

Your studies

STUDENT HANDBOOK
DEPARTMENT OF
MATHEMATICAL
SCIENCES

Postgraduate research student handbook

2016–2017



University of Essex

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Section 1: Introduction



Welcome from the Graduate Director

Welcome to the Department of Mathematical Sciences and thank you for choosing to study with us.

The Department of Mathematical Sciences is committed to high standards in both research and teaching. It is host to some internationally renowned researchers and research groups. Its research outputs can be found in many learned scientific journals and popular textbooks. We are confident that you will derive great benefit from working and studying in such an environment.

The Department will need to keep in touch with you during the year, and you are expected to check your email on working days (Monday-Friday) during term time. It is extremely important that we have an up-to-date address for you – any changes can be made in myEssex.

Please read this handbook carefully. In particular, please note that it is your responsibility to know about the key dates in each term (see page 6) and the University rules on academic offences (see page 24).

Finally, a request: we very much want to maintain the quality of our teaching and the good atmosphere in which students and staff work together. You can help us achieve this goal in a number of ways but, especially, by becoming a representative on the Student-Staff Liaison Committee or in the Departmental Meeting. Only by hearing from students can we respond to their concerns. Please consider whether you could take on one of these roles.

I hope you will have an interesting, educational and enjoyable time here, and I look forward to meeting you. The Department wishes you success in your studies and great benefit from your time in Colchester.

Dr Hongsheng Dai
Department of Mathematical Sciences

About your Departmental Handbook

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

Other sources of information are available to help you, and are listed below at www.essex.ac.uk/myessex and www.essex.ac.uk/students. Friendly departmental staff are here to help and you can find their contact details in this handbook.

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

Make sure you bookmark the departmental website too (www.essex.ac.uk/maths), and the central University module directory and the online resource bank – all of which you can find via the University's student web pages at: www.essex.ac.uk/students. All information in this guide was correct at the time of printing. For updates please refer to www.essex.ac.uk.

Term dates

2016-2017

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

2017-2018

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

The university year by week and academic week numbers can be found here:

<https://www.essex.ac.uk/students/course-admin/timetables.aspx>

Your timetable

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

The myEssex student portal

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

Meet your Departmental staff

	e-mail	Room	Phone
<i>Head of Department</i>			
Professor Berthold Lausen	blausen	6.316	2958
<i>Departmental Manager</i>			
Miss Claire Watts	cmwatts	6.318	3040
<i>Undergraduate Administrator</i>			
Mrs Vicki Cantegreil (maternity leave)	vlcant	6.320	3355
<i>Graduate Administrator</i>			
Miss Shauna McNally	smcnally	6.320	2704
<i>General Administrator (maternity cover)</i>			
Miss Frankie Lever	flever	6.320	3355
<i>Academic Staff</i>			
Dr Chris Antonopoulos	canton	6.323	3018
Mr Keith Bannister (part-time)	kbanni	2.525	tbc
Dr Dan Brawn (part-time)	dbrawn	2.521	tbc
Professor Edd Codling	ecodling	6.302	4567
Dr Hongsheng Dai	hdaia	6.304	3304
Dr Georgi Grahovski	gggrah	6.313	3033
Dr Martin Griffiths (part-time)	griffm	2.523	3027
Dr Andrew Harrison	harry	6.306	2964
Dr Haslifah Hashim	hhashim	6.305	3025
Professor Peter Higgins (UG Director)	peteh	6.317	3019
Professor Berthold Lausen	blausen	6.316	2958
Dr Vanni Noferini (1 st Year Director)	vnofer	6.309	3032
Dr John O'Hara (part-time)	johara	5A.536	2680
Dr David Penman (Deputy Dean Education)	dbpenman	5A.211	2839
Dr Aris Perperoglou (Senior Personal Tutor)	aperpe	6.311	3036
Dr Chris Saker (Director of Education)	cjsake	6.315	2961
Professor Abdel Salhi	as	6.301	3022
Dr Hadi Susanto	hsusanto	6.307	2689
Dr Alexei Vernitski	asvern	6.303	3024
Dr Spyridon Vrontos	svrontos	6.319	4717
Dr Gerald Williams	gwill	6.308	3035
Dr Xinan Yang (Deputy Graduate Director)	xyangk	6.310	2787
<i>Computer Officer</i>			
Mrs Anne Owen (p/t)	owena	6.320	2704
<i>Emeritus and Visiting Fellows</i>			

Dr David Branson	brand	5.519	4294
Professor John Dowden	dowdj	5.519	4294
Professor David Fremlin	fremdh	5.519	4294
Professor Larry Lind	larry	5.519	4294
<i>Research Officers</i>			
Dr Rolando Medellin Gasque	rmedel	2.525	tbc

Who to go to if you need help

If you have any queries relating to your Department or course of study, please contact the departmental office in the first instance (room 6.320).

Need to talk to your Supervisor?

Members of staff will publicise their office hours (usually an “open-door” policy) but are always available by prior arrangement outside these hours. They can be contacted by telephone and by email. If any emergency arises and a member of staff is not available, then the Graduate Administrator is the next point of contact. Notes can be left on staff doors or in pigeonholes. Students wishing to see the Head of Department should contact Claire Watts for an appointment.

Our staff

For more details on any member of staff in the Department, please see <http://www.essex.ac.uk/maths/staff/Staff.aspx?type=all>.

Contacting members of staff

Lecturers will specify their preferred method of contact. If they have office hours, they will display them on their doors, but most members of staff have an Open Door policy, i.e. they will see students at once unless they have another commitment. Most staff are in most days except perhaps one working day per week (at most) during term. During the vacations, or outside office hours, it may be best to email the relevant member of staff to make an appointment to see them in advance, as not all members of staff will be in every day due to conferences, holidays, etc.

Our location

Colchester Campus
 Department of Mathematical Sciences
 University of Essex
 Wivenhoe Park
 Colchester CO4 3SQ

Direct tel: 01206 873355

General enquiries: maths@essex.ac.uk

Pre-registration programme enquiries: maths@essex.ac.uk

Website: www.essex.ac.uk/maths

Departmental resources

Departmental Meeting Room 6.314

This room is available to students at many times during the week. We encourage that room 6.314 is used as our common *and* meeting room. In the morning (9.30 am), at lunch time (1.30 pm) and in the evening (6–8pm) the room is a potential meeting point to be used by all members of the Essex Mathematical Sciences community: alumni, friends, students and staff. So far, we plan on Monday evenings to run a course for Mathematical Sciences English for non-native speakers (limited capacity, if you are interested contact Dr Brawn), on Tuesday and Thursday evenings we encourage use by a student-led Maths society, on Wednesday evenings an Essex chess club and on Friday evenings meetings to discuss managing Fantasy Football teams and similar weekend related topics. The room is equipped with a microwave, water cooler and hot drinks machine. We will try to make students aware of when the room is going to be in use via a weekly timetable on the door. Please keep the Common and Meeting Room clean and tidy.

Departmental Seminars

Seminars by speakers, often from other institutions, are usually held on Thursdays at 2pm in Room 6.300. Graduate students are encouraged to attend, and tea/coffee/biscuits are provided afterwards in Room 6.314.

Computer Labs

Need to use a computer on campus? We have more than 600 Windows-based computers on our Colchester Campus for you to use for study or work related tasks, located within 17 computer labs across campus, including in the Albert Sloman Library. Many stay open until late and some are open for 24 hours a day, 7 days a week. For computer lab locations, opening hours and real-time availability please visit:

<http://www.essex.ac.uk/it/services/computers-and-software/>.

There is a Departmental Computer Lab in room 6.327 equipped with 20 computers and 2 stations with data port connections for laptops as well as printing and scanning facilities. These computers are for use by Maths students working on Capstone Projects. The Departmental Computer Lab may sometimes be used for teaching. It can be used by all Maths students when available.

Departmental Office 6.320

Frankie Lever is the General Administrator and deals with most undergraduate matters. Shauna McNally is the Graduate Administrator and deals with all graduate matters. Claire Watts is the Departmental Manager and manages the General and Graduate Administrator and is able to assist with both undergraduate and graduate matters.

The Office is normally open to students from 9.30am-12.30pm and 2pm-4.30pm.

Noticeboards

There are student noticeboards in the lobby area outside room 6.311. Please check this noticeboard regularly.

Photocopying

There are photocopiers for student use in the Albert Sloman Library. You need to buy a card from the Service Desk for £1, £2, £5 or £10, depending on how much copying you want to do. The card can then be inserted into the machines above each of the copiers. There are instructions by each copier which tell you how to use the copiers, and how to follow copyright law.

Research Students' Liaison Committee – convenor Dr Dai

This meets at least once a year, usually in Spring Term. Students with any items for discussion should give these to Shauna McNally. The committee consists of the Director of Graduate Studies and another member

of staff and all research students in the Department. This is an opportunity for students to express any concerns they may have. Students may request further meetings of the Committee if they feel that would be helpful. Minutes of these meetings will be circulated to all research students.

In addition to this, you are welcome to make comments at any time you like to the Director of Graduate Studies and/or any individual member of staff.

Desks

We aim to allocate a desk to each research student in the Department (subject to space and availability of resources). If you have any questions about this, please talk to Shauna McNally.

Departmental Support

Your Supervisor

All research postgraduate students have a Supervisor who you'll meet soon after you've arrived, and who you'll meet regularly throughout your course. The main role of your supervisor is to direct your research and ensure that you are producing material of a suitable standard. This could include advice on suitable reading material, suggestions of ways to tackle a particular problem, ensuring that you are continuing to move forward with your research and that you understand the appropriate standards required and are attaining them (with advice on how to do so).

Supervisors may provide some suggested preliminary reading before starting your research. This will obviously vary, depending on the subject you are going to be working on. In the 1st and 2nd years, you and your supervisor will fill in a form stating what technical requirements you need to learn (e.g. mathematical word-processing, knowledge of some particular topic, etc.). The taught module MA902 covers many of the general skills of research methods, so your supervisor may require you to attend MA902.

Your Supervisor is also there to help you feel connected to your department, and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. You should inform your Supervisor of any circumstances (medical or otherwise) that are affecting your ability to study. Your Supervisor may also recommend other support services on campus that might be able to help. A conversation with your Supervisor will normally be confidential unless you both agree otherwise. Other matters you want to discuss with your Supervisor include your employability portfolio.

Peer Mentors

The University operates a peer mentoring system – at postgraduate level this is known as 'Ask a Postgraduate'. Mentoring is a relationship usually between a new student – the mentee, and a more experienced student – the mentor, who can help a mentee to settle in and inspire and motivate the mentee to make the most of their University experiences. You can find more information about the scheme here:

www.essex.ac.uk/students/study-resources/mentoring/ask-pg/default.aspx

Job references: Requesting references from members of staff

If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject.

Every reasonable effort will be made to meet a request for a reference for graduates up to three years after they leave the University. Requests received outside of this timescale may, of course, be met if a member of staff is equipped with the necessary information on the student and is willing to provide a reference.

It is helpful if you can provide the member of staff with details 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.

Copies of references

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

The Department and social media

The Department of Mathematical Sciences is on Facebook and Twitter! 'Like' us on Facebook or follow us on Twitter for details of departmental events, the latest departmental news, job adverts, quizzes, and stories of mathematical interest:

Facebook: <http://www.facebook.com/UoEmaths>

Twitter: <http://twitter.com/EssexMaths>

Maths Support Centre

The Support Centre, run by trained student advisors, will offer support to businesses and the University community on maths issues on all levels.

The Support Centre is open for drop-in sessions for two hours each day, five days a week during term time and is based in the Silberrad Student Centre. Appointments may be available on request outside of the usual opening hours.

To contact the Maths Support Centre e-mail: mathssupport@essex.ac.uk or visit our webpage: <http://www.essex.ac.uk/students/study-resources/tdc/maths/> for more information.

Academic Networking

It is important for research students to be aware of developments in the field they are working in, and to present their results to academic audiences. We have already mentioned our Seminar Programme, but there may also be some funding available to allow research students to attend suitable conferences. If you are interested in applying for conference funding please see the Graduate Administrator to obtain a form. Funding is limited. The normal expectation is for a student to present a paper at a conference.

You may find information on seminars elsewhere in the University at <http://www.essex.ac.uk/comms/events/whatson.htm>

Information on research in the Department may be found at <http://www.essex.ac.uk/maths/research/>

How we will contact you

By email: this is the preferred form of communication with students. Be sure to check your Essex email regularly. The Department strongly recommends you to check your email every day.

By letter: to your local or home address: this is used only when email is inappropriate (e.g. for serious problems concerning academic progress or absence from teaching events).

By a notice on your student portal: myEssex. Your student portal will alert you about modules and other aspects of your studies.

By telephone: this is used in emergencies or when it is otherwise necessary to receive an immediate response.

Please ensure that you keep your contact details up to date. You can update them via myEssex.

Absence

If you know in advance that you will be absent from the University for 5 days or more, please inform the Graduate Administrator and your supervisor. You can do this in person, by telephoning, or by emailing. If you are away because of illness you should obtain a self-certification form from the Department Office and fill it in as soon as possible. This not only alerts staff to the fact that you have been ill, but will remain on file for use at a later date.

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

Graduate Teaching Assistants (GTAs) and Demonstrators: Work opportunities

For GTA work we require students to have already been studying in the Department for at least one year and are fluent in English. The University Senate has approved a Code of Practice on Teaching and Demonstrating by Graduate Students which covers the selection and training of GTAs as well as teaching duties and departmental arrangements. The Code of Practice is available on the Graduate School web pages at <http://www.essex.ac.uk/academic/docs/regs/gstudents.shtm>

In particular, note that all those involved in, and new to, GTA work are required to attend, at the first opportunity, a Learning and Development training course.

Graduate Teaching Assistants have the right to join the University and College Union (UCU).

Section 2: Academic Matters

Learning, teaching and the nature of doctoral studies

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

The objective of a research degree is to obtain a high level of understanding of the relevant material, and to convey it in your examination. For a PhD the emphasis has to be on original work: for an MSc or MPhil, there can be more weight attached to pulling together and conveying, with clear understanding, the ideas of others. Talk to your supervisor(s) if in doubt.

What students can expect of staff and what staff can expect of students

The responsibilities of Departments, Supervisors and Students are described in the University's Code of Practice for Postgraduate Research Degrees, it is extremely important that you read this document thoroughly:

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

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, changing your degree and the maximum and minimum periods of study

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

You should discuss **any proposed change of degree title** with your supervisor. Once you have decided you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form (available here: <https://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.aspx>

Maximum and Minimum periods of study from 2008-09

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

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

Supervision and PGR milestones

1. Research students are required to read the documentation relevant to them; including the Regulations for their degree, the University's Code of Practice for Postgraduate Research Degrees and these Departmental Procedures. Students should regularly check mail, email and notice boards.

2. For an MSc degree by research, the minimum period of full-time study is normally one year. Normally the maximum period of full-time study is two years.

For an M.Phil. degree, the minimum period of study is normally two years, and the maximum period is normally three years.

For a PhD degree, the minimum period of study is normally three years and the maximum period is normally four years.

For part-time students, the minimum periods of study prescribed above should normally be doubled. The maximum period of study for part-time MSc students is normally three years, for part-time M.Phil students is normally five years and for part-time Ph.D students is normally seven years.

(Please note that for students who started prior to 2008 the minimum and maximum dates are different. Please see the Higher Degree Regulations and Procedures for more information:

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

If, at the end of the minimum period of study for an MPhil or PhD degree, a student's research is complete, and a substantial portion of the dissertation written in draft, s/he may be permitted to proceed to a twelve-month completion period. If an MPhil or PhD student's work is not sufficiently advanced for him/her to proceed to the completion period, then s/he must apply for an extension to the minimum period of study.

3. New research students may be required to attend the lectures for MA902 Research Methods.

MPhil and PhD students will be required to give a talk to their peers and supervisors during their second and/or third years of study.

4. A significant proportion of the first year of a Ph.D is likely to be taken up with background reading, literature searches and gaining necessary research skills. Preparation of the final thesis usually commences early in the third year. In between, most of the research work takes place. For an M.Phil thesis, it is likely that the first year will be taken up with familiarising oneself with the material, in a similar way to the first year of the Ph.D, and the second to synthesising the material and producing the dissertation. An MSc by research student may have to start their research work early in the year.

It is highly desirable to keep your ideas in a computer file, as fully written up as possible. Progress from one year to the next, including progress into the completion year, will depend on satisfactory achievement of the necessary work. However, we emphasise that research projects are very different and that it is very hard to give hard-and-fast guidelines on what should be achieved at each stage. Your supervisor can advise on this point.

5. The Department has prepared a document (hereafter referred to as the "Milestones Document") outlining the progress that MPhil / PhD students are expected to make towards successful completion and submission of their theses. This may be found at: <http://www.essex.ac.uk/maths/documents/pgr-milestones.pdf>

All MPhil / PhD students are expected to familiarise themselves with it. In particular, it should be carefully noted that supervisors and Supervisory Boards (see below) will be assessing the progress of students against the criteria laid down in this document, and will make their recommendations regarding the student accordingly. Your supervisor (or the Graduate Director) will be able advise you if you have questions about these matters.

6. Full time students will have two Supervisory Boards every year (part time students will have one, usually in the Summer term). The Board will consist of the student's supervisor(s) and one other member of staff (the Chair).

Each full time student must submit to his/her supervisor(s) written reports on progress during the previous six months and plans for the next six months, and addressing the criteria specified in the "Milestones Document" (consult your supervisor if you need guidance). A student's first report should usually contain a critical account of the books and papers that s/he has read concerning the research topic.

7. The supervisor(s) must discuss with the student the report mentioned in paragraph 6. These discussions are held prior to the Supervisory Board. The student and supervisor complete sections 1 and 2 of the Supervisory Board report, which can be obtained from the Graduate Administrator. The completed form, a copy of the written report and, if applicable, the Training Needs Analysis form should be given to the Chair prior to the Supervisory Board meeting.

8. At the Supervisory Board, the Chair completes section 3 of the Supervisory Board Report. Then the form shall be signed by the members of the Board and the student, and submitted to the Graduate Administrator.

9. The Department's Research Students' Progress Committee/Board shall consist of the Graduate Director (in the chair), the Head of Department and at least one other experienced supervisor. The Committee shall meet after the Supervisory Boards have met. It may also be convened to consider the case of a particular student at any other point in the year at the request of the student, his/her supervisor(s), the Supervisory Board, the Graduate Director or the Dean. It shall have powers, on the basis of Supervisory Board Reports, to make one of the following recommendations to the relevant Dean: that the student be allowed to proceed; that the student's status be upgraded or downgraded; or that the student's studies be discontinued. The Dean will receive a report from the Committee outlining details of its recommendations.

10. Where the Research Students' Progress Committee is considering a recommendation that a student's studies be downgraded or discontinued, it will discuss this with the student before making a final recommendation to the Dean. If downgrading or discontinuation is confirmed, the student may then request a review of the recommendation using the appeals procedure:

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

In the last resort, there is an option of appealing to the Office of the Independent Adjudicators.

11. Informal meetings between supervisor(s) and a full-time student shall take place as frequently as necessary and at least once a month (weekly meetings are, in fact, more common). It will be assumed that both student and supervisor(s) are entirely happy with the frequency of meetings unless either party indicates otherwise, in writing, to the Graduate Director. It is good practice to keep a record of these meetings, together with a short synopsis of the discussions and any actions.

12. If a student has any problems regarding supervisory arrangements, these should first be discussed with the supervisor if this is feasible. Alternatively, the student may wish to discuss such

problems with the Graduate Director, the Head of Department, or, exceptionally, the Dean. You should note that you have the right to discuss supervisory problems with a member of staff who is not your supervisor. The discussions should normally remain confidential if the student so requests.

Research Students and their Progress

Confirmation of PhD status

PhD students are 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 will be supervised as PhD students, but PhD status will need to be confirmed during the second year (end of the third year for part-time students).

In the second year (end of the third year for part timers) the first supervisory board of the year will be the Confirmation Board. The Board will review the evidence to confirm whether or not progress and work is at PhD level.

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

- Confirm PhD status
- Defer a decision to the next Board
- Downgrading to MPhil
- Downgrading to Masters by Dissertation
- Discontinuation

When PhD status has been confirmed by the Dean, the student will be sent a letter/email 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 Boards each year (one for part-timers) and the full range of decisions regarding progress will remain open to the Board 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 does not continue.

If the first Confirmation Board does not recommend that a student's PhD status should be confirmed, the student will automatically have the right to continue as an MPhil/PhD student until the next Supervisory Board (towards the end of the second year). 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 Board, or a student decides not to accept the recommendation of the first Confirmation Board of downgrading or discontinuation, then a second

Confirmation Board will be held towards the end of the second year (beginning of the fourth year for part timers).

If, following the second Confirmation Board, PhD status is not confirmed, then the Board will recommend to the Research Students' Progress Committee either downgrading to MPhil or discontinuation. At this point, a student has a right of appeal against that decision. The RSPC's recommendation is made to the Dean.

Criteria for Confirmation of PhD Status

The Confirmation Board is the 1st Supervisory Board of the second year. The Board will consider the work that a student has done during the year and a half after registration (3 years for part-time students) and decide whether or not it is at PhD level. The following criteria will be used:

1. A comprehensive review of the background material relevant to the research topic
2. Good understanding and appreciation of the published results directly relevant to the area/topic of study
3. A clear project definition within a research proposal, including reasonable progress milestones
4. Evidence of capability to generate original results e.g. from non-trivial preliminary theoretical/experimental results

Depending on the outcome of the meeting, minimum and maximum dates will be revised as necessary and the student will be notified in writing. Two supervisory boards (one for part-time students) per year will take place from then on and the board will still have the capability to downgrade the student, i.e. prevent him/her from entering the completion period, if satisfactory progress is not achieved thereafter.

MSc by Research

Note that if you are initially registered for a Master's degree, it may be possible to upgrade your work to a PhD (or an MSc to an MPhil), subject to satisfactory progress. Talk to your supervisor in the first instance if you are interested in this possibility.

Outline of Examination Arrangements for Research Students

The usual format is that, when you have submitted your dissertation, you are subsequently given an oral examination ("viva") on the contents of it.

You should note that, even if you have kept conscientious computer files of your results during the work, turning these into a thesis is a long process. You should consult your supervisor in detail about how to go about this. It will usually take a few months from the submission date before your thesis can be examined (normally by two examiners, one of whom will be from another University). If you are worried in the build-up to an examination of your thesis, talk to your adviser, Student Support or any other member of Departmental staff.

The possible outcomes are:

pass – no corrections required

pass with minor typographical/presentational corrections

pass with minor editorial revisions (to be made within two months)

pass with editorial revisions (to be made within four months)

referral (which basically means the right to resubmit a substantially revised version of the thesis within twelve months)

fail

In the latter event, the Registry, on the advice of the Examiners, may specify that a thesis is eligible for a lower award (e.g. a PhD thesis might not quite make that level, but be eligible for an MPhil, or a failing MPhil thesis could deserve the award of an MSc).

Information for disabled students

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

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

<http://www.essex.ac.uk/students/disability/academic.aspx>

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

<http://www.essex.ac.uk/students/disability/funding.aspx>

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 -

<http://www.essex.ac.uk/students/new/international/default.aspx>.

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

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: <http://www.essex.ac.uk/life/students/mature.aspx>

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 therefore important that you are given the opportunity to feedback and that you take the 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 <http://www.essexstudent.com/representation/course reps/> and the University's policy here: http://www.essex.ac.uk/quality/student_representation/student_rep.asp.
3. You can find out information about Student Staff Liaison Committees (SSLCs) here: http://www.essex.ac.uk/quality/student_representation/sslc.asp.

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/

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 doctoral student and so we credit your Proficio account with funds that can be spent on a variety of courses. You can find out more information via www.essex.ac.uk/study/pg/research/proficio and you can contact the Proficio team at proficio@essex.ac.uk.

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

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

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.aspx

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

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

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

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

Intermitting is a temporary withdrawal or leave of absence from your studies for one term, two terms or one academic year (stage). In exceptional circumstances, a period of up to two academic years away from our University may be allowed as long as it does not exceed your maximum period of study. Normally this is for reasons beyond your control such as health or personal

problems. An intermission is approved for a defined period of time after which you would return to your studies. This is a formal process which needs formal approval and must be supported by your supervisor.

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

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

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

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

You may experience doubts about continuing on your course at some point during your studies.

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

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

Your viva and your examiners

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

Appeals, complaints, and fitness to practise

If the recommendation of your Research Students Progress Board 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/default.aspx.

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.aspx

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.aspx

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

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

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.aspx

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

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 the below section on Referencing and good academic practice in this handbook.

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 foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.

Referencing and good academic practice

Referencing

Drawing on the wide range of reading you do around your subject area, and demonstrating how you have used this to develop your knowledge and form your own views, is a key aspect of your work. It's essential that you reference your source materials so it's clear where the information has come from, and to avoid any misunderstanding over whether you are presenting ideas as your own.

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

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

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

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

The Academic Offences Policy applies to all students
www.essex.ac.uk/about/governance/policies/academic-offences.aspx.

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

Guide to Referencing

It is very important that you (a) do not represent the work of other people you are using as your own and (b) allow people who want to check up on the details of what you are saying to find the sources of information you have used. Under (a), if you are quoting some other person's words, you must ensure that they are in inverted commas and clearly indicated as a text taken from J. Smith's (or whatever) book. The University has plagiarism detection software (Turnitin). We do appreciate that in e.g. a pure mathematics project, everyone's definition of a group (say) is essentially identical, and you need not worry too much about giving definitions identical to everyone else: but even if you are writing out a proof of a result based on somebody else's, you should be able to at least somewhat rephrase the ideas in your own words. Remember you should aim for a consistent notation through your work.

Regarding (b), there are various ways of referencing and we do not want to be too prescriptive about imposing a system. However you should ensure that for every source (book, academic paper, website, communication from a supervisor or somebody else, etc.) you give some reference for it, which gives for each source the author(s)' names, the title of the work, details of where and when published. One good way to do this is to have the various sources listed in your bibliography, preferably in alphabetical order by surname of first author, with numbers next to them, and then refer to these numbers in square brackets in the text. When referring to a particular theorem in a work, be specific - "(see [3], Theorem 20)" rather than just "(see [3])". For example you could have in your bibliography:

[1] R. Albert, H. Jeong, A. Barabási. Diameter of the world wide web. Nature. Vol. 401 (1999), pages 130-131.

[2] A. Barabasi and E. Bonabeau. Scale-free networks. Scientific American. Vol. 288 (2003), pages 50-59.

[3] McGinty, A. <http://www.neasden.ac.uk/mcginty/notesongrouptheory/>

etc. You could then refer to these in your text as follows (e.g.):

We need to investigate the order of the subgroups of G . By Lagrange's Theorem (see [3], Theorem 12) they divide the order of G . By ([5], Theorem 25) they cannot be equal to the order of G divided by 2: thus they are all of order at most the order of G over 3. Subgroups of order $|G|/3$ are possible, but those of order $|G|/6$ are not by ([3], Proposition 44).

We appreciate that often it is hard to attribute an author to a website or similar, use your judgement. If in doubt, talk to your supervisor.

Students are required to reference their sources properly, and failure to do so can lead to an allegation of an academic offence. When submitting any piece of work (e.g. essay, report, dissertation, or thesis) you will be required to acknowledge any assistance received or any use of the work of others.

Plagiarism, academic conduct and responsibilities relating to plagiarism

Plagiarism

Plagiarism is to steal ideas, verbalisations or writings from another person without correct acknowledgement, presenting these as your own work. It also includes utilising your own previous assessment submissions, without correct identification of such (which is referred to as self-plagiarism). Any source you access and utilise when preparing your work (book, journal article, newspaper article, internet page, podcast etc.) must be referenced appropriately to avoid plagiarism – ignorance of correct referencing techniques is inexcusable.

You may also be accused of assisting plagiarism if you lend your work to another student who then copies your text. Plagiarism is indefensible and will not be tolerated in any form within the University of Essex. This Academic Offence carries severe penalties, and you may be withdrawn from your programme. All students should view the University of Essex plagiarism online tutorial at: www.essex.ac.uk/plagiarism/index.html to familiarise yourself with this issue. If you are concerned about plagiarism, you should talk with your Tutor.

How to avoid plagiarism

To avoid plagiarism give yourself enough time to plan, draft, write, edit and proof-read your work. Make sure you print or save full details of all sources, so that you can reference them easily once you have used them. Do not copy and paste large chunks of text from the internet – look at the source, read it critically, identify the main themes, and then paraphrase or present as a direct quote. N.B. paraphrasing does not mean changing the odd word within a sentence. You need to re-phrase the entire sentence in your own words, thus demonstrating your understanding.

Academic conduct – personal recordings of teaching or other meetings

A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student's academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in support of their studies and learning. The recording must not be

made publicly available or shared for other purposes without the consent of those present. Disabled students who have difficulty with note-taking are encouraged to contact Student Support for further information on when recording is permissible and other access strategies.

You Matter

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.

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. www.essex.ac.uk/it/getaccount.

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

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

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

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

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

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

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, banks, a general store run by the Students' Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.

www.essex.ac.uk/students

www.essex.ac.uk/welcome

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

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/bigex

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

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.

Colchester email: askthehub@essex.ac.uk

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

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

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

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

Harassment advisory network

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 campbeds, whether you're waiting for a taxi, need a revision break, or just want to chat, pop in or call us.

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

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

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

www.rowhedgesurgery.co.uk

www.nhs.uk

Students' Union Advice Centre

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

www.essex.su/advice

suadvice@essex.ac.uk

01206 874034

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

Essex Matters

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 and appeals process please refer to the Terms and Conditions Apply booklet all new students received 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/default.aspx

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

<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 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