

Your studies

STUDENT HANDBOOK
DEPARTMENT OF
MATHEMATICAL
SCIENCES

Postgraduate taught student handbook

2016–2017



University of Essex

Sections in this handbook

Section 1: Introduction

Pages 5 - 12

Introduction and timetabling information (pages 5–7)

- Welcome from the Graduate Director
- About your Departmental Handbook
- Term dates and academic week numbers
- Your Timetable
- The *myEssex* student portal

About our Department (pages 7-12)

- Meet your departmental staff
- Who to go to if you need help, contacting members of staff, our location
- Departmental resources
- Location of departmental office, opening hours, noticeboards, photocopying.
- Departmental support; your personal tutor, peer mentors, job references, help to prepare for your exams
- The Department and social media and the Maths Support Centre
- How we will contact you
- Departmental prizes

Section 2: Academic Matters

Pages 13 - 42

Learning and Teaching (pages 13-30)

- Learning and Teaching methods
- Moodle, ORB and FASER
- Course structures, a brief outline of degree courses, programme specifications and learning outcomes
- Changing your degree and maximum period of study
- Module enrolment procedure, changing optional modules, requesting a class change
- Listen Again
- Research Methods and Dissertation
- Employability; careers advice, degree courses with a placement year
- Student representation, SSLC, SAMT, student surveys
- Library services
- Attendance monitoring (Count-me-in), absence from sessions

Assessment (pages 30-45)

- Rules of assessment, including exit awards
- Extenuating circumstances, withdrawing and intermitting
- Re-marking of coursework
- Moderation, second marking policies and External Examiners
- Appeals and complaints

- Academic offences procedure

Coursework (pages 35-37)

- Assignment and essay length
- Coursework submission details (including FASer and deadlines)
- Return of coursework policy
- Late coursework policy
- Essay writing support
- Anonymous marking in coursework policy
- Reassessment of coursework
- Group work and performance

Exams (pages 38-39)

- Examination regulations
- Access to exam scripts
- Calculators
- General information about summer exams and exam results
- Anonymous marking policy in examinations
- Reassessment in examinations

Referencing, plagiarism and good academic practice (pages 39-42)

- Guide to referencing
- What do we mean by academic offences in exams and coursework?
- Plagiarism, academic conduct and responsibilities relating to plagiarism

Section Three: You Matter

Pages 43 - 49

Practicalities: Getting Started and IT Matters (pages 43-45)

- Registration, enrolling and transcripts
- Find Your Way and room numbering system
- IT support, wifi, email account, free MS office, computer labs, M:drive
- Tier 4 information
- On campus facilities
- Graduation

Skills, Employability and Experience (pages 45-46)

- Employability and Careers Centre
- Learning Languages at Essex
- Talent Development Centre
- Career Hub
- Frontrunners
- Student Ambassadors
- Volunteering
- Big Essex Award
- Essex Interns

You Matter: Health, Welfare, Support and Safety (pages 46-49)

- Student services hub
- Harassment advisory network
- Faith groups
- Nightline
- Health and safety on campus, including personal evacuation plans and campus security details
- Residence Life
- Health Centre
- Students' Union Advice Centre
- University Privacy Statement

Section 4: Essex Matters**Pages 50 - 51****The Essex Experience**

- The Essex Charter
- Freedom of speech policy and the Code of Conduct
- Essex Spirit, social media and other channels of communication with students
- Students' Union
- Alumni
- What comes next? Postgraduate study in the department and the University

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 7) and the University rules on academic offences (see page 40).

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 at www.essex.ac.uk/myessex. Our friendly departmental staff are here to help and you can find their contact details in this handbook.

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

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

Academic Staff

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

Computer Officer

Mrs Anne Owen (p/t)	owena	6.320	2704
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Emeritus and Visiting Fellows

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

Research Officers

Dr Rolando Medellin Gasque	rmedel	2.525	tbc
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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 Tutor?

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, and she may be able to reach staff at home. 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 Common and 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.

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 Administrator 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. A copy of the timetable for your year group will be published here along with general university and departmental notices. 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.

Departmental Support

Your Personal Tutor

All taught postgraduate students have a personal tutor who you'll meet soon after you've arrived, and who you'll meet regularly throughout your course. Your personal tutor is 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 Personal Tutor of any circumstances (medical or otherwise) that are affecting your ability to study. Your personal tutor may also recommend other support services on campus that might be able to help. A conversation with your Personal Tutor will normally be confidential unless you both agree otherwise. Other matters you want to discuss with your Personal Tutor include your employability portfolio.

It is very important that you make semi-regular contact with your Personal Tutor since you want someone to know you well enough to be able to write references for you. Indeed, Tutors will normally be asking their tutees to come to see them at least a couple of times each year to discuss any issues that may arise, including signing in at the start of each term.

The Personal Tutor for Postgraduate Taught students in autumn term is Dr Hongsheng Dai, the Graduate Director. He will also be available in Spring Term to help you if your own Tutor is ill or away. If, for any reason, you wish to change your Tutor you should see the Dr Dai, who will organise this for you. (If your Tutor is Dr Dai and you wish to change Tutors, talk to Shauna McNally). If you have difficulty in finding your Tutor then speak to one of the Administrators in the Department, who will be able to get in touch with them for you.

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.

For example, Personal Tutors, dissertation supervisors, the Graduate Director, or core course supervisors are likely to be more suitable than lecturers that have taught you on an optional module. Discuss the matter with Dr Dai if in doubt. 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 for taught students. If a reference is retained beyond this timeframe, our Department will seek explicit consent from the student concerned.

Help to prepare for your exams

Exams in this department are taken in the main exam period. Preparing for exams can be stressful and you can find some useful advice on this at <http://www.essex.ac.uk/maths/documents/exam-advice.pdf> and at <http://www.essex.ac.uk/maths/documents/exam-advice2.pdf>.

Exam rubrics can be found online on the “Current Students” webpage:
www.essex.ac.uk/maths/current_students/Default.aspx

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

Maths support is open during term-time. It's run jointly by the Talent Development Centre and the Department of Mathematical Sciences. You can get help from their trained advisors, who are all students from the Department of Mathematical Sciences.

They have a range of resources available including practice worksheets and online numeracy tests. They're happy to help on a one-to-one or small group basis. The aim is to give you an opportunity to chat through a problem and to help you see how to solve it yourself.

All your questions and problems will remain confidential.

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

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.

Departmental prizes

Townsend MSc Dissertation Prize (awarded to one student annually)

The Department awards the Townsend MSc Dissertation Prize to the student with the best MSc dissertation mark. In the event that there are students with the same dissertation mark, the prize will be split. The value of the prize is £100.

The prize will be awarded at the Graduation reception.

Section 2: Academic Matters

Learning and teaching methods

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.

A range of methods of teaching are used in this Department, according to what lecturers of particular modules feel is the most appropriate way to convey information in that particular case. The main method in most courses is a formal lecture, but lab work (where appropriate) is also common and examples classes are built into most modules. These methods of teaching have somewhat complementary, though overlapping, aims. If you wish to discuss the methods of teaching in any particular module further, talk in the first instance to the module lecturer.

Moodle, ORB and FASER

Our **online resource bank (ORB)** - <http://orb.essex.ac.uk/ma/> stores important module materials such as past exam papers.

We use **Moodle** (<https://moodle.essex.ac.uk>) 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 (<faser.essex.ac.uk>) is our **online coursework submission and feedback system**. Use it to submit your coursework electronically, produce a watermarked copy of your work and receive electronic feedback all in one place.

www.essex.ac.uk/e-learning/tools/faser/account/login

<http://www.essex.ac.uk/it/elearning>

Course structures

The structures for the taught Postgraduate schemes may be found over the next few pages or, in the case of the Graduate Diploma, at <http://www.essex.ac.uk/coursefinder/CourseDetails.aspx?course=DIPLG10009>

These (and the Programme Specifications) indicate the syllabus for each scheme. You are urged to familiarise yourself with the structure for your course. When choosing options from outside departments, you must bear in mind that the relevant lecturer may want to know whether your background is suitable for the chosen module.

Please note that changes might occur in scheme structures. There also might be clashes in your timetable. Clashes concerning compulsory modules will be resolved. However, clashes concerning optional modules will only be resolved where possible. If not, an alternative option must be taken.

PGD/MSc in Discrete Mathematics and its Applications

Discrete Mathematics underlies several interesting situations:

- The frequency assignment problem for communications networks (what keeps your mobile telephone working) is a special case of the apparently theoretical problem of colouring graphs.
- The RSA cryptosystem, used on computers all over the world, depends at bottom on classical results of number theory.
- Game theory, with roots in mathematics, statistics, and economics, is routinely applied to understanding and predicting human behaviour.
- Problems of protection of digital information against piracy are closely related to aspects of set systems.

This course will aim to equip graduates with not only a good knowledge of discrete mathematics, but also with understanding of application areas of these techniques and other relevant skills, such as computing, use of algorithms and ability to analyse data.

		Credits
Core (MSc Only)	MA981-7-FY Dissertation	60
Core(MSc)/ compulsory (PGD)	MA902-7-SP Research Methods	15
Compulsory	CE885-7-SP Mathematical Research Techniques Using Matlab	15
Compulsory	MA306-7-AU Combinatorial Optimisation	15
Compulsory	MA314-7-SP Graph Theory	15
Compulsory	MA315-7-AU Cryptography And Codes	15
Compulsory	MA319-7-AU Stochastic Processes	15
With 2 options (one from list A and one from list B):		
	List A	
	MA305-7-AU Nonlinear programming	15
	MA317-7-AU Experimental Design	15
	CE802-7-AU Machine Learning and Data Mining	15
	List B	
	CE884-7-SP Constraint Satisfaction for Decision Making	15
	CE886-7-SP Evolutionary Computation and Genetic Programming	15
	MA311-7-SP Mathematics of Portfolios	15
	MA321-7-SP Applied Statistics	15
	MA322-7-SP Bayesian Computational Statistics	15
	MA323-7-SP Partial Differential Equations	15
	EC943-7-SP Game Theory and its Applications	20

MSc in Statistics

		Credits
Core	MA981-7-FY Dissertation	60
Core	MA902-7-SP Research Methods	15
Compulsory	MA317-7-AU Modelling Experimental Data	15
	MA318-7-AU Statistical Methods	15
	MA319-7-AU Stochastic Processes	15
	MA321-7-SP Applied Statistics	15
	MA322-7-SP Bayesian Computational Statistics	15
Options	1 option from List A:	
	MA305-7-AU Nonlinear Programming	15
	CE802-7-AU Machine Learning and Data Mining	15
	BE953-7-AU Research Methods in Finance	20
	SC970-7-AU Survey Methods I	20
	1 option from List B	
	EC965-7-SP Time Series Econometrics	20
	EC968-7-SP Panel Data Methods	20
	CE805-7-SP Cloud Technologies and Systems	20
	BE356-7-SP Financial Modelling	15
	SC971-7-AU Survey Methods II	20
	SC901-7-AU Contemporary Debates in Sociology	20

PGD/MSc in Statistics and Operational Research

This degree is suitable for a student with a first degree in which the major subject was mathematics. Some prior knowledge of statistics (e.g. significance testing, basic statistical distributions) and operational research (e.g. linear programming) is expected. Some knowledge of economics would be helpful, but is not essential. Although the modules have changed greatly over time, we have been running a taught masters course in statistics and operational research for over 30 years.

		Credits
Core (MSc Only)	MA981-7-FY Dissertation	60
Core(MSc)/ compulsory (PGD)	MA902-7-SP Research Methods	15
Compulsory	MA305-7-AU Nonlinear Programming	15
Compulsory	MA306-7-AU Combinatorial Optimisation	15
Compulsory	MA322-7-SP – Bayesian Computational Statistics	15
Two compulsory choice options:		
Compulsory Choice	MA317-7-AU – Modelling Experimental Data	15
	MA318-7-AU – Statistical Methods	15
	MA321-7-SP – Applied Statistics	15
	CE885-7-SP – Mathematical Research Techniques Using Matlab	15
With 2 options:		
Options	CE802-7-AU Machine Learning and Data Mining	15
	CE886-7-SP Evolutionary Computation and Genetic Programming	15
	MA314-7-SP Graph Theory	15
	EC965-7-SP Time Series Econometrics	20
	EC968-7-SP Panel Data Methods	20
	EC969-7-SP Applications of Data Analysis	20
	MA323-7-SP Partial Differential Equations	15
	BE354-7-AU Portfolio Management	20
	MA303-7-AU Ordinary Differential Equations	15
	MA319-7-AU – Stochastic Processes	15

N.B. Students are strongly advised to consider the balance of their workload across the autumn and spring terms when selecting their optional modules. Students must have at least 120 credits from the taught modules before proceeding to their dissertation.

PGD/MSc in Statistics and Econometrics

This Masters programme is intended for students whose first degree included some training in both statistics and economics. Econometrics might be described as the application of statistics in an economics context. Specialised statistical methods are required to deal with the peculiar problems of economic data, and these are reflected in the modules available for this degree, many of which are given by staff from our Department of Economics.

		Credits
Core (MSc Only) Core(MSc)/ compulsory (PGD)	MA981-7-FY Dissertation	60
	MA902-7-SP Research Methods	15
Compulsory Choice	Three compulsory choice options:	
	MA317-7-AU – Modelling Experimental Data	15
	MA318-7-AU – Statistical Methods	15
	MA319-7-AU – Stochastic Processes	15
	MA321-7-SP – Applied Statistics	15
	MA322-7-SP – Bayesian Computational Statistics	15
With 4 options		
Options	MA311-7-SP Mathematics of Portfolios	15
	MA320-7-SP Financial Derivatives	15
	MA323-7-SP Partial Differential Equations	15
	EC501-7-AU Econometric Methods and Applications	20
	EC907-7-SP Economics of Financial Markets	20
	EC968-7-SP Panel Data Methods	20
	EC943-7-SP Game Theory and Applications	20
	EC965-7-SP Time Series Econometrics	20

N.B. Students are strongly advised to consider the balance of their workload across the autumn and spring terms when selecting their optional modules.

Students must have at least 120 credits from the taught modules before proceeding to their dissertation. Students on this degree can choose a maximum of 2 x 20 credit options

PGD/MSc in Financial Decision Making with Applications

The structure includes mathematical modules, accounting, management and finance modules which will provide students with the opportunity to learn about portfolio management, the application of stochastic calculus to the pricing of derivative securities as well as the analysis of financial statements, (and financial reporting through optional modules if needed). There is a large set of optional modules giving applicants the opportunity to follow one of many possible structures that meets their particular needs. The course complements the MSc in Mathematics and Finance.

		Credits
Core (MSc only)	MA981-7-FY Dissertation	60
Core(MSc)/ compulsory (PGD)	MA902-7-SP Research Methods	15
Compulsory	BE162-7-AU Financial Decision Making	20
	With 5 options:	
Options	BE161-7-AU Corporate Reporting and Analysis	20
	BE351-7-SP Derivative Securities	20
	BE354-7-AU Portfolio Management	20
	BE357-7-SP Behavioural Finance	20
	BE651-7-SP Bank Strategy and Risk	20
	EC965-7-SP Time Series Econometrics	20
	MA303-7-AU Ordinary Differential Equations	15
	MA305-7-AU Nonlinear programming	15
	MA318-7-AU Statistical Methods	15
	MA319-7-AU Stochastic Processes	15
	MA320-7-SP Financial Derivatives	15
	MA321-7-SP Applied Statistics	15
	MA322-7-SP Bayesian Computational Statistics	15
	MA323-7-SP Partial Differential Equations	15

N.B. Students are strongly advised to consider the balance of their workload across the autumn and spring terms when selecting their optional modules.

Students must also ensure when selecting their optional modules that the credits total at least 180 (including the dissertation). Hence, at least two 20 credit options must be chosen.

MSc in Data Science

		Credits
Core (MSc only)	MA981-7-FY Dissertation or CE901-7-SU MSc project and Dissertation	60
Compulsory choice	MA902-7-SP Research Methods or CE902-7-FY Professional practice and research methodology	15
	MA325-7-AU Data, Probability and Statistics or option from List A	15
	CE705-7-AU Programming in Java or option from List B	15
Compulsory	MA317-7-AU Modelling Experimental Data	15
	MA321-7-SP Applied Statistics	15
	CE802-7-AU Machine Learning and Data Mining	15
	CE807-7-SP Text Analytics	15
Options	1 option from either List A or List B	
	List A	
	MA318-7-AU Statistical Methods	15
	MA319-7-AU Stochastic Processes	15
	MA305-7-AU Nonlinear Programming	15
	MA322-7-SP Bayesian Computational Statistics	15
	MA306-7-AU Combinatorial Optimisation	15
	List B	
	CE706-7-SP Information Retrieval	15
	CE816-7-AU High Performance Computing	15
	CE887-7-AU Natural Language Engineering	15
	CE889-7-AU Artificial Neural Networks	15
	CF969-7-SP Big-Data for Computational Finance	15
	CE888-7-SP Data Science and Decision Making	15

PGD/MSc in Mathematics and Finance

There is growing interest in finance and the application of mathematics to it. Recent enquiries prompted us to set up this degree course, intended for students whose first degree included training in mathematics and ideally some training in finance. The latter, however, may not be a requirement for entry if the training in mathematics is substantial. Many of the finance modules are taught by staff from Essex Business School.

		Credits
Core (MSc only)	MA981-7-FY Dissertation	60
Core(MSc)/ compulsory (PGD)	MA902-7-SP Research Methods	15
Compulsory Compulsory	BE356-7-SP Financial Modelling	20
	BE953-7-AU Research Methods in Finance: Empirical Methods in Finance	20
Compulsory Compulsory	MA311-7-SP Mathematics of Portfolios	15
	MA319-7-AU Stochastic Processes	15
Options	Choose one option:	
	EC907-7-SP Economics of Financial Markets	20
	BE351-7-SP Derivative Securities	20
	BE651-7-SP Bank Strategy and Risk	20
	Choose one option:	
	MA303-7-AU Ordinary Differential Equations	15
	MA320-7-SP Financial Derivatives	15
	MA306-7-AU Combinatorial Optimisation	15
	MA318-7-AU Statistical Methods	15
	MA323-7-SP Partial Differential Equations	15
	MA322-7-SP Bayesian Computational Statistics	15
	MA321-7-SP Applied Statistics	15

N.B. Students are strongly advised to consider the balance of their workload across the autumn and spring terms when selecting their optional modules. Students must also ensure when selecting their optional modules that the credits total at least 180 (including the dissertation). Students on Mathematics and Finance MUST select at least one 20 credit optional module.

Programme specifications

Programme Specifications provide key information, such as the structure and aims of your course, as well as the knowledge and skills you will develop. The relevant Programme Specification for your course and stage of study will be available to you when you log onto either myEssex or eNROL. You can also view Programme Specifications online at www.essex.ac.uk/programmespecs/.

Learning outcomes

Your course's learning outcomes are set out in the Programme Specifications. They are categorised into knowledge and understanding, intellectual/cognitive, practical and key skills, and are linked to the aims, learning outcomes and assessment on the modules you take. You can measure your progress against the outcomes, for example when reviewing coursework feedback, and they can be used to guide you when undertaking independent study. You can find a copy of the module map showing how your course learning outcomes are connected to the modules at: <http://www.essex.ac.uk/programmespecs>.

Full module outlines are available in the online Module Directory at <http://www.essex.ac.uk/modules>

Changing your degree and maximum period of study

If you want to change your course, you should talk to someone in your department first. Normally, you would be required to make a new application for admission.

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

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

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

Please read carefully our guidance on Tier4 and course changes here:

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

Module details

Please see the module directory www.essex.ac.uk/modules for more details of each module, including who teaches them, the number of contact hours and the assessment requirements.

Reading lists

All reading lists are available here: <http://readinglists.essex.ac.uk/>

Module Enrolment Procedures

www.essex.ac.uk/enrol gives University information about how to enrol for optional modules online. Details about how to change modules are given at www.essex.ac.uk/students/course-admin/modules.aspx.

Note that while you can change your Autumn Term choices up until 8:59am on Monday 24th October 2016, you cannot change thereafter without special permission, which may not be obtainable. You can change your Spring Term choices up until 8:59am on Monday 30th January 2017.

If you wish to change modules after the second week of teaching, or wish to change from one course to another you should inform the Graduate Director, Dr Dai. If Dr Dai agrees that changing modules or course is possible, please complete the relevant form on the Electronic Student File system: <https://www.essex.ac.uk/esf/>

Changing optional modules

By the start of your course or a new academic year, you will already have made an initial choice of modules. If you are in any doubt as to whether you have made the right choice, try to talk it over with your Personal Tutor or the Graduate Director. It is usually possible to change modules up to the end of the second week of the Autumn Term. If you are not sure which modules to take you could attend lectures for several different modules before making your final choice. For more information go to information on changing modules at the start of the academic year: www.essex.ac.uk/students/course-admin/modules.aspx

Requesting a class change

Students are automatically assigned to classes based on availability by the Central Timetabling Office and in the attempt to produce a clash free timetable for every student.

In special circumstances students may request a change in their class allocations – for example, if you have childcare or caring commitments, work commitments, attendance on other courses of study or for medical reasons. Permission to change to an alternative class or lecture is agreed at departmental level and the right is reserved to refuse permission to change. The above list is not exhaustive, and we understand there may be other genuine reasons for changes. We may ask for evidence to support your change of class request. Please note class change requests are subject to availability within other classes.

Listen Again

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

<http://listenagain.essex.ac.uk/>

Research Methods and Dissertation

Examination of MA902 (Research Methods)

Short Report	5%
Project	95% (10% of which will be a presentation)

After introductory lectures on LaTeX and research skills, you will start working on your project with your supervisor in the spring term. You will submit a short report in week 21 (deadline 20th February 2017), which will count for 5% of the module. The short report should be one A4 page or longer (no-maximum limit, as the length of the report will not be assessed). The report should outline what you have studied so far and what you plan to do to complete your MA902 project.

The short report will be assessed in terms of understanding the use of LaTeX, rather than the mathematical/statistical content, for example the use of LaTeX features for referencing journal articles (automatic generation of bibliographies), typesetting math formulas (different fonts for math environment) and so on. The marking scheme is as follows:

- producing a latex sourced report based on a template. [2 marks -- 40%]
- referencing journal articles and automatic generation of bibliographies. [1 mark -- 20%]
- use of tables or figures or itemize or enumerate [1 mark - 20%]
Note that all students can use 'itemize', 'enumerate' or 'tables' to produce the plan for works in the next several weeks.
- typesetting mathematical formulas or math environment [1 mark -- 20%]

The MA902 project is handed in at the start of the summer term – Monday 24 April 2017. Two markers, one of whom will normally be your supervisor, will independently mark your project, bearing in mind the points mentioned below.

Oral presentations are given on these projects during the week commencing Monday 8th May 2017. The presentation counts for 10% of the marks: in addition, you are likely to be asked questions about your project at the presentation, and the quality of your answers may affect your marks. All MSc and PG Diploma students are expected to attend these presentation sessions. Finally, as soon as possible after the presentation, the two markers will independently write short reports on your presentation, and will then meet to finalise a mark for your MA902 project. These marks will not be made public until exam marks are announced (at around the end of June).

An MA902 project will be at least 3000 words in length, excluding references, appendices, figures and tables. Typically it might not exceed 6000 words, though this is far from being a binding upper limit. Different projects may well be different lengths. Consult your supervisor if in doubt.

Dissertation topics

Students typically continue working with the same supervisor for their dissertation. However, this cannot be guaranteed because of staff numbers and availability, staff interests etc.

Departmental Guidelines for the Supervision of MA902 projects and MSc Dissertations

1. The allocation of supervision will be made by the start of the spring term by the Graduate Director after consultation with the Head of the Department.
2. During the spring term, supervisors are responsible for being available to discuss the preliminary reading that will form the basis for the project assessed as MA902.
3. Supervisors should provide a project outline, possibly including suggested milestones, which should be given to the student.
4. Normally, a student's MA902 supervisor will also be their Dissertation supervisor (if the Board of Examiners permits progression to the dissertation).
5. Dissertation supervisors are expected to be reasonably available over the summer, for exercising supervision. Meetings should take place between student and supervisor at frequent intervals. Such meetings should be arranged around reasonable holiday entitlement.
6. Supervisors should normally see and comment on a draft dissertation no later than mid-August, in order for there to be sufficient time for necessary revision before the deadline for submission. Students must be available for interview throughout the week commencing 4th September 2017 (they are more likely to be held later in the week).
7. If at any stage during the dissertation, the supervisor has serious cause for concern about the supervisee's progress, the Graduate Director and/or the Head of Department should be immediately informed.

Examination of the Dissertation

Submission Date

Although the latest date for submission of the MSc dissertation is Friday 1st September 2017, it is unwise to use late-August to produce new material. For different reasons it is also unwise to cut short the project merely to submit a report very much earlier than that date. All the interviews on the dissertations will take place in the week commencing Monday 4th September 2017 (they are more likely to be held later in the week).

Despite the fact that the Dissertation interviews take place in the week commencing Monday 4th September 2017, do not book return travel before Monday 18th September 2017.

Length of report

There is no prescribed length for a dissertation. In the past, we have found that most dissertations are between 10,000 and 30,000 words in length. However, these are guidelines, not mandatory, and different kinds of dissertations may require different word lengths. Supervisors will provide advice on the appropriate length for particular kinds of projects.

Layout

The dissertation must be typed or printed on A4 paper with at least 1 and a half line spacing. The right and left margins should be at least 2.5 cms with a sufficient margin on the binding edge so that no text is obscured. Two hard copies must be handed in, which will be retained by the department.

Points the examiners will be looking for in MA902 projects and summer dissertations.

It is impossible to give hard-and-fast rules on how a project/dissertation will be marked. Instead we indicate some of the key things that the two markers will be looking for, and some features which projects/dissertations at various levels are likely to have.

1. Clarity and coherence: you must make it clear that you have understood the ideas involved in your subject at an appropriate level. In a project developing some piece of theory, which will be relevant to you in the dissertation, this will usually involve developing the theory in a logical order, with clear definitions and explanation of how these ideas could be useful in practice. It may well involve proving some of the results discussed: if a key proof is too hard to give, you should explain the role of the result, perhaps trying to give some idea of why it might be true.

If your project is an overview of some topic in practical mathematics, statistics or Operational Research, you must explain the key ideas of the practical situation, and make it clear how mathematical ideas illuminate the subject. Perhaps you will look at suitable data to see how the ideas work in practice.

Computation is more likely to be a substantial topic in the summer dissertation than in your MA902 project. However, if your MA902 project involves substantial computation, you must explain clearly why your computations are of interest: your programs should be well commented and well documented, their structure must be described carefully, and it must be shown that the programs have been properly tested on well-chosen examples.

An historical project will explain carefully how the ideas under discussion evolved and clearly show good understanding of the relevant theory.

In any project, your work must be well presented. For example, there should be a clear list of contents at the beginning; you should have a summary (perhaps a page or so) making clear what you aim to investigate, and some conclusions at the end saying how far you think you succeeded. If you are pulling several diverse sources together, you should choose (and stick to) a consistent notation.

Your report should be written in good English: this requirement includes legibility, good grammar, spelling and punctuation. Any figures or diagrams must be tidy, clearly labelled and explained. You must use a single logical system of referencing, with all your sources given at the end.

2. Difficulty, depth and breadth of ideas expressed. Your material must be of sufficient depth for an MSc student – in particular, it should have little or no overlap with material in your lecture courses. More marks will be given for understanding difficult material than for material which should be routine at MSc level. You should not just be seeking to regurgitate your sources: you should be studying them critically. Original material or insights are not required, but are very welcome, and often you can at least give slightly different examples from your sources.

If you are aiming to give a broad overview of some topic, we expect you to give a balanced account of the topic, with more important topics getting more attention, but avoiding irrelevant material. If on the other hand you concentrate on some narrow (usually difficult) problem, you should still make it clear how it relates to the broader subject around it.

3. Initiative. We usually expect you to show some initiative, including looking in libraries and the web for an appropriate (for that project) range of sources beyond those first suggested by your supervisor. Often you will have more than one source. Your supervisor's marks will be influenced by the extent to which he/she feels that you have managed to work independently of him/her.

4. Word processing. Marks will be given for the quality of your word processing.

5. **Oral presentation (in MA902 only):** Usually, you will use PowerPoint in your presentation. (A whiteboard will be available to make additional points). You do not have to use PowerPoint, or some similar package, for the presentation: legibly hand-written slides will receive the same mark as PowerPoint slides if they are otherwise identical.

6. **Interview (dissertation only):** In the summer, you will be interviewed on your dissertation. Your mark may be affected by the quality of the answers you give to the questions. Please bring a copy of your dissertation to the interview. No marks will be announced until they have been approved by the External Examiner.

Some typical characteristics of projects at various levels

We again emphasise that these cannot be binding guidelines. Bear in mind that MA902 is looking for evidence that your summer project will be of MSc standard, thus the same standards apply here.

A pass level project (i.e. one with a mark of 50% or above) will normally be a sensibly constructed project, with a summary, a list of contents, and brief conclusions. It will contain a reasonable amount of material, which exhibits non-trivial understanding of some topic relevant to the particular scheme and the proposed summer project. It will be quite coherent and should be written in reasonably good English, with proper referencing of a suitable range of sources.

A distinction level project (i.e. one with a mark of 70% or above) will normally be a well-written and well-organised account, with a clear summary, contents and clear conclusions, good referencing and good

English. It will exhibit substantial knowledge and understanding of some topic relevant to the particular scheme and the proposed summer project, with evidence of a substantial amount of material having been pulled together (usually from several sources) and explained clearly. It may well involve some elements of novelty.

Marking of dissertation

In dissertations (which, as previously indicated, will often be between 10,000 and 30,000 words in length – talk to your supervisor for detailed advice on what length is appropriate for your dissertation) examiners will often be looking for the same sorts of things as described above. However, there is no presentation on the dissertation: instead, you will be interviewed by the two markers, usually for about an hour. They will be checking that you have written the dissertation and how well you understand the material in it. Again, the two markers will independently have marked the dissertation before the interview, and will modify their marks in the light of your interview performance, before meeting to agree a final mark for the dissertation. This mark then has to be approved by the External Examiner, so will not be announced immediately after the interview.

80-100% Candidates will demonstrate all of the qualities required for a distinction in the 70-79 range. Work marked in this range also needs to demonstrate the originality as to potentially changing some conventional understanding about the subject treated.

70-79% (Distinction) The dissertation should contain a comprehensive amount of materials (in depth and breadth), which (together with the interview) exhibits independent insights and demonstrates an ability to handle historical concepts and methods related to the chosen topic with confidence. It should be of outstanding quality, coherent, and should be written in accurate English, with proper referencing of a wide range of sources.

60-69% (Merit) The dissertation should contain a substantial amount of materials (in depth and breadth), which (together with the interview) exhibits a solid knowledge and understanding of historical concepts and methods related to the chosen topic. It should be of high quality, coherent and should be written in good English, with proper referencing of a sufficient range of sources.

50-59% (Pass) The dissertation should contain a reasonable amount of material, which (together with the interview) exhibits a reasonable level of knowledge and understanding of the historical concepts and methods related to the chosen topic. It should be coherent and written in reasonably good English, with proper referencing of a suitable range of sources.

0-49% (Fail) The dissertation shows some knowledge of historical concepts and methods, and shows some ability to make arguments and handle evidence, however, the report is inadequate in addressing the chosen research question.

You may find the above advice relevant to other written project work during the year. However you should also check any advice given by the Department running the particular course involved.

Employability

Careers Advice

The Department's Employability Development Directors in 2016/17 are Prof Codling and Dr Vrontos. The Careers Advisor for Mathematical Sciences in the Employability and Careers Centre is Garry Mills. You should also be aware of the Employability and Careers Centre website www.essex.ac.uk/careers. The Department's Employability Development Directors will be able to tell you about contacts in the Centre, and will inform students from time to time of forthcoming careers events. You should be aware that most of you will have to look for jobs eventually, and that it is highly desirable to at least start thinking about this early in your degree. There is a frontrunner placement scheme, an internship scheme and opportunities for working and studying abroad run by the University. For more information see: http://www.essex.ac.uk/careers/about_us/default.aspx

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 - www.essex.ac.uk/students/new/international/default.aspx.

If you are studying on a **Tier 4 visa**, don't forget to read the section on **Tier 4 Information** in 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: www.essex.ac.uk/life/students/mature.aspx

Student representation, Student Staff Liaison Committee, 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 www.essexstudent.com/representation/course reps/ and the University's policy here: www.essex.ac.uk/quality/student_representation/student_rep.asp.
3. You can find out information about Student Staff Liaison Committees here: www.essex.ac.uk/quality/student_representation/sslc.asp.

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

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

Library Services

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

libwww.essex.ac.uk

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

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

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

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

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

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

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

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

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

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

Assessment

Rules of Assessment and Credit Accumulation www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx

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

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

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

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

You can decide if you want to **accumulate credit** by taking individual modules with the aim of achieving a postgraduate award; this is called **Modular study**. There are opportunities to achieve postgraduate awards through **credit accumulation study** in an increasing number of departments, as an alternative to standard full or part-time study.

Individual modules can yield 15, 20, 30 or 40 credits depending upon which department you are studying in. Each award has a defined structure, normally consisting of a combination of core, compulsory and optional modules, and requires a specific volume of credit to be achieved:

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

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

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

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

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

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 personal nature that affect you for any significant period of time and/or during the examination period.

You need to submit your form by the deadline, see: www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx

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

Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Please seek advice from the Students' Union Advice Centre, www.essexstudent.com/services/advice_centre/, or the Student Services Hub, 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.

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

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

If you decide to intermit, you will need to complete the online form at: www.essex.ac.uk/esf/ 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>

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

Re-marking of coursework

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found at: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy.

You will need to complete a form and be aware that marks can go down as well as up.

Moderation, second marking policies and External Examiners

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

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

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

www.essex.ac.uk/quality/external_examiners/default.asp

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

Appeals and complaints

Following the release of your end of year results, you are eligible to submit a formal appeal against the **progress decision** of the Board of Examiners that have made the decision regarding your academic progress. Formal appeals can take up to 6 weeks to be considered, however, if you are not in the final year of your programme of study, you can "Consult the Dean" before submitting a formal appeal. The Dean can take action and change the original progress decision, and can also consider requests from students who want to repeat the year rather than take reassessment across the summer. Please visit the Appeals webpage for information regarding the deadline by which you must "Consult the Dean" and/or submit your formal appeal by.

As with all appeals, you would be required to provide any relevant evidence that substantiate your claims. The main legitimate grounds for appeal are any extenuating circumstances that you could not make the Board of Examiners' aware of in advance, or procedural irregularities in the conduct of the Board of Examiners (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred. Other grounds will be considered on their merits but **you may not appeal against academic judgement**. This means that you can't appeal against the marks you have been given by a Board of Examiners without evidence of extenuating circumstances or procedural irregularity.

The Appeals Procedure gives examples of grounds for appeal which are not considered legitimate. You should read these before submitting an appeal. You may also appeal against the outcome of academic offences committees and progress committees under certain circumstances.

We strongly advise all students thinking about making an appeal to contact the Students' Union Advice Centre. Please visit www.essexstudent.com/advice for more information.

The Complaints Procedure:

The University is a large community engaged in many activities, both academic and non-academic. If you feel dissatisfied with some aspect of your dealings with the University, 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 here:

www.essex.ac.uk/see/complaints

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 8: Referencing and good academic practice in this handbook.

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

Ethics

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

Coursework

Assignment and essay length

Please refer to the module directory (<http://www.essex.ac.uk/modules/>) for details of the coursework elements of your modules. Details of the coursework components will be provided by the relevant lecturers.

Coursework submission details (including FASer) and deadlines

Coursework components must be submitted in the manner prescribed by the lecturer by the deadline stated in the Postgraduate Coursework Deadlines document which is published online in the "Coursework and Exams" section of the Current Students, Information for Students, Maths web pages www.essex.ac.uk/maths/current/default.aspx. You may have to fill in a cover sheet, which may vary from course to course. For most modules students will be asked to scan and upload their work to the online Feedback, Assessment & Submission Electronic Repository (FASer): <http://faser.essex.ac.uk/>, and then submit the hard copy to the lockers provided outside 6.311. This is mostly the case for summative coursework (coursework that counts towards the final mark) but for formative coursework there may be less formal submission procedures.

Return of coursework policy

The return of assessed work should normally be no more than four weeks, less wherever possible and that this should apply to vacation periods as well as term-time (i.e. coursework handed in at the end of term should be returned at the start of the following term, not four weeks into it). The details of how it will be returned will be announced by individual lecturers. Note that often assignments have to be retained for inspection by External Examiners and quality assurance procedures, but students will have an opportunity to go over their work with a member of the academic staff.

The nature of feedback provided on coursework varies with the character of the assignments concerned. On coursework consisting of tests or solution of examples, in addition to being told the mark they have obtained, students may request to see their scripts afterwards, on which individual comments will have been made. On more elaborate coursework (projects for example, or reports on computer-based investigations), the lecturer or assessor may provide a general report on his or her perception of what was well done and ways in which typical submissions might be improved.

Late coursework policy

There is a single policy across the University for the late submission of coursework. All coursework submitted after the deadline will receive a mark of zero unless satisfactory evidence is provided of extenuating circumstances that indicate you were unable to submit the work by the deadline.

No extensions will be granted in advance so you should familiarise yourself with the policy and arrangements for late submission of work.

For work submitted after the deadline, marking is at the discretion of the department unless there are extenuating circumstances, which have been accepted by either the Late Submissions Committee or the Extenuating Circumstances Committee, and a model answer has not been circulated. Coursework may otherwise be marked for formative purposes (that is, no formal marks will be awarded). See

<https://www.essex.ac.uk/students/exams-and-coursework/late-submission.aspx> for more information on this policy and how to make a late submission request.

Essay writing support

University-wide advice on this may be found at <https://www.essex.ac.uk/students/study-resources/tdc/writing/modules.aspx>. The University Talent and Development Centre also provides helpful support:

<https://www.essex.ac.uk/students/study-resources/tdc/default.aspx>.

Anonymous marking in coursework policy

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

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

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

Reassessment of coursework

The need to reassess coursework only arises when a student's overall mark has fallen short of the required minimum. More details of the nature of coursework reassessment will be provided by lecturers on request.

	ORIGINAL ASSESSMENT	REASSESSMENT
MA303	20% (2 tests)	Resit exam mark of at least 50. Resit counts for 100%.
MA305	20% (3 problem sheets (4% each) and 1 lab report (8%))	Resit exam mark of at least 50. Resit counts for 100%.
MA306	20% (5 homeworks)	Resit exam mark of at least 50. Resit counts for 100%.
MA311	20% (best 2 of 5 problem sheets worth 5% each and an end of term test worth 10%)	Resit exam mark of at least 50. Resit counts for 100%.
MA314	20% (1 test (12.5%) and 1 project (7.5%))	Resit exam mark of at least 50. Resit counts for 100%.
MA315	0% (formative assignments)	Resit exam mark of at least 50. Resit counts for 100%.
MA317	20% (group project/presentation)	Resit exam mark of at least 50. Resit counts for 100%.
MA318	20% (end of term test)	Resit exam mark of at least 50. Resit counts for 100%.

MA319	15% (end of term test)	Resit exam mark of at least 50. Resit counts for 100%.
MA320	25% (class test)	Resit exam mark of at least 50. Resit counts for 100%.
MA321	20% (group project/presentation)	Resit exam mark of at least 50. Resit counts for 100%.
MA322	20% (R project)	Resit exam mark of at least 50. Resit counts for 100%.
MA323	20% (two tests (worth 10% each))	Resit exam mark of at least 50. Resit counts for 100%.
MA325	100% (2 tests (worth 50% each))	Resit exam mark of at least 50. Resit counts for 100%.
MA902	100% (short report, project and presentation)	Capped resubmission of project report the following June counting for 100%

Group work and performance

Discussing problems with others is often a good way of learning mathematics. You can often find a quiet room around the University in which to discuss problems (e.g. the Departmental Study Room 6.314). You are encouraged to work in this way (provided you remember you will have to sit the exams at the end of the year on your own).

For work which does not actually count towards the final mark for a module, we have (again subject to remembering you will be on your own in the exam at the end of the year!) no objection to joint work – indeed this can be educationally beneficial. However we object strongly to simple copying. This is a waste of your time and also that of the lecturer who has to mark the copied work. Marks of zero may be awarded if a lecturer has evidence of copying. Though such work does not count for formal assessment, the routine assignments are there to provide you with the practice that is an essential part of the learning of Mathematics.

In modules that have a coursework component which counts towards the module result, the coursework may be either individual or in groups (where you will be specifically assigned to a group with the requirement that your group produces a single piece of work). There are several objectives here, one of which is to provide preparation for careers in which good teamwork is essential. Where there is coursework, the final work must be yours (or the group's) and yours (or the group's) alone, though discussion with others about ideas may still be helpful. You must reference any help received.

Students should be aware that the policy on collaboration in coursework of other Departments may well differ from that in Mathematical Sciences: this applies, for example, to computing modules. It is extremely important that you stick to the rules of the Department running a particular module, as otherwise you may well receive a mark of zero for that piece of coursework. If in any doubt, ask the lecturer what the rules are for that piece of coursework before starting work on it.

Examinations

Examination regulations

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

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

Access to exam scripts

If you want to see your exam script, you should normally make the request within four weeks after the exam to the department which is responsible for that module. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module *or* give you a copy or summary of the examiners' comments on your performance. You can find further information about Assessment Policies for Undergraduate and Taught Postgraduate Awards at: www.essex.ac.uk/quality/university_policies/default.asp

Calculators

If you are allowed to use a calculator in your exam, the **only** models you are permitted to use are the **Casio FX-83GT PLUS** or the **Casio FX-85GT PLUS**. The only exception is for certain Finance exams that require a financial calculator, in which case you may use the **Hewlett Packard 12c** (all variants) or the **Texas Instruments BAI Plus** (including the BAI Plus Professional).

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

General information about summer exams and exam results

You can find your personalised exam timetable online at: www.essex.ac.uk/examtimes/

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

You can download a guide to examinations at: www.essex.ac.uk/students/exams-and-coursework/default.aspx

You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule at: www.essex.ac.uk/students/exams-and-coursework/schedule.aspx

Anonymous marking policy in examinations

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

Reassessment in examinations

You can find information relating to resitting exams at: www.essex.ac.uk/students/exams-and-coursework/resits.aspx.

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

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 moodle.essex.ac.uk/login/index.php

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

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) which we run on essays and projects. 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 project.

Regarding (b), there are various ways of referencing and we do not want to be too dirigiste 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/notesongroupttheory/>

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.

What do we mean by academic offences in examinations and coursework?

An academic offence in examinations includes copying the work of another student or communicating with another student in an examination; and introducing any written, printed or electronically stored information into an examination, other than material expressly permitted in the instructions for that examination.

An academic offence in coursework includes using the work of others (whether written, printed or some other form) without acknowledgement, whether this has been the result of negligence or of intention to deceive. It is therefore very important that you learn how to reference your work properly, and that you familiarise yourself with your departmental guidelines on referencing. If, after having read the guidelines, you are still unclear about referencing, you must talk to your lecturer before you submit your assignment, and/or contact the University's Talent Development Centre for support. Ignorance of the regulations will not be accepted as a defence against an allegation of an academic offence or negligence in referencing.

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

Repeated work

You may also be accused of an academic offence if you repeat work previously submitted for an assessed assignment without full acknowledgement of the extent to which that previous work has been used; in other words, if you hand in the same or a very similar essay to one that you have already submitted. You should note that it is also an offence for a student knowingly to assist another student to commit an academic offence, whether in an examination, or in any other piece of work.

Group work

Sometimes students who have been working together end up submitting almost identical work and are accused of an academic offence. While we do not want to dissuade you from working with or discussing your work with another student, you must be careful that you do not collaborate too closely, and it would be wise to seek advice from your lecturers on the limits of collaboration before you submit your work.

Read the rules

Details of the University's Regulations relating to these and other academic offences and the procedure for dealing with allegations of academic offences are published in the University Regulations, which can be found here: <http://www.essex.ac.uk/about/governance/regulations/default.aspx>. Further guidance on how you can avoid plagiarism is also available online at www.essex.ac.uk/plagiarism and includes definitions of plagiarism, an online test and some common mistakes. Students should be aware that all work submitted electronically will be screened via the Turnitin Plagiarism software.

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.

Responsibilities relating to plagiarism

1. Plagiarism

- Plagiarism is cheating

- Submission of work that is plagiarised is unacceptable
- Poor academic practice with regard to referencing, which may be considered as contributing to plagiarism, is also unacceptable

2. Students' responsibility

- To appraise him/herself of the nature of plagiarism
- To appraise him/herself of the academic offences policy of the University of Essex
- To submit work that does not contain plagiarism
- To utilise plagiarism checking systems where available

3. Our Department's responsibility

- To ensure that all Department staff have a shared understanding of the nature of plagiarism and action to be taken in the event of plagiarism being uncovered (Head of Department)
- For 'standalone' modules (regardless of whether they form part of a programme) - to include within each module induction, accurate information regarding plagiarism (Module Leader)
- For modules studied as components of a single programme – to include within the programme induction, accurate information regarding plagiarism and supporting information within the Virtual Learning Environment. A record of attendance at plagiarism induction will be maintained (Programme Leader).
- To include supporting information and links on our Department website and on our Department's Moodle Study Skills resource (Head of Department)
- To advise all students that they should expect that submissions for assessment will be subjected to a plagiarism check (TLQE/Programme Leads)
- To refer plagiarism to Head of Department in a transparently fair and equitable manner (all markers)
- To remind students on commencement of each term of their responsibilities regarding plagiarism (Head of Department)
- To transparently apply University Rules regarding plagiarism (Head of Department)

4. The University's responsibility

- To apply the Academic Offences Policy universally and transparently
- To provide equitable access to plagiarism checker systems

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

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

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 - <http://findyourway.essex.ac.uk/>. If you're looking for a specific room, follow these rules.

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

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

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

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

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

IT support, 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, 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

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.

www.essex.ac.uk/study/why/languages

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/SpLD support

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

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

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

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

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

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

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

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

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

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

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

www.essexstudent.com/services/safety_bus

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

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.

<http://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.aspx

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#current

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>

<https://www.essex.ac.uk/it/groups-lists>

www.facebook.com/uniofessex

http://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

What comes next?

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

www.essex.ac.uk/study/pg

www.essex.ac.uk/coursefinder