

Your studies

STUDENT HANDBOOK **INTERNATIONAL** **ACADEMY**

Student handbook

2016–2017



University of Essex

Introduction



A very warm welcome to the International Academy and thank you for choosing to study with us

We are dedicated to providing the best educational experience for you. You will find our staff are committed to excellence in teaching and learning and will work extremely hard to ensure that your time at the International Academy is valuable. You will have every opportunity to develop the language skills, knowledge and abilities that you will need to achieve success in your chosen field.

Please read this handbook carefully before you start your course. It will provide you with some background information about the International Academy, and you will also learn some useful things that will help you to settle quickly into the University community. Please keep these notes throughout your time with us so that you can refer to them whenever you have a particular query.

We expect a high level of commitment and hard work from you, but in return we can promise you the best opportunity to succeed and to finish your course with a sense of achievement and confidence. Please let me know if there is anything further which we can provide you with to make your learning experience as enjoyable and effective as possible.

On behalf of everyone in the Department, I wish you every success in your studies and in your future career.

Dr Nilüfer Demirkan-Jones

Head of Department

International Academy

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About your Student Handbook

This handbook has been designed to give you essential information about your International Academy 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.

Term dates 2016-17

Autumn term: Thursday 6 October 2016 - Friday 16 December 2016

Spring term: Monday 16 January 2017 - Friday 24 March 2017

Summer term: Monday 24 April 2017 - Friday 30 June 2017 (IFP and Year Zero October entry courses and Graduate Diploma course)

Monday 10 April 2017 - Friday 14 July 2017 (International Year One course)

Monday 10 April 2017 - Friday 21 July 2017 (IFP and Year Zero January entry courses)

Graduation: Tuesday 18 – Friday 21 July 2017

You can download a copy of the university calendar with corresponding week numbers from the Timetable Office webpage: www.essex.ac.uk/docs/dates.aspx.

Timetable

Information about teaching timetables and your individual timetable can be found at www.essex.ac.uk/students. Please check your timetable regularly for updates. Make sure you leave plenty of time before your teaching event to find the room.

MyEssex

MyEssex is the University's student portal and 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. www.essex.ac.uk/myessex.

About our International Academy

The International Academy has a thriving student community from all over the world and aims to maintain excellence in teaching within a stimulating, diverse and supportive environment. You will be working with enthusiastic and friendly members of staff who are experts in their fields and will help you develop a critical and reflective approach to your study. Whichever course you choose, we hope that you will find the subjects thought-provoking.

Meet the staff in your Department Academic staff

Name	E-mail address	Title	Phone	Room
Abbott, Maurice	mdabbott@essex.ac.uk	Lecturer, Graduate Diploma Course Director and Graduate Director	2612	4.108
Algar, Liz	mealga@essex.ac.uk	Lecturer, International Year One Course Director	4388	4.124
Bannerman, Mandy	mbanner@essex.ac.uk	Lecturer	2930	4SA.3.10
Boncori, Ilaria, Dr	iboncori@essex.ac.uk	Senior Lecturer, Marketing and Recruitment Director	4539	4.112
Clohesy, Anthony, Dr	cloha@essex.ac.uk	Lecturer	4206	4SA.3.9
Cowling, Gemma	glcowl@essex.ac.uk	Tutor	4292	4.120
Demirkan-Jones, Nilüfer, Dr	ndemirk@essex.ac.uk	Senior Lecturer, Head of Department	2205	4.105
Eustace, Christopher	cjeust@essex.ac.uk	Lecturer, Essex English Language Programme Director	4168	4.140
Elsted, Fiona	felsted@essex.ac.uk	Lecturer	4103	4.126A
Golipour-Koujali, Mano, Dr	mgoli@essex.ac.uk	Lecturer	2612	4.108
Holverson, Judith	jholver@essex.ac.uk	Teacher	2391	4.118

Husted, Ritta, Dr Education	rhuste@essex.ac.uk	Senior Lecturer, Director of	4319	4.102
Kingsford, Jo	jojok@essex.ac.uk	Lecturer	4103	4SA.3.8
Kitwiwattanachai, Anyarath, Dr	akitwi@essex.ac.uk	Lecturer, International Foundation Programme/Four-Year Degrees Course Director	4541	4.106
Mothersole, Ian, Dr	imothe@essex.ac.uk	Lecturer	2840	4SA.3.8
Murtaza, Fowad, Dr	fmurta@essex.ac.uk	Lecturer	3352	4.110
Norris, Paul	norris@essex.ac.uk	Lecturer	3063	4.126B
O'Geran, James, Dr	jogeran@essex.ac.uk	Lecturer	3063	4.126B
Stephenson, Sandra	systeph@essex.ac.uk	Lecturer	2840	4.122
Trask, Alex	ahtrask@essex.ac.uk	Teacher	2391	4.118
Walklett, Christopher	cwalk@essex.ac.uk	Lecturer	3709	4SA.3.11
Woraker, Audrey	aworak@essex.ac.uk	Lecturer	4206	4SA.3.9
Yakubu, Haji	hyakubu@essex.ac.uk	Lecturer, Undergraduate Director, Peer Mentor Co-ordinator	3352	4.110

Administrative Staff

Anthony, Lucy	lanthony@essex.ac.uk	Administrative Assistant	4794	4.117
Helen Hearn	hhearn@essex.ac.uk	Undergraduate Administrator	2842	4.117
Lefley, Silvia	slefeley@essex.ac.uk	Academic Manager	2109	4.101
Smith, Kate	catsmith@essex.ac.uk	International Year One Administrator	4564	4.117
Summers, Jayne	jpsumm@essex.ac.uk	Senior Administrator	4432	4.115

Our location

Colchester Campus
International Academy
University of Essex
Wivenhoe Park Colchester
CO4 3SQ

Direct tel: 01206 872842, 01206 874564, 01206 874432

General enquiries and pre-registration programme enquiries:

International Foundation Programme and Year Zero students: ifp@essex.ac.uk

International Year One students: iy1@essex.ac.uk

Graduate Diploma students: jpsumm@essex.ac.uk

www.essex.ac.uk/internationalacademy

www.facebook.com/UoEInternationalAcademy

Twitter@IAUniofEssex

Opening hours

The Administration Office (room 4.117) is open between 10.00 – 17.00 (apart from the lunch break 12.30 – 13.30) Monday to Friday. Variations in availability will be indicated on the office door.

Who to go to if you need help

If you have any queries relating to the International Academy or course of study, please contact your Course Administrator in the first instance. You can also discuss issues related to your course with your Course Director who has overall responsibility for your degree programme and as such has an overview of the course's modules. The Course Director can offer you academic advice and support.

Dr Nilüfer Demirkan-Jones, the Head of Department, has general responsibility for managing the International Academy. If you wish to contact the Head of Department, please book an appointment through a member of the administration team.

Need to talk to your tutor?

All teaching staff hold office hours during which they are available to meet students. These are indicated on each lecturer's office door. If you are unable to meet a member of staff during the stated office hours, you should make an appointment via email or telephone. Alternatively, an administrator will be able to help you make arrangements to see a member of staff.

Your Personal Tutor

All undergraduate and taught postgraduate students have a Personal Tutor who you'll meet soon after you've arrived, and again 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. Your Personal Tutor may also recommend other support services on campus that might be able to help. If you're unsure who your Personal Tutor is, please ask a member of the administrative staff in your Department.

If you need to speak with the International Academy Senior Tutor, please contact Dr Anyarath Kitwiwattanachai, telephone: 4541, email: akitwi@essex.ac.uk.

Information about Peer Mentoring

During the academic year 2016-17, the International Academy will offer a peer mentoring system to its undergraduate students. Further information about the mentoring programme will be provided during Welcome Week and will be made available on Moodle.

Common room

The International Academy Social Space is located in room 4.116A and is open from 9:00am to 5:00pm, Monday to Friday. You can meet and chat with other fellow students and members of staff, read newspapers or eat your lunch. Details of social events may also be found here.

Noticeboards

Information relevant to Year Zero, International Foundation Programme and International Year One students is placed on noticeboards by the entrance to the International Academy. The noticeboard for the Graduate Diploma students is on the wall directly opposite room 4.103.

Photocopying

You can use the Library and Copy Centre facilities in Square 4. There you can also find facilities for punching, stapling or binding your documents for presentational purposes. Please note that there are strict laws about infringement of copyright; please read the notices on the photocopiers which explain what and how much you can legitimately/legally copy.

Using mobile phones, smartphones, laptops and tablet PCs

You can use laptops and tablet PCs during lectures, laboratories and classes. Mobile phones / smartphones must be switched off during all teaching events, except in cases where a lecturer uses a programme which requires these devices to be switched on.

Correspondence and communication

We use email to contact you about important information relating to your studies and other issues such as welfare, so please **check your University email account daily during term time**. You can access your email on any lab computer on our Colchester Campus using Microsoft Outlook. We also provide an Outlook Webmail service that you can access through a web browser anytime, anywhere: <https://email.essex.ac.uk>. You can also send and receive University email on the move by setting up your smart phone or tablet. Go to www.essex.ac.uk/it/email/access/ where you will find instructions on how to set up email on your mobile device.

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

Letters may be attached to your Essex email or posted to your term-time address, so please make sure the University has got your current contact details. Your address and contact details can be updated via the "My Essex" portal. If you live in University accommodation your post will be delivered daily and it will be left on your kitchen tables.

International Foundation Year/Year Zero prizes

Best Reflective Event Prize

The Andreas Polyviou Assignment Prize Highest Year Mark Award for Year Zero

Highest Year Mark Award for International Foundation Programme Andreas Polyviou Highest Year Mark for Computing Prize

International Year One prize

Highest Year Mark Prize

Graduate Diploma prize

Highest Year Mark Prize

Learning and Teaching

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 in place for individual students to support them through their studies.

The International Academy strives to ensure that the content of its modules and the quality of teaching contribute towards an excellent student learning experience. The Department adopts various teaching methods appropriate to the material covered and your needs: lectures, classes, seminars, laboratory instruction and one-to-one tutorials. You are assigned learning tasks (e.g. required readings and exercises) which will help you develop independent learning capabilities. The ensuing practice of learning-by-doing contributes to the acquisition of important reasoning skills.

Lectures focus on crucial points of analysis and provide you with guidelines so that you can clarify and expand your understanding of your chosen subject through independent study and in classes.

Classes complement lectures. In modules which emphasise problem-solving skills, classes will present you with the opportunity to work through exercises. In other modules, class discussions will enable you to explore particular theories, literary works, policies or controversies.

Laboratories are similar to regular classes in that you can enhance your problem-solving skills by working on some practical exercises and experiments; you will have the opportunity to discuss with fellow students and ask for assistance from the teaching staff when needed.

Tutorials are one-to-one or small group meetings where you will have the opportunity to ask questions regarding module content, readings and assignments.

Aims of the International Academy

- To achieve a high and consistent quality of education by maintaining high teaching standards and enhancing the quality of students' experiences;
- To offer degree courses and modules which enable students: (a) to develop specialist knowledge of their subject area; and (b) to acquire the appropriate linguistic and academic skills which enable them to study effectively and successfully at university level;
- To provide equal assessment opportunities for, and treatment of, students in each course;
- To foster a spirit of independent endeavour and personal initiative within a supportive academic community that spurs students to assimilate ideas in a variety of contexts;
- To make International Academy degree courses available to students from a wide variety of educational backgrounds and cultures;
- To encourage students: (a) to practise strategies for effective reading, writing and academic vocabulary development; and (b) to acquire critical, analytical and language skills, together with problem-solving and transferable skills;
- To maintain and enhance academic standards through procedures designed to monitor, appraise and improve the quality of courses;
- To develop appropriate delivery and assessment modes in order to enhance student learning.

What you can expect from the International Academy

- For each module there is a clearly specified outline of material to be covered, learning outcomes, assigned readings and assessment methods;
- For each module, well-prepared lectures, as described in the outline, are delivered;
- Detailed guidance to required readings or, if suitable readings are not available, lecture notes are provided;
- For modules with separate classes, the classes will cover material relevant to the module syllabus;
- For assignments, the lecturer will normally be available to discuss the topic of your paper before the submission date;
- Lecturers will be available to see you during their office hours or tutorials (if applicable);
- Changes to modules or timetabled events will be notified to you with as much advance notice as possible;
- A member of staff will be available, at reasonable times, to provide an initial point of contact for advice about any matter of concern with regard to International Academy courses.

What the International Academy expects from you

- To engage with your studies and to seek to achieve the highest academic results of which you are capable;
- To comply with the departmental and University regulations for your studies and seek clarification when you feel it is necessary;
- To respond promptly to requests from academic staff and administrators;
- To attend all your scheduled teaching and to explain any absences from lectures or classes;
- To submit all your coursework and to attend all scheduled tests for your modules;
- To comply with lecturers' advice about preparation for classes and lectures;
- To participate actively in classes and honour all commitments to make presentations;
- To keep up-to-date with assigned readings and exercises;
- To raise any concerns that affect your studies with a member of staff (i.e. the Course Director or your Personal Tutor in the first instance);
- To use your initiative to seek advice about opportunities to improve your academic performance;
- To check your Essex email every day.

Moodle, ORB and FASER

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

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

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

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

Course structures

Undergraduate programmes 2016-17 International Foundation Programme Year Zero of Four-Year Degrees International Year One in Business

Postgraduate programmes 2016-17

Graduate Diploma in Accounting with English for Academic Purposes Graduate Diploma in Applied Linguistics with English for Academic Purposes

Graduate Diploma in Art History and Theory with English for Academic Purposes Graduate Diploma in Computer Science with English for Academic Purposes Graduate Diploma in Economics with English for Academic Purposes

Graduate Diploma in Electronic Engineering with English for Academic Purposes

Graduate Diploma in Entrepreneurship and Innovation with English for Academic Purposes Graduate Diploma in European Union Commercial Law with English for Academic Purposes

Graduate Diploma in Finance with English for Academic Purposes Graduate Diploma in History with English for Academic Purposes

Graduate Diploma in International Commercial and Business Law with English for Academic Purposes

Graduate Diploma in International Trade Law with English for Academic Purposes

Graduate Diploma in Management with English for Academic Purposes Graduate Diploma in Philosophy with English for Academic Purposes Graduate Diploma in Politics with English for Academic Purposes

Graduate Diploma in Psychoanalytic Studies with English for Academic Purposes Graduate Diploma in Psychological Studies with English for Academic Purposes

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.

All course structures and full module details can be found in the online Programme Specification Catalogue and Module Directory at: www.essex.ac.uk/programmespecs and www.essex.ac.uk/modules.

Learning outcomes

Your course's learning outcomes are set out in Programme Specifications. They are categorised into knowledge, intellectual, 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 feedback on coursework. You can also use the learning outcomes to guide you when undertaking independent study.

Most International Academy courses have a module map showing how your course learning outcomes are connected to the modules. If you are interested in getting a copy of your module map, please contact Silvia Lefley, Academic Manager, tel: 01206 872109, sleffley@essex.ac.uk. Full module outlines are on the Module Directory: www.essex.ac.uk/modules.

Changing your degree and maximum period of study

If you want to change your course, you should talk to your Course Director. Check the deadlines for course changes with the Student Services Hub.

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 are considering changing course due to academic worries with your current course, you might find it useful to seek academic support before changing. Contact the Talent Development Centre for advice. www.essex.ac.uk/students/study-resources/tdc

If you want to make a formal request for a course change, you should do so via the online Course Change form. Go to www.essex.ac.uk/students/course-admin/changing-course for more information.

Undergraduate students have a **maximum period in which to complete their studies**. This is set at the point at which you register, and is normally the length of your programme plus two additional years. This is to allow some flexibility in cases where you find you must intermit, or you fail a stage of study and must repeat it, or you want to transfer to a new course and must retake a stage of study.

Module enrolment

Most International Academy undergraduate students have a fixed course structure; however, Graduate Diploma students can choose their options from a list of modules. In order to do this, please use the online system eNROL: www.essex.ac.uk/enrol/enrolment/login.aspx.

Full module outlines are available on the Module Directory at: www.essex.ac.uk/modules.

Requesting a class change

In special circumstances, students may request a change in their class allocations – for example, if you have childcare or caring/work commitments, if you attend other courses of study, or if you have specific 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. Please speak to your Course Administrator in the first instance.

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 Listen Again sign. listenagain.essex.ac.uk.

Reading lists

For details on reading lists, please refer to individual module pages on our Moodle site at <https://moodle.essex.ac.uk>.

Employability skills

You will be able to develop employability skills which are an important part of the curriculum in modules such as Applied Business Communication, Introduction to Management and Academic Skills.

Job references: Requesting references from members of staff

If you require a personal reference, please contact your Course Director in the first instance. 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 and is willing to provide a reference.

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

Copies of references

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

Information for disabled students

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

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

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

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

Information for international students

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

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

Mature and part-time students

As a mature student you'll be in very good company – around 37% of our students are mature students.

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

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

Student representation, Student Staff Liaison Committee, Student Assessment of Modules and Teaching and Student Surveys

Everyone at Essex, from academic to professional services staff and the Students' Union, is here to make sure you enjoy your time at Essex, but things only get better and better through the work of student representatives in every department. They act as the student voice in every part of student life, not only by collecting and presenting feedback from students at formal departmental meetings, but also by contributing to the review of the degrees we offer and shaping how the University might be run in the future.

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 and that you take time to feedback to the University.

You can do this in a number of ways:

1. You can contact (or be elected as) a **student representative** who represents the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees. Any student wishing to become a student representative should speak to their Course Director, Course Administrator, or the Students' Union.
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 SSLCs 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 your experience of learning at Essex. The Student Satisfaction Survey (SSS) also tells us how we're doing and where we can make improvements. 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

Our University is committed to excellence in education, and to supporting your progression and achievement as an Essex student. We monitor attendance so that we can identify students who may need guidance and support. Your attendance at lectures and classes has a significant impact on how successful you are in your studies. Your engagement with your programme of study is primarily measured by attendance, and completion of, and performance in, assessments, as appropriate.

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

If your attendance and progress cause concerns, you'll initially be asked to see the International Academy Attendance and Progress Officer and, if there are no improvements, the Student Review Committee. Where serious concerns persist, you may be referred to the Deputy Dean Education and your case will be formally considered by a Faculty Progress Committee. The University's Progress Procedures can be found at: www.essex.ac.uk/dsh/progress.

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

The International Academy recognises that different assessment methods are needed to provide an accurate reflection of your achievements depending on subject matter. Hence, a variety of methods are adopted in each module. Assessment methods include:

- Tests: in-class examinations which focus on concise presentation of knowledge and the application of analytical methods;
- Assignments: include essays, reports and projects, as well as database assignments and case studies. They are often of a problem-solving nature, allowing the exploration of theories, methods and policies with more creativity and depth than tests, and are less likely to be subject to the same time constraints as tests;
- Presentations (individual/group): presenting ideas orally and answering questions is a valuable skill and in some modules these form part of the assessment;
- Laboratory reports: a formal record and written account of an experiment or project, describing any technical or background information, detailing objectives and procedures, and discussions of the final results;
- Examinations: assess the concise expression of ideas, analytical reasoning capabilities and power of arguments.

Assessment methods for each module can be found on the Module Directory at:

www.essex.ac.uk/modules. Teaching staff use defined marking criteria to mark all coursework and exams. Please read the marking criteria for each assessment carefully to fully understand what is expected of you for each assignment. The marking criteria will be provided on our Moodle site at: <https://moodle.essex.ac.uk> and will be explained to you by your lecturer when your assignments are distributed.

Credits

The University credit-rating system for undergraduate study is based on a nationally recognised framework. The undergraduate academic year normally consists of 120 credits and each undergraduate module is assigned a number of 'workload credits', which indicate the proportion of the academic year's work that is devoted to the module. In the International Academy, modules are assigned 15, 30 or 45 credits. One credit represents 10 notional hours of learning.

The credit structure for each International Academy course or stage of study is as follows:

Year Zero = 120 credits

International Year One = 120 credits and two non-credit bearing modules

Graduate Diploma = 120 credits

International Foundation Programme is a non-credit-bearing programme (the 'credits' presented in the programme structures are notional).

Rules of Assessment

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, which meets at the end of the Summer Term. The Board of Examiners uses 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;
- whether you have done enough to pass your course;
- what classification you will receive;
- what reassessment you could be offered;
- whether you must withdraw from your course, with or without an exit award;
- whether you are eligible to receive a merit or distinction (Graduate Diploma students only).

For further information please visit:

www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx.

Exit Awards

If you decide to withdraw from your course before you finish, or you fail too many credits to be awarded a degree, you may be awarded a qualification at a lower level, if appropriate.

Extenuating circumstances, withdrawing and intermitting

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/ext-circ.aspx

You will **not** get extra marks if 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/default.aspx, if you need any guidance.

Intermitting is a temporary withdrawal or leave of absence from your studies. 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.

Please see www.essex.ac.uk/students/course-admin/intermission for guidance on intermission.

You should read the guidance on intermitting very carefully before submitting your form, at: www.essex.ac.uk/students/course-admin/intermission. 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>.

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 keep a full record of both individual and agreed marks for all work which is second marked.

Once you have submitted your assignments, they will be marked and then second marked if they fall within the bands specified in the International Academy second marking policy:

Course	Second marking protocol for coursework and exams
International Foundation Programme Year Zero of Four-Year Degrees International Year One	<ul style="list-style-type: none"> 42% and below between and including 68% and 72% sample the rest (10% with a focus on borderline marks) <p>With the exception of Mathematics and Statistics coursework and exams where there is a strict marking scheme in place and the second marking range is 35% to 45%, plus a random 10% sample of the rest.</p>
Graduate Diplomas	<ul style="list-style-type: none"> 42% and below between and including 58% and 62% sample the rest (10% with a focus on borderline marks)

Anonymous marking 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.

The International Academy 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 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.

Re-marking of essays and assignments

Where coursework has been marked once (and has not been second marked as described above), you have the right to request formal re-marking of a piece of work if you disagree with the original mark. Where coursework has been second marked, and for exams, you cannot ask for a re-mark unless a procedural or administrative error is suspected.

If you wish to get your coursework re-marked, please write an email request to the Head of Department within two weeks of the work being returned. After careful consideration, the Head of Department will decide whether the piece of work should be re-marked and, if so, the marker will be different from the person who first marked the work. A second mark may be higher or lower than the initial mark, or may remain unchanged. Please note that the second mark will stand, even if it is lower.

The University Marking Policy can be found at:

www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy.

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 and these 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.

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 representative, your Head of Department or the Students' Union.

Appeals and complaints

The **Academic Appeals Procedure** can be found at www.essex.ac.uk/see/appeals-ug.

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.

The International Academy complaints procedure complements the University policy and is intended to promote the resolution of complaints by agreement among those concerned:

- Please try, in the first instance, to seek to resolve any issues with the person directly responsible (typically, a lecturer or a tutor);
- If it is not possible to resolve the matter this way, you can contact the Course Director;
- Finally, you can bring the issue, in writing, to the attention of the Head of Department.

Academic Offences Procedure

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. For more information, please see: www.essex.ac.uk/see/academic-offence.

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

Coursework

You are expected to complete all assigned coursework, i.e. essays, reports, projects, presentations or tests, which are an integral part of your assessment. Assignment questions are normally released at least four weeks before the submission date of each assignment. They are also made available on Moodle. It is your responsibility to obtain a copy of the assignment questions.

In each of your modules, you will be asked to complete formative, non-assessed tasks for which you will receive oral or written feedback during classes or in tutorials. The feedback received on these tasks will help you to improve your overall performance and will aid your learning process, giving you practice in skills such as problem-solving and essay writing.

Assignment and essay length

Assignment details will include a word count appropriate to the task(s). It is your responsibility to ensure that you adhere to the required word count as failure to do so may incur a marks penalty (this is indicated on the marking criteria).

Coursework submission

Coursework must be submitted online through the University's Feedback, Assessment, Submission electronic repository (FASer) website: www.faser.essex.ac.uk. For all courses, you will be required to submit your work online by 1:00pm on the day of the assignment deadline. FASer can also be accessed through MyEssex.

If you encounter technical difficulties please contact the IT helpdesk on desk@essex.ac.uk as soon as possible, or talk to your Course Administrator.

Watermarked paper copy submission

For most modules you are not required to submit a hard copy of your assignment; however, on some undergraduate modules, a watermarked paper copy must be handed in to the relevant Course Administrator (room 4.117) by 3:00pm on the day of submission. Please bring your registration card with you and attach a Cover Sheet which is available from the Administration Office or on Moodle. You will be advised at the beginning of the academic year which modules are included in this category.

Your online submission date and time are considered the primary submission date and time, rather than the submission of the paper copy. Deadline dates will be announced at the start of the academic year by module lecturers. You may submit assignments during the week preceding the deadline. Assignments should not be handed directly to your Course Director or lecturer.

Samples of coursework

A range of pieces of work are available for students to identify what constitutes a good essay within different disciplines. For the Mathematics and Statistics, Quantitative Methods and Financial Mathematics, Introduction to Economics, Introduction to Finance, and Introduction to Accounting modules, examples of solutions are published in the lecture notes and full solutions for each test are issued with the marks.

Detailed solutions are also published on Moodle.

Group work

Students undertaking group work as a part of their assessed pieces of coursework will receive both an individual mark (related to their specific input) and a group mark (related to the output as a unified piece of work). In some modules, the individual and the group mark will be weighted equally; in other modules, individual and group marks may be weighted differently. It is advisable to check the marking criteria for your assessment which will be explained and given to you when your assignment task is distributed.

Return of coursework policy

You will receive your coursework marks during the academic year. You are not permitted to re-submit assignments or re-take tests in order to raise your mark. Marked assignments and tests are normally returned to you within three weeks of the submission deadline or the in-class test. If the return of marks and feedback coincides with the Christmas or Easter holidays, then they will be made available to you during the first week of the Spring or Summer terms.

Please note that all marks are provisional until they have been ratified by the Board of Examiners which convenes at the end of the Summer term.

Reassessment in coursework

If the Board of Examiners has required you to complete essays or assignments over the summer vacation, the Registry will send you a letter by email with further information. Please check your Essex email account regularly once your results have been published. Your Course Administrator will send you details of the assignments which you are required to undertake. If you haven't received anything within three weeks of the results being published, you must contact your International Academy or the Registry.

Late coursework policy**Undergraduate coursework deadline policy**

We have a single policy at the University of Essex for the late submission of coursework in undergraduate courses: all coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the University's and Department's arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline. More information about extenuating circumstances relating to late submission of coursework is available at: www.essex.ac.uk/dsh/latesubmission.

Postgraduate coursework deadline policy

All coursework submitted after the online deadline is subject to a marks penalty of two marks for each 24 hour period (including weekends and public holidays) up to a maximum of seven days. Thereafter, work will receive a mark of zero. The marks penalty/mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work prior to the deadline.

More information about extenuating circumstances is available at: www.essex.ac.uk/dsh/extenuatingpg.

Graduate Diploma students taking modules in other departments should be aware that it is the rules and penalties of the Department teaching those modules which apply in case of late submission of coursework, and not the International Academy policy. These rules may be different, so you must check with your module lecturer what the rules are for the departments in which you study.

Feedback

In the International Academy great emphasis is placed on feedback and you will receive regular written and verbal feedback on assessed and non-assessed coursework, thus enabling direct and prompt clarification of any queries you may have. Formal feedback includes:

- comments and/or corrections on marked assignments and tests;
- typed feedback sheets completed by teaching staff, which you receive together with your marks;
- solutions (where appropriate);
- tutorials, in which written feedback comments can be explored and discussed with your lecturer.

Please note that different forms of feedback may be appropriate in different disciplines. You are expected to discuss the feedback by arranging to see the relevant lecturer or tutor during their office hours. You are encouraged to reflect on the markers' comments and to use the feedback to shape your study plans.

Feedback is also effectively provided by informal interactions between students and lecturers.

Written feedback

As an integral part of the marking process, teaching staff will provide you with written feedback on each assignment you submit. General feedback on the overall quality of your assignment, its major strengths and weaknesses, and points for improvement is included on a separate feedback sheet. More specific and detailed feedback (relating to particular parts of your assignment) is given in the form of notes written on relevant parts of the text of your assignment (e.g. in the margins, or on the back of the relevant page, or at the end of the assignment).

Essay writing support

Your course is specifically designed so as to equip you with the essay writing and academic study skills that you will need to successfully pursue your studies at undergraduate and postgraduate level. To this effect, you will be taught how to plan, draft, write, edit and proofread your work effectively and will learn and master a range of important skills including note-taking, paraphrasing, summarising, citation and referencing. Particular attention will also be paid to developing your ability to think critically and synthesise information in ways which will allow you to create an effective academic argument.

Referencing

Drawing on the wide range of reading you do around your subject area, and demonstrating how you have used this to develop your knowledge and form your own views, is a key aspect of your coursework. It's essential that you reference your source materials so that it's clear where the information has come from, and so that you avoid generating any misunderstanding as to whether the ideas you are presenting are your own. For further information, please also refer to the section on *Referencing and Good Academic Practice* in this handbook.

Examinations

Help to prepare for your exams

Exams take place in May, June and July (weeks 33 to 41) except for the Quantitative Methods and Financial Mathematics exam which is scheduled in early January (week 15).

In order to help you prepare for your exams, coping strategies and time management skills will be taught in Academic Skills, Academic Literacy and English for Academic Purposes modules. In addition, there are revision classes in all modules before the start of the examination period. Past exam papers can be useful during revision and are available on the online resource bank <http://orb.essex.ac.uk>.

You should plan to have completed your revision for all your exams before the exam period starts. Gaps between exams should be reserved for quickly refreshing your memory of what you already know.

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.

Dictionaries

Please note that dictionaries are not allowed during exams. If you take a dictionary into an exam, you will be reported on suspicion of committing an academic offence. Even if English is not your first language, you are still not entitled to use a translation dictionary or any other kind of dictionary.

Calculators

If you are allowed to use a calculator in your examinations, the **only** models you are permitted to use are the **Casio FX-83GT PLUS** or the **Casio FX-85GT PLUS**. You can buy these from The Burrow, Everything Essex or Waterstones at the Colchester Campus or online from Amazon or eBay, or from Tesco, Argos or WHSmith.

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 examination 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 and watch a short video 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.

Examination results

Examination results are published by the Registry normally within 48 hours of the relevant Board of Examiners. You can access your results using your University login and password at: www.essex.ac.uk/results.

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 will 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.

Anonymous marking policy in examinations

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

Reassessment in examinations

If you fail your exam, you will be offered reassessment in accordance with the Rules of Assessment. Reassessed modules are normally capped at the pass mark of 40% unless you have extenuating circumstances which are accepted by the Board of Examiners. Resit exams are scheduled in early September or 'out of residence' in the summer of the following year, except for the Quantitative Methods and Financial Mathematics exam which is scheduled in January of the following year.

The International Academy offers revision classes in the second half of August. More information will be publicised closer to that date. Teaching staff will, where possible, offer advice and support via tutorials or email. You can find further information relating to resitting exams at: www.essex.ac.uk/students/exams-and-coursework/resits.

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 fundamental value of higher education in the United Kingdom. Good academic practice (precision in writing, reasoning skills, accurate referencing) is central to scholarship; no less so than the subject matter of your learning itself.

Citation and referencing practices are particularly important for two reasons: firstly, because they are at the heart of academic dialogue (between yourself, as writer, and other scholars researching and writing in the field, whose work sets a context for your own); and secondly, because where they are incorrectly employed or missing, your work risks the charge of plagiarism - a serious academic offence relating to the use of other people's ideas as if they were your own (whether deliberately or inadvertently done).

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

- Essay writing and referencing skills will be developed in your **Academic Skills, Academic Literacy or English for Academic Purposes** modules.
- 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 complete the online Academic Integrity course at moodle.essex.ac.uk/course.
- You can also find online referencing guides for the main referencing guides used by the University at: www.essex.ac.uk/students/study-resources/tdc/research/referencing.aspx.
- Further information relating to authorship and plagiarism is available at: www.essex.ac.uk/plagiarism/index.html.

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

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, enrolling on modules and confirming your contact details. As your studies draw to a close, once the Board of Examiners has met, it takes up to five working days for your results to be confirmed. The Assessment Team will publish your results and update your record. For graduating students, Degree Certificates will be provided by the Graduation Team either for collection at Graduation, or they will be sent afterwards for students who do not attend the Graduation event. 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 e.g. 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 e.g. 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 (e.g. 4S is the south corner of square 4), which matches the labels on the entrances (e.g. 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 e.g. 4.722, the room is in the Maths/Social Studies/Rab Butler/Square 1 building area. The first number shows the floor and the last three digits shows the room number.

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

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

IT support, WiFi, email account, free MS office, computer labs, M:drive

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

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

You must change your password within four weeks of starting, and then once every four months after that. The easiest way to **change your password** is 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 network 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 support from the IT Helpdesk. You can find us in the Silberrad Student Centre, at the Learning Hub, on the ground floor. We're open Monday to Thursday 8.30am to 6.00pm, and Friday 8.30am to 5.45pm.

You can also download Microsoft Office 365 for free. You can install it 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 students

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

www.essex.ac.uk/students

www.essex.ac.uk/welcome

Graduation

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

www.essex.ac.uk/students/graduation.

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 true potential and visit our on-campus 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/see/careerhub

Frontrunners

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/frontrunners

Student Ambassadors

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

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

Volunteering

There are plenty of opportunities to volunteer during your time at Essex. The Students' Union runs the vTeam, which is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.

www.essex.su/vteam

Big Essex Award

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

www.essex.ac.uk/careers/bige

Essex Interns

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

www.essex.ac.uk/careers/internships

Your Matter: Health, Welfare, Support and Safety

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

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

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

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

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

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/default.aspx

Nightline

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

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

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.

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 concerns or complaints. Residence Life operates outside of office hours when other University support services are closed.

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

Health Centre

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

www.rowhedgesurgery.co.uk

www.nhs.uk

Students' Union Advice Centre

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

Please contact us by telephone (01206 874034) or email (suadvice@essex.ac.uk).

www.essex.su/advice

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

The Essex Experience

The Essex Student Charter

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

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

Freedom of speech policy and the Code of Conduct

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

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

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

Essex Spirit, social media and What's on?

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

blogs.essex.ac.uk/essexspirit

www.essex.ac.uk/students/new

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

www.facebook.com/uniofessex

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.

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?

Successful completion of one of the International Academy undergraduate or graduate pathways will enable you to progress into the first or second year of your chosen course of study at Essex.

www.essex.ac.uk/study/pg

www.essex.ac.uk/coursefinder

HEAR

When you study at Essex, you get far more than just a degree. Along with showcasing your academic achievements, the Higher Education Achievement Report (HEAR) records any activities you've undertaken and logged through the Big Essex Award, and any awards and prizes you receive.

When you graduate, you'll have full electronic access to your HEAR for free, for life. You'll be able to share this with employers and other universities, providing them with a University-certified record of your achievements.

To start making the most of your HEAR; visit our website to activate your account.

www.essex.ac.uk/see/hear