising with the Graduate Director, arranging meetings of the Supervisory Panel, reporting when necessary to grant-awarding bodies on the progress of students in receipt of awards;
- (iv) writing references.

A Supervisor may recommend that their research student attend a particular taught course in the Department (or in some other Department). If you yourself wish to attend such a course you must obtain the consent of your Supervisor beforehand. You must also obtain the permission of the course tutor before the course begins and make yourself fully aware of the tutor's conditions of permission, especially of the level of participation the tutor requires.

Any student may attend any lecture given in the University.

The Supervisor and the research student will arrange a working timetable at the start of their relationship. The norm is one meeting a month, but meetings may be more frequent during the first months of your research, and again as the writing of the thesis nears completion. Please remember that Supervisors are more likely to be available during term-time than during vacations, when they may be away from the University doing their own research, attending conferences, or taking holidays. When on study leave, your Supervisor may be temporarily replaced by another member of the Department if she/he is not in position to provide continuous support in that period.

The Supervisory Panel

Departments set up a Supervisory Panel for every student being examined by thesis - whether registered for a PhD, MPhil, or MA by Dissertation. In this Department, the panel is composed of the Supervisor and two other members of academic staff. The latter are

chosen on the basis of their competence to comment on the empirical or thematic substance of a student's work, or to comment on structural or procedural issues. The Supervisory Panel should be chaired by a panel member who is not supervising the student. Normally this will be the more senior of the other two panel members. It is the responsibility of the Supervisor to nominate the members of the Supervisory Panel, and for the Graduate Director to ratify the composition of the Panel.

During the final six months before submission of your thesis, no member of staff who is nominated as your internal examiner may comment on drafts of the thesis or offer a judgement as to the overall quality of the thesis.

A Supervisory Panel must formally meet with a full-time student **twice** every year (in January and May/June in the first year, and thereafter November/December and May/June), and with a part-time student **once** a year. For each Supervisory Panel, the doctoral researcher is required to produce the material listed below.

Please send your panel submission electronically to the Graduate Administrator **by email attachment on or before 28 October 2016 (4 January 2017 for new students) and on or before 24 April 2017**.. At the meeting, the Panel will critically (but constructively) discuss your paper, and ask questions about past and future work on the thesis. Panel meetings complement and should not replace or repeat normal supervision. In your completion year, you will have at least one Supervisory Panel meeting (usually at the end of first term).

For each Supervisory panel meeting, the student is asked to present:

- A Research Progress report (one page)
- Outline of thesis structure (one page)
- A piece of written work including bibliography and references (approximately 25 pages), the nature of which is decided upon by the Supervisor in consultation with the researcher

In the first year, one of the papers submitted should be an annotated bibliography, i.e. a critical review of the literature in the field, which makes clear the doctoral researcher's own position regarding the existing literature, and the approach you intend to use. In the second and third years, a draft (or polished) chapter is an appropriate paper.

After each Panel meeting, the Chair of the Supervisory Panel will be required to complete a short report which is considered by the Department's Research Students' Progress Panel. The report may make suggestions for improvement. The Panel will rate your progress as Excellent, Very Good, Good, Satisfactory, Cause for Concern, or Unsatisfactory.

At the second meeting in the year, the Panel will make a recommendation to the Research Students' Progress Board (RSPB) that you be allowed to continue, or that you be required to discontinue with your studies, or that you alter your status (see the section on 'Confirmation of PhD Status' below).

The date of the next panel meeting may be signalled in each report. You should sign the report to show that you have read it. A copy will be sent to you as a PDF for you to keep.

The system of Supervisory Panels is designed to give the student fresh perspectives on their work, and the benefit of the research experience of qualified staff other than the Supervisor.

It is also designed to guide students in keeping to the timetable of work agreed as well as to provide them with experience of defending their work.

Supervisory Panel Reports: Progression and Criteria

All Supervisory Panel report forms up to completion year require comments to be entered under the following set of criteria:

Report on discussion of submitted work (identifying strengths and weaknesses)

Outline of the student’s achievements and skills enhanced to date

Recommendations for work before next panel.

How many times in the last term did the supervisor and student have contact (email, face-to-face, etc.)?

Additional criteria are, however, required at two stages of the candidate’s progression:

(1) Confirmation of PhD Status (at the end of the first year of study)

Description of total work seen to date by supervisor, including number of words and number of draft chapters written

Has the student a clear plan of work for the next research phase?

(2) At the end of the minimum period (3 years ft, 6 years pt)

In order for a student to progress beyond the minimum period into a completion year (if necessary) the panel will be asked to answer three questions:

Has a substantial portion of the thesis been written in draft and is it of a satisfactory quality?

How many completed chapters exist in draft (e.g. 4/7)?

What is the anticipated submission date?

Students in their completion year will have one mandatory supervisory board in December (or June).

Department of Literature, Film, and Theatre Studies: Standard Milestones for PhD Students

Milestones	Criteria for progress	Deliverables	Deadline
M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students

	B: Confirm research topic and demonstrate significance/impact of research.	<p>Update research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage. 	To be submitted for the first Supervisory Panel; by end of term 1 for full-time students; by end of Term 2 for part-time students)
	C: Demonstrate understanding of chosen topic within the context of the field.	<ul style="list-style-type: none"> ▪ Critical Literature Review in the form of annotated bibliography to be submitted for the first supervisory panel 	By the first Supervisory Panel (deadline as above)
	D: Demonstrate the ability to analyse material critically and to produce work of the quality and quantity indicating completion within the three year minimum period.	<ul style="list-style-type: none"> ▪ Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. The expectation is that the student will have produced around 15,000 words of quality research writing 	By Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students)
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work/ timetable for Year 2. 	By Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students)
	F: Subject-specific milestones	<ul style="list-style-type: none"> ▪ Demonstration of initiative, independence and self-reliance in research as well as 	

		<p>of a good collaboration with the supervisor.</p> <ul style="list-style-type: none"> ▪ The ability to write clearly and in a style appropriate to purpose (as evidenced in the material submitted to the panels). ▪ Subject specific goals as identified by the supervisor. 	
M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)	A: Review training needs and knowledge required to continue with research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be reviewed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 4 for full-time students; Term 8 for part-time students ▪ By end of Term 6 for full-time students; Term 12 for part-time students
	B: Demonstrate work of the quality and quantity expected at the end of Year 2	<ul style="list-style-type: none"> ▪ Produce 2/3 of thesis in quality drafts ▪ Report on research and writing undertaken to date 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
	C: Review significance and impact of research and articulate output.	<p>For example:</p> <ul style="list-style-type: none"> ▪ Deliver a workshop ▪ Present research at seminars/conferences ▪ Write journal articles 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
	D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work/ timetable for Year 3 in order to complete within the three year minimum period. 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
	E: Subject-specific milestones	<ul style="list-style-type: none"> ▪ A knowledge of the most recent work within one's field and in related areas as demonstrated in written work. ▪ The capacity to effectively support 	By end of Year 2

		<p>the learning of others when involved in teaching, mentoring or demonstrating activities.</p> <ul style="list-style-type: none"> ▪ The development and maintenance of co-operative networks and working relationships with supervisors, colleagues and peers within the institution and the wider research community. ▪ The ability to listen, give and receive feedback and respond perceptively to others ▪ Understanding the processes for research funding and evaluation of research in the UK and globally. 	
M3: Completion in Year 3 (or equivalent for part-time students) or, if necessary, progress from Year 3 to Completion Year.	A: Ability to reflect on skills and knowledge development and its application to the research project	<ul style="list-style-type: none"> ▪ Training Needs Analysis reviewed 	By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)
	B: Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students)	<ul style="list-style-type: none"> ▪ Research completed (critical, theoretical and empirical work where relevant) ▪ Produce entire thesis in draft. 	By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)
	C: Demonstrate ability to complete within the minimum period, or if necessary, progress from Year 3 to Completion Year and complete within maximum period.	<ul style="list-style-type: none"> ▪ Produce final draft of the thesis by end of term 8 and submission by end of term 9. OR (if necessary) Produce a realistic Completion Year plan. 	By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)

	D: Subject-specific milestones	<ul style="list-style-type: none"> ▪ Plan and create the overall construction of the thesis ▪ Demonstrate the ability to constructively defend research outcomes at seminars and conferences and in publications ▪ Setting realistic and achievable career goals, and identifying and developing ways to improve employability ▪ Demonstrate the ability to present one's skills, personal attributes, and experiences through effective CVs, applications and interviews 	
<p>In the exceptional circumstances that you need a completion year the last panel in year 3 or equivalent for part-time students will be the panel that will decide on your progress into the maximum period. See "Completion Supervisory Panel."</p>			
M4: During Completion Year	A: Clear evidence of progress towards submission	<ul style="list-style-type: none"> ▪ Completed final draft of thesis for supervisor(s)/ supervisory panel comments 	By Supervisory Panel in completion year (Term 10 for full-time students; Term 19 for part-time students)

The Milestones for MPhil and MA by Dissertation students are available from the Graduate Administrator.

Confirmation of PhD Status

PhD students will be registered for a standard minimum period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students are supervised as PhD students, but PhD status will need to be confirmed at the end of their first year of study at the May/June Supervisory panel (end of the second year for part-time students).

In the first year, towards the end of the third term of study (end of the second year for part-timers), the second supervisory panel of the year will be the Confirmation Panel. The Panel will review the evidence to confirm whether or not progress and work is at PhD level.

In order to decide whether to confirm PhD status, the Supervisory Panel will apply the following criteria:

For critical / theoretical PhDs

1. The student has completed a review of the secondary literature in the field, established a critical position in relation to it, and identified the major primary and secondary sources to be used.
2. The student is advanced in examining secondary sources, has demonstrated this in a substantial draft chapter outlining the conceptual framework of the thesis, and has begun to examine primary sources.
3. The student has adequately formulated the topic and produced a clear outline of the thesis, together with a plan of work for the remainder of the minimum period.
4. The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time. The expectation is that the student has produced 15,000 words of quality research writing.

For PhDs with Creative Practice (Creative Writing; Film with Creative Practice; and Theatre Studies, Playwriting)

1. The student is advanced in examining and processing primary and secondary sources.
2. The student demonstrates progress by providing a sample of the creative work (to be agreed with the supervisor).
3. The student further provides a draft chapter of the critical/analytical commentary.
4. The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time. The expectation is that the student has produced up to one third of their overall thesis.

If a student does not meet the confirmation criteria at their summer term panel, they will have to present their work at a further panel to be held in September. If they are still unable to meet the criteria, they will be downgraded to MPhil status.

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

- Confirm PhD status
- Defer the decision regarding PhD status to the next Panel
- Change status to MPhil
- Discontinuation

When PhD status has been confirmed by the Deputy Dean of Postgraduate Research and Education, the student will be sent a letter indicating that their formal registration status has been changed to PhD instead of MPhil/PhD. The minimum period will be unchanged. Students will continue to have two Supervisory Panels each year (one for part-timers) and the full range of decisions regarding progress will remain open to the Panel, i.e. Confirmation is not a guarantee that a student will be permitted to enter Completion at the end of their minimum period or that a subsequent recommendation of downgrading or discontinuation could not be made if good progress did not continue.

If the first Confirmation Panel does not recommend that a student's PhD status should be confirmed the student will continue as an MPhil/PhD student until a second Confirmation Panel is held around three months later. If, however, a student accepts the assessment that their status be downgraded or discontinued, then this change will take place immediately. In such cases, the student does not have a right of appeal. A student who is downgraded to MPhil will have revised minimum and maximum dates.

If the decision regarding PhD status is deferred to a second Confirmation Panel, or a student decides not to accept the recommendation of the first Confirmation Panel of downgrading or discontinuation, then a second Confirmation Panel will be held just before the start of the second year (beginning of the third year for part-timers).

If, following the second Confirmation Panel, PhD status is not confirmed, then the Panel 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 RSPC's recommendation is made to the Dean of Postgraduate Research and Education.

Appeals Procedures – Research Students

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

Where the Research Students' Progress Committee is considering a recommendation that a student's studies be downgraded or discontinued, it will invite the student to discuss this with the RSPC before making a final recommendation to the Deputy Dean of Postgraduate Research and Education. If downgrading or discontinuation is confirmed by the RSPC the student may then request a review of the recommendation using the appeals procedure (see above).

Research Students' Progress Committee

The Research Progress Committee formally monitors the progress of all research students twice a year, on the basis of the first and second annual reports of the Supervisory Panel.

You may wish to comment on the reports of the Panel, in writing, for the Progress Committee to consider.

If a supervisory panel report has recommended that you discontinue or that your status be changed, you will be given the opportunity to attend the meeting of the RSPC reviewing the case. If the RSPB decides to accept such a recommendation, you will be informed in writing and you may request a review at which point the University's Guidelines for Supervisory

Arrangements for Research Students paragraph c (ix) come into operation and the Dean of Postgraduate Research and Education will set up a Review Committee.

For a note on continuation into the completion year, see the paragraph headed Periods of Study, in the section University Requirements, below.

Criteria for Award of Doctor of Philosophy (subject to passing viva examination)

Specification of submission materials for the PhD (critical projects in Literature, Film, or Theatre): a thesis of 60,000-80,000 words, exclusive of the notes and Bibliography.

Specification of submission materials for PhD projects involving original creative input:

PhD in Creative Writing (word lengths may vary depending on genre): Novel or collection of short stories (30,000-100,000 words) plus critical commentary (35-40,000 words); or a collection of poems (50-100 pages, the length of a standard collection of poetry, roughly 10,000-20,000 words) plus critical commentary (35-40,000 words).

PhD in Film with Creative Practice: Original screenplay or equivalent short screenplays (80-120 pages, equivalent to 80-100+ minutes of screen time, roughly 30,000 words) plus critical commentary (40,000 words); or a full-length film or equivalent short films (80-120 minutes screen time), sample screenplay excerpt (10,000+ words), critical commentary (30-40,000 words).

PhD in Theatre, Playwriting: Original full-length play or equivalent short plays (70-100 pages or 70–150 minutes playing time, 20-30,000 words) plus critical commentary (40,000 words).

(See also: *Code of Practice: Postgraduate Research Students*)

www.essex.ac.uk/academic/docs/regs/code_prd.docx

Social and intellectual life

However closely you establish working relations with your Supervisor and however close the attention paid to your work by members of your Supervisory Panel, research can often be a lonely undertaking. Amongst other programmes, the **Postgraduate Peer Mentoring** scheme is designed to introduce new students to the Departmental postgraduate community. We are a Department which views literature, film, and theatre comparatively. You can therefore expect the research interests of staff and students to be extremely diverse. We think this diversity is something for you to value and utilise, whatever the particular field of your own research.

Do take advantage of opportunities the University and the Department offer you to join in the social and intellectual life of the campus. Come to our weekly Open Seminars and regular screenings of the Department's Centre for Theatre Studies. Attend the receptions held by the University and the Department. Join Student Union societies, e.g., Art Film Society or Theatre Society, which may cater for your spare-time interests. Consult or notices on the Department notice-boards for lectures and seminars given in other departments and centres which may interest you. Subscribe to the Daily Bulletin to receive email notifications of talks and events on campus. Attend performances at the University's Lakeside Theatre of student and professional productions of plays or lunchtime and evening concerts. Get together with other students in the Department to arrange workshops, seminars, or conferences, or to plan joint publications: the Graduate Director, The Research Director, and the Head of Department will try to support you.

Teaching

From your second year of research you are entitled to apply to become a GTA (Graduate Teaching Assistant) in the Department for an absolute maximum of two years only (teaching is not permitted in your Completion Year). As a GTA, you would have an opportunity to teach first- or second-year undergraduate modules. During your first year of research you will be encouraged to “shadow” a class by an experienced teacher in those first- and second-year modules you might be interested to teach; this experience is a necessary prerequisite for your application. You will receive details of the application process and dates of interview in the spring term. Please note GTA positions are very competitive and dependent on the availability of Departmental funding. Always first consult your supervisor about your ambition to apply for teaching, as they would be able to evaluate what impact engagement with teaching might have on your research.

Once you have been offered an opportunity to teach, you are required to obtain the CADENZA certificate in the first year of your teaching.

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

Registration, intermitting, changes to studies

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

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

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

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

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

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

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

Maximum and Minimum periods of study from 2008-09

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

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

Information for disabled students

Professor John Gillies is the Departmental Disability Liaison Officer (DDLO) who can provide you with a direct link to student support services, making sure that the Disability Service knows about any adjustments you may require.

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

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

UK students may be eligible for a Disabled Students' Allowance grant. Go here for more information including application forms and key changes for 2016-17
www.essex.ac.uk/students/disability/funding

Information for international students

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

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

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

If you are studying on a **Tier 4 visa**, don't forget to see page 38 of this Handbook which has further information and links for Tier 4 students.

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

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

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

You can do this in a number of ways:

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

The current PhD Representative is Melissa Shales, email address: mishala@essex.ac.uk. She is happy to be contacted about any research student issue.

Library Services

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

libwww.essex.ac.uk/

4 Research and Skills training

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 research student and so we credit your Proficio account with funds that can be spent on a variety of courses and conferences. 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

PhD Induction Session

At the start of Autumn and Spring terms there will be a PhD induction session for all new research students run by the Director of Graduate Studies, Dr Shohini Chaudhuri.

The Autumn term session will be held on 6 October at 2 pm in 5NW.6.13. All new research students are invited to attend.

There are several welcome/transition conferences for PGR students planned for the start of the Academic Year 2016-17 (see below) and you will be notified of the dates when this information becomes available to Departments.

(1) The Research Student Welcome Conference - for first year PGR students. Those who started in January 2016 and missed a welcome conference are also encouraged to attend.

All PGR students are welcome – Masters by Dissertation, MPhil, Professional Doctorate, PhD (inc Integrated and by Programme) - full-time, part-time and distance.

(2) Progressing with Your Research Degree is aimed at students beginning their second year.

(3) Completing Your Research Degree is aimed at students beginning their third year or completion year.

5 Progression and Assessment

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.

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.

Extenuating circumstances relating to your overall postgraduate research studies should be made known to your Supervisor, Graduate Director, the Supervisory Panel, and Research Student Progress Committee and submitted to their attention in writing. The extenuating circumstances should be claimed **in advance** of any relevant deadline of your progression (e.g., in advance of the deadline for submission of your new work for the Supervisory Panel).

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 Supervisor and Graduate Director.

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 fees or funding body, visas (if you have a student or Tier 4 visa), careers advice available from our Employability and Careers Centre www.essex.ac.uk/careers/.

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

Your viva and your examiners

Upon the submission of your completed doctoral thesis, you will be examined through a viva voce examination, conducted by Internal and External Examiners, and, chaired (if appropriate) by an Independent Chair. 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.

Appeals, complaints, and fitness to practise

If the recommendation of your Research Students Progress Committee is that your degree should be downgraded or your studies discontinued, and you want to appeal, you must do

so **within two weeks** of receiving the notification. You must do so in writing on the Form of Appeal which is available online at www.essex.ac.uk/students/exams-and-coursework/ppg/pqr.

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

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

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

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

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

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.

Academic Offences Procedure

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

All students are expected to behave with honesty and integrity in relation to coursework, examinations and other assessed work. If you do not do so, you may be found to have committed an academic offence. The University takes academic offences very seriously. Academic offences can include plagiarism, false authorship, collusion, falsifying data or evidence, unethical research behaviour and cheating in an examination (this list is not exhaustive). Academic offences can be committed as a result of negligence, meaning that you may be found guilty of an academic offence even if you didn't intend to commit one. It is your responsibility to make yourself aware of the Academic Offences Procedure, the regulations governing examinations, and how to correctly reference and cite the work of others. If you aren't sure what referencing system you should use, you should ask your department and also refer to **Referencing and good academic practice** in this handbook below.

Ethics

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

'Human participants' are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and fetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results

including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.

6 Referencing and good academic practice

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

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

You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully. Failure to understand the academic conventions may result in you being found to have committed an academic offence (see section **Academic Offences Procedure, on page 28**).

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

Departmental Style Guide

This guide describes good practice in all the aspects of formatting, quotation, and referencing that you are likely to need to use, and adheres to widely recognised standards in scholarly writing. It is based upon the Chicago style, further information on which can be found here: http://www.chicagomanualofstyle.org/tools_citationguide.html

There is often a good deal of nervousness regarding academic style, particularly over referencing. However, it is, for the most part, simply a case of following straightforward models, which are described in this document. Nothing outlined here is particularly complex, so following these guidelines should help you in submitting clear, well-referenced work. You should always bear in mind that good, coherent style and accurate, properly formatted references are vital research skills.

Basics

- Use 12-point font and at least 1.5 line spacing (except for footnotes, which can be 10-point and single spaced).
- Number all pages (probably using the page-numbering function on your word-processing package).
- Always read through your work carefully before submitting it, checking for spelling and grammatical errors. DO NOT rely on your computer's automatic spelling- and grammar-checking functions, and NEVER use these without reading through the essay again afterwards.

Quotations

- Always make sure that your quotations are clearly identified as another's words, cited in the manner described in the 'Referencing' section, below.

- Short quotations do not need to be indented from your main text.
 - Prose quotations of fewer than 50 words should be run on as part of the text, in quotation marks.
 - Two or three lines of verse should be run on with the lines separated by a forward slash: e.g. “In the room the women come and go / Talking of Michelangelo”.
- Long quotations of more than 50 words, or of several lines of verse, dialogue, etc., should be indented from the text, single-spaced, and not enclosed in quotation marks.
- If you wish to skip over part of a sentence you are quoting, indicate this by an ellipsis (. . .) or four dots (full stop plus ellipsis) if you run over the end of a sentence. Explanatory words added by you within quotations are indicated by square brackets.
- Make sure that you use punctuation to make your quotations fit in smoothly and logically with your own prose.
 - If the quotation begins a new sentence or distinct new point, a colon or full stop is probably most appropriate: “Punctuation is as vital to strong writing as the words used.”
 - If the quotation continues the point, functioning as a new clause in a sentence, “then a comma should be sufficient.”
- As well as correctly citing your quotation with a footnote, identify the source in your main text, using such phrases as “As John Smith suggests”.
- Do not italicise quotations, unless the original text is italicised. If you use italics to *emphasise* a particular word or phrase in a quotation, make this clear in square brackets [my italics].

Footnotes and References

You must ALWAYS acknowledge the source of:

- any direct quotation from a published work;
- any idea from a published work which has significantly influenced your argument, even if you do not make a direct quotation;
- any repetition of material from another of your own essays;
- any other quoted or directly influential source, such as lecture notes, presentations, or seminar discussions.

The rule of thumb for footnotes is to be brief and clear.

Please refer to the University webpages for information on plagiarism if you are at all unclear about the definition: www.essex.ac.uk/plagiarism/

Footnotes and parenthetical citations: the basics

After quotation from, or reference to, any work, indicate a footnote by a raised number, thus.²

Footnotes should appear at the foot of the page to which they apply. Your word-processing package will allow you to enter footnotes automatically (usually ‘Insert Footnote’), but pay attention to the ‘Options’ menu (always choose Arabic numbering) and use ‘Format Style, Footnote Text’ to arrange the notes in readable fashion.

Footnote formatting—general

Footnote formatting for citing book, journal, film, internet (and so on) sources generally follows the very similar format as for bibliographical citations (see 'Bibliography,' below, for key differences), except that the author name runs--forename surname--followed by citation details. For instance,

¹ Sigmund Freud, *Civilization and Its Discontents* [1929], trans. James Strachey (New York: W.W. Norton, 1961), 79-80.

If you are quoting from a source multiple times in the same essay, you can provide one footnote with the citation details of the text, followed by the statement "subsequent page references in text." For example, footnote 1 might read:

¹ Sigmund Freud, *Civilization and Its Discontents* [1929], trans. James Strachey (New York: W.W. Norton, 1961), 79-80. Subsequent page references in text.

After this, page references for this text can go in parentheses after quotations:

Freud describes the word "civilization" as, "the whole sum of the achievements and the regulations which distinguish our lives from those of our animal ancestors" (544).

Woolf's novel concludes with the third section, "The Lighthouse," where Lily's memory of Mrs Ramsey is reframed; Lily finds herself "tunnelling her way" into the past (355).

Citing dramatic works

The first footnote reference should cite author, title, place, publisher, date, page number (for more detailed examples see below). Act and scene numbers should always appear in parentheses after the quotation. No further footnote is needed for the same play, though further parenthetical citations should indicate page, act, scene, and line numbers (if given) using the form (V.ii.19-22), where the sequence of upper case Roman, lower case Roman, and finally Arabic signifies act V, scene ii, lines 19-22.

Citing poetry

The first footnote should cite author, title, place, publisher, date, page number. Line numbers should always appear in parentheses after the quotation. NO further footnote is needed for the same poem, though further parenthetical citations should cite page and line number(s) (for example: p. 12, l. 12). Multiple lines of a poetic work are signified by 'll.' (for example, p. 12, ll. 12-15). Long poems, such as *The Aeneid* or *The Faerie Queene* are referenced by their internal divisions into, for example, books and cantos and stanzas (III. x.12). Shorter poems are referenced simply by line numbers (ll. 45-53).

Citing films

The first mention of all films in an essay should immediately be followed by a parenthetical reference to the year in which it was released. For example, "In Alfred Hitchcock's *The Birds* (1963), Tippi Hedren plays Melanie Daniels ..." Any direct quotation from a film does not

usually need to be cited, but a complete filmography can be included in the essay. See 'F,' below.

Footnote sample entries: from the Chicago Manual of Style (15th edition)

(more details can be found at: www.chicagomanualofstyle.org/tools_citationguide.html)

Book

One author

¹ Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

Two authors

⁶ Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

Four or more authors

¹³ Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.

Author's work as edited (scholarly) edition

¹ Virginia Woolf, *To The Lighthouse* [1927], ed. Sylvia Hopstetter (London: Virago, 1985), 55.

Editor, translator, or compiler instead of author

⁴ Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

Edited, translated, or compiled poetry collection

⁴ Emily Dickinson, *Collected Poems*, ed. Lina Al Hadid (London: Routledge, 2010), 22.

¹⁶ Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.

Edited, translated, or compiled dramatic work

¹⁷ Jean Genet, *The Balcony*, trans. Bernard Frechtman (New York: Grove Press, 1966), 55.

³⁰ William Shakespeare, *The Tempest*, in *The Oxford Shakespeare*, ed. Stanley Wells and Gary Taylor (Oxford: Oxford University Press, 1995).

Chapter or other part of a book

⁵ Andrew Wiese, "The House I Live In': Race, Class, and African American Suburban Dreams in the Postwar United States," in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101-2.

Book published electronically

² Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), <<http://press-pubs.uchicago.edu/founders>> (accessed June 27, 2006).

Journal article (or individual poetic work)

Poem in collection

¹⁷ Forugh Farrokhzad, "Born Again," trans. Jascha Kessler (with Amin Banani), *The Penguin Book of Women Poets*, ed. Carol Cosman and Ivan Keefe (London: Penguin Books, 1996), 334.

Article in a print journal

⁸ John Maynard Smith, "The Origin of Altruism," *Nature* v. 23, no. 2 (Summer 1998): 639.

Article in an online journal

³³ Mark Hiroshi, "The Trials of *Fanny Hill*," *Journal of British Studies* v. 15, no. 5 (Autumn 2002), <<http://jama.aassn.org/issues/v15n5/rfull/joc10108.html>>

Popular magazine or newspaper article

²⁹ Steve Martin, "Sports-Interview Shocker," *New Yorker*, 6 May 2002, 84.

¹⁰ William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, 15 June 2000, sec B, 3.

Book review

¹ James Gorman, review of *The Last American Man* by Elizabeth Gilbert, *New York Times Book Review*, 2 June 2002, 16.

Spoken lecture (or seminar)

⁵ Jonathan White, lecture on *Dracula* (Bram Stoker), University of Essex, 15 December 2009.

Paper presented at a meeting or conference

¹³ Brian Doyle, "Howling Like Dogs: Metaphorical Language in Psalm 59" (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, 19 June 2009).

Websites

Web entry or comment

⁸ Peter Pearson, "The New American Dilemma: Illegal Immigration," The Becker-Posner Blog, <<http://www.beckerposnerblog.com/archives/2006>> (accessed 28 March 2006).

Online database

⁷ Pliny the Elder, *The Natural History*, ed. John Bostock and H. T. Riley, The Perseus Digital Library, <<http://www.perseus.tufts.edu>> (accessed 17 March 2005).

Bibliography

Whether or not you have referred to them directly, list at the end of an essay all the books and articles you have consulted. Bibliographies are arranged **in alphabetical order by author with**, the author's surname given first.

Bibliography formats: from the Chicago Manual of Style (15th edition)

(more details can be found at: <<http://www.chicagomanualofstyle.org/contents.html>>)

Book

One author

Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

Two authors

Cowlshaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.

Author's work as edited (scholarly) edition

Woolf, Virginia, *To The Lighthouse* [1927]. Ed. Sylvia Hopstetter. London: Virago, 1985.

Editor, translator, or compiler instead of author

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

Edited, translated, or compiled poetry collection

Dickinson, Emily. *Collected Poems*. Ed. Lina Al Hadid. London: Routledge, 2010.

Bonnefoy, Yves. *New and Selected Poems*. Ed. John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.

Edited, translated, or compiled dramatic work

Genet, Jean. *The Balcony*. Trans. Bernard Frechtman. New York: Grove Press, 1966.

Shakespeare, William. *The Tempest*. In *The Oxford Shakespeare*. Ed. Stanley Wells and Gary Taylor. Oxford: Oxford University Press, 1995.

Chapter or other part of a book

Wiese, Andrew. "The House I Live In": Race, Class, and African American Suburban Dreams in the Postwar United States." In *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99-119. Chicago: University of Chicago Press, 2006.

Book published electronically

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <<http://press-pubs.uchicago.edu/founders>>

Journal article (or individual poetic work)

Poem in collection

Farrokhzad, Forugh. "Born Again." Trans. Jascha Kessler (with Amin Banani). *The Penguin Book of Women Poets*. Ed. Carol Cosman, Ivan Keefe. London: Penguin Books, 1996: 53-4.

Article in a print journal

Smith, John Maynard. "The Origin of Altruism." *Nature* v. 393, no. 2 (1998): 639-50.

Article in an online journal

Mark A. Hiroshi, "The Trial of *Fanny Hill*." *Journal of British Studies* v. 32, no. 5 (Autumn 2002). <<http://jama.ama-assn.org/issues>>

Popular magazine or newspaper article

Martin, Steve. "Sports-Interview Shocker." *New Yorker*, 6 May 2002: 35-43.

Niederkorn, William S. "A Scholar Recants on His 'Shakespeare' Discovery." *New York Times*, 20 June 2002, sec. 3: 12-13.

Book review

Gorman, James. Review of *The Last American Man* by Elizabeth Gilbert. *New York Times Book Review*, 2 June 2002: 2.

Spoken lecture (or seminar)

White, Jonathan. Lecture on *Dracula* (Bram Stoker). University of Essex, 15 December 2009.

Paper presented at a meeting or conference

Doyle, Brian. "Howling Like Dogs: Metaphorical Language in Psalm 59." Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, 19 June 2009.

Websites

Web entry or comment

Pearson, Peter. "The New American Dilemma: Illegal Immigration." The Becker-Posner Blog. <<http://www.becker-posner-blog.com>>.

Item in online database

Pliny the Elder. *The Natural History*. Ed. John Bostock and H. T. Riley. Perseus Digital Library. <<http://www.perseus.tufts.edu/cgi-bin/ptext>>.

Filmography

Model one: After the first direct reference to a film in an essay, a footnote should appear which includes the following information: the film title, director's name, two or three of the principal players, the studio or production company that released it, and the year. Further citations are not necessary. For example:

Grease, dir. Randal Kleiser, feat. John Travolta, Olivia Newton-John (Paramount, 1978).

OR

Model two: Rather than a footnote, the essay can simply quote directly from the film without any references. It should, however, present a *filmography* at the end of the document, which includes: the film title, director, principal players, the studio or production company, and the year of release. For example:

Guys and Dolls, dir. Joseph L. Mankiewicz, feat. Marlon Brando, Jean Simmons, Frank Sinatra (Twentieth-Century Fox, 1955).

Referencing in Creative Writing Commentaries

Referencing for creative writing commentaries should be done in the same way as for essays. Creative work itself does not usually require referencing. If references are used, students are advised to follow the departmental style guide or, where this interferes with the aesthetic of the writing, to consult their tutor.

Information relating to the University's policy on academic offences

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

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

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

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

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

University policy and guidance on proofreading

Please see the University policy and guidance booklet regarding proofreading: <http://www.essex.ac.uk/proofreading/>

Section 3: YOU MATTER

7 Practicalities: Getting started and IT matters

Registration, enrolling and transcripts

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

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

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

Find Your Way and room numbering system

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

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

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

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

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

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

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

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. <https://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: <https://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. <https://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. <http://www.essex.ac.uk/it/services/computers-and-software/default.aspx?tab=3>

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: <http://www.essex.ac.uk/it/services/computers-and-software/default.aspx?tab=3> .

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/

On-campus facilities

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

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

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

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

Learning Languages at Essex

Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you're looking for a job. There are a number of ways to do it, so look online to discover the best option for you.
<http://www.essex.ac.uk/study/why/languages.aspx>

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/

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

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

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

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

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

Essex Interns

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

www.essex.ac.uk/careers/internships

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

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

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

Student Services Hub Colchester email: askthehub@essex.ac.uk

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.

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

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

Harassment advisory network, dignity and respect

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

www.essex.ac.uk/equality

www.essex.ac.uk/equality/harassment

www.essex.ac.uk/students/new

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

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 camp beds, 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

Health and safety on campus

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

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

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

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

www.essexstudent.com/services/safety_bus

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

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

Residence Life

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

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

Health Centre

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

www.rowhedgesurgery.co.uk

www.nhs.uk

Students' Union Advice Centre

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

www.essex.su/advice

suadvice@essex.ac.uk

University Privacy Statement

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

www.essex.ac.uk/site/privacy_policy

www.essex.ac.uk/records_management/request

Section 4: Essex Matters

10 The Essex Experience

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

Freedom of speech policy and the Code of Conduct

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

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

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

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

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

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

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

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

www.facebook.com/uniofessex/

https://twitter.com/Uni_of_Essex

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

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

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 <https://www.essex.su>

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