

Your studies

STUDENT HANDBOOK

DEPARTMENT OF PSYCHOLOGY

Postgraduate research student handbook

2016–2017



University of Essex

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1. Introduction

A very warm WELCOME to the Department of Psychology, and thank you for choosing to study a Postgraduate Degree with us at the University of Essex.

We are especially pleased to greet those of you who are new to the country, and have chosen the UK, the University of Essex and the Department of Psychology to continue your studies. Wherever you are from, we hope that you will enjoy your studies with us, and that you take every opportunity to get the most out of university life.

As you will discover, the Department provides a vibrant and dynamic place in which to study, and our students are on the whole highly satisfied. As a Department we have an excellent reputation in providing training and supervision for research students. Our track record shows that most of our students complete on time and that their research is successful, leading to conference presentations, publications, and notable postdoctoral careers. Of course, a successful outcome will require hard work on your part and, occasionally, some frustration. The Department will support you in your efforts

As student members of the department, you will play a vital role in contributing to our thriving research environment. You will invest time, effort, intelligence, creativity and scholarship into your research project work, and under expert supervision, you will contribute to some truly ground-breaking research. Indeed, Psychology at Essex was ranked 13th= out of all UK psychology departments for the overall quality of our research in the latest Research Excellence Framework report (REF2014), and student projects contributed enormously to advances in our knowledge and contributed to our excellent research publications (our publications were rated 8th in the UK in the REF2014).

You are entering a highly stimulating research environment, in which you will encounter many new ideas. We want you to make the most of this environment, to take the opportunity of learning as much as you can from it, and to enjoy the experience of being part of it.

Whether you are taking a Masters by Dissertation, and will be here for one year, or PhD student (three years full-time, or six years, part-time), we very much hope that you will enjoy your time with us and that your research efforts will be fruitful. Work hard and have fun.



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Professor Geoff Ward, Head of the Department of Psychology



As Graduate Tutor in the Department of Psychology, I will be your Personnel Tutor during your postgraduate course. As Professor Ward noted, this department has an excellent record in supporting our Postgraduate Research students. I have been the Graduate Tutor for the last eight years, and it is a role that I value and enjoy. This role gives me the opportunity to get to know all of our Postgraduate Research students, and to be part of the team that helps them develop as research psychologists. I am available should you need to talk, and our discussions can be as confidential as you wish.

Dr Andrew Simpson, Graduate Tutor

About your Student Handbook

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

Other sources of information are available to help you, and are at www.essex.ac.uk/myessex . 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.

1.1 Term dates

2016-2017	
Autumn Term	3 rd October 2016- 16 th December 2016
Spring Term	16 th January 2017- 24 th March 2017
Summer Term	24 th April 2017- 30 th June 2017
Graduation	18 th July 2017- 21 st July 2017 (Provisional)

2017-2018	
Autumn Term	2 nd October 2017- 15 th December 2017
Spring Term	15 th January 2018- 23 rd March 2018
Summer Term	23 rd April 2018- 29 th June 2018
Graduation	TBC

For full information about dates of terms, exams and graduation please follow this link.

<http://www.essex.ac.uk/about/governance/dates/default.aspx>

1.2 Your timetable

You can view your timetable at: www.essex.ac.uk/dsh/timetables (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.

1.3 Link to myEssex

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/>

Calendar for 2015-2016

Week No	Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Welcome Week	28-Sep	29-Sep	30-Sep	01-Oct	02-Oct	03-Oct	04-Oct
2	Autumn term	05-Oct	06-Oct	07-Oct	08-Oct	09-Oct	10-Oct	11-Oct
3	Autumn term	12-Oct	13-Oct	14-Oct	15-Oct	16-Oct	17-Oct	18-Oct
4	Autumn term	19-Oct	20-Oct	21-Oct	22-Oct	23-Oct	24-Oct	25-Oct
5	Autumn term	26-Oct	27-Oct	28-Oct	29-Oct	30-Oct	31-Oct	01-Nov
6	Autumn term	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov	07-Nov	08-Nov
7	Autumn term	09-Nov	10-Nov	11-Nov	12-Nov	13-Nov	14-Nov	15-Nov
8	Autumn term	16-Nov	17-Nov	18-Nov	19-Nov	20-Nov	21-Nov	22-Nov
9	Autumn term	23-Nov	24-Nov	25-Nov	26-Nov	27-Nov	28-Nov	29-Nov
10	Autumn term	30-Nov	01-Dec	02-Dec	03-Dec	04-Dec	05-Dec	06-Dec
11	Autumn term	07-Dec	08-Dec	09-Dec	10-Dec	11-Dec	12-Dec	13-Dec
12	Christmas Vac	14-Dec	15-Dec	16-Dec	17-Dec	18-Dec	19-Dec	20-Dec
13	Christmas Vac	21-Dec	22-Dec	23-Dec	24-Dec	25-Dec	26-Dec	27-Dec
14	Christmas Vac	28-Dec	29-Dec	30-Dec	31-Dec	01-Jan	02-Jan	03-Jan
15	Christmas Vac exams	04-Jan	05-Jan	06-Jan	07-Jan	08-Jan	09-Jan	10-Jan
16	Spring term	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan	16-Jan	17-Jan
17	Spring term	18-Jan	19-Jan	20-Jan	21-Jan	22-Jan	23-Jan	24-Jan
18	Spring term	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan	30-Jan	31-Jan
19	Spring term	01-Feb	02-Feb	03-Feb	04-Feb	05-Feb	06-Feb	07-Feb
20	Spring term	08-Feb	09-Feb	10-Feb	11-Feb	12-Feb	13-Feb	14-Feb
21	Spring term	15-Feb	16-Feb	17-Feb	18-Feb	19-Feb	20-Feb	21-Feb
22	Spring term	22-Feb	23-Feb	24-Feb	25-Feb	26-Feb	27-Feb	28-Feb
23	Spring term	29-Feb	01-Mar	02-Mar	03-Mar	04-Mar	05-Mar	06-Mar
24	Spring term	07-Mar	08-Mar	09-Mar	10-Mar	11-Mar	12-Mar	13-Mar
25	Spring term	14-Mar	15-Mar	16-Mar	17-Mar	18-Mar	19-Mar	20-Mar
26	Easter Vac	21-Mar	22-Mar	23-Mar	24-Mar	25-Mar	26-Mar	27-Mar
27	Easter Vac	28-Mar	29-Mar	30-Mar	31-Mar	01-Apr	02-Apr	03-Apr
28	Easter Vac	04-Apr	05-Apr	06-Apr	07-Apr	08-Apr	09-Apr	10-Apr
29	Easter Vac	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr	16-Apr	17-Apr
30	Summer term + early exams	18-Apr	19-Apr	20-Apr	21-Apr	22-Apr	23-Apr	24-Apr
31	Summer term + early exams	25-Apr	26-Apr	27-Apr	28-Apr	29-Apr	30-Apr	01-May
32	Summer term + early exams	02-May	03-May	04-May	05-May	06-May	07-May	08-May
33	Examinations	09-May	10-May	11-May	12-May	13-May	14-May	15-May
34	Examinations	16-May	17-May	18-May	19-May	20-May	21-May	22-May
35	Examinations	23-May	24-May	25-May	26-May	27-May	28-May	29-May
36	Examinations	30-May	31-May	01-Jun	02-Jun	03-Jun	04-Jun	05-Jun
37	Summer term	06-Jun	07-Jun	08-Jun	09-Jun	10-Jun	11-Jun	12-Jun
38	Summer term	13-Jun	14-Jun	15-Jun	16-Jun	17-Jun	18-Jun	19-Jun
39	Summer term	20-Jun	21-Jun	22-Jun	23-Jun	24-Jun	25-Jun	26-Jun
40	Summer Vac	27-Jun	28-Jun	29-Jun	30-Jun	01-Jul	02-Jul	03-Jul
41	Summer Vac	04-Jul	05-Jul	06-Jul	07-Jul	08-Jul	09-Jul	10-Jul
42	Graduation *	11-Jul	12-Jul*	13-Jul*	14-Jul*	15-Jul*	16-Jul	17-Jul
43	Summer Vac	18-Jul	19-Jul	20-Jul	21-Jul	22-Jul	23-Jul	24-Jul
44	Summer Vac	25-Jul	26-Jul	27-Jul	28-Jul	29-Jul	30-Jul	31-Jul
45	Summer Vac	01-Aug	02-Aug	03-Aug	04-Aug	05-Aug	06-Aug	07-Aug
46	Summer Vac	08-Aug	09-Aug	10-Aug	11-Aug	12-Aug	13-Aug	14-Aug
47	Summer Vac	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug	21-Aug
48	Summer Vac	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug	28-Aug
49	Resit Exams	29-Aug	30-Aug	31-Aug	01-Sep	02-Sep	03-Sep	04-Sep
50	Resit Exams	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep	11-Sep
51	Resit Exams	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep
52	Summer Vac	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep	25-Sep
53	Summer Vac	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	01-Oct	02-Oct

* NB Graduation - Provisional, subject to change. Graduation dates apply to all three campuses

Please note Examination and Graduation dates may be subject to change

2. About the Department of Psychology

Departmental Contact List				
Academic Staff	Title	Room	01206 87xxxx	@essex.ac. uk
Prof Chris Barry	Academic Offences Officer Faculty Academic Offences Officer Open Day Team Member	4.707	4174	cbarry
Dr Kathryn Buchanan		2.703	6200	k.buchanan
Prof Mitch Callan	Research Director	4.719	3817	mcallan
Dr Alasdair Clarke	Deputy Placements Officer	2.719	TBC	TBC
Dr Geoff Cole	Associate Research Director Study Abroad for Incoming students Open Day Team Member Student Progress Officer QA & External Validation	3.711	2331	ggcole
Dr Nick Cooper	Year One Tutor Academic Director, Centre for Brain Sciences	3.717	3781	ncooper
Dr Marcello Costantini	Specialist MSc Tutor Ethics Officer (with Dr Mackintosh), Open Day Team member	4.708	3493	mcostaa
Dr Philip Cozzolino	UG & PG Exams Officer	4.721	4330	pjcozz
Dr Kevin Dent	Research Experience Scheme SONA	3.703	3785	kdent
Dr Francesca Ferri	Library Resources Officer Open Day Team Member	4.701	3710	fferri
Dr Tom Foulsham	Associate Research Director (Au 2016) Overseas Norway Recruitment Research Leave (Sp & Su 2017)	4.703	4159	foulsham
Dr Nicolas Geeraert	Support Staff Staffing Officer QA & External Validation	4.706	3810	geeraert
Dr Helge Gillmeister	Student Progress Officer GTA, GD, GLA Coordinator Academic Director, Centre for Brain Sciences Athena Swan Lead QA & External Validation	2.715	3533	helge
Prof Rick Hanley	Research Leave (2016/17)	4.705	4331	rhanley
Prof Paul Hibbard	Head of Department (starting Sp 2017) Director of Education UG & PG (Au 2016 only) Learning & Teaching Development UG & PG (Au 2016 only) Undergraduate Director (Au 2016 only)	3.716	3516	phibbard
Dr Gethin Hughes	Director of UG Recruitment & Selection Open Day Team member	4.710	4154	ghughes
Dr Marie Juanchich	Associate Research Director Impact Officer QA & External Validation	4.718	3812	m.juanchich
Dr Steffan Kennett	Director of UG Open Days & Conversion	3.705	4364	skennett
Dr Dominique Knutsen	Athena Swan Deputy	2.726	2573	dknutsen
Dr Vanessa Loaiza	Open Day Team Member	2.716	3779	v.loaiza
Dr Bundy Mackintosh (P/T)	Ethics Officer (with Dr Costantini)	4.704		bundy
Dr Keith May		2.709	4149	km16803
Prof Ray Meddis	Emeritus Professor Director of Hearing Research Lab	4.704		rmeddis

Dr Rick O’Gorman	Employability Development Director	4.712	2128	rogorman
Dr Anthony O’Reilly	Year Two Tutor	2.711	3818	aoreilly
Prof Sheina Orbell	Director of PG Selection and Conversion Academic Staff Staffing Officer Director of Education UG & PG (Sp 2017) Learning & Teaching Development UG & PG (Sp 2017) Undergraduate Director (Sp 2016)	4.716	4840	sorbell
Prof Silke Paulmann	Research Leave (Au 2016) Director of Marketing & Ext. Relations	2.724	3422	paulmann
Dr Gerulf Rieger	MSc Conversion Tutor Open Day Team Member Research Seminar Programmes	4.714	3712	gerulf
Dr Silvia Rigato	Maternity Leave (Au 2016)	3.715	3738	srigato
Emeritus Professor Debi Roberson		4.704		robedd
Dr Maxwell Roberts	Research Leave (2016/17)	3.707	3797	mjr
Dr Tracy Robinson	Maternity Leave (2016/17)	3.709	4134	tracy
Dr Jonathan Rolison	Year Three Tutor Research Seminar Programmes	2.718	4882	jrolison
Prof Vincenzo Romei	Associate Research Director Coordinator Research Seminar Programmes QA & External Validation	3.716A	4898	vromei
Prof Riccardo Russo	Director of Finance Research leave (2016/17)	3.714	3782	rrusso
Dr Gillian Sandstrom	Open Day Team Member	4.715	3806	gsands
Dr Andrew Simpson	PGR Tutor	4.702	4022	asimpson
Dr Miroslav Sirota		4.713	4229	msirota
Dr Elia Valentini	Study Abroad for outgoing students	2.729	3773	evalent
Dr Loes Van Dam	Open Day Team Member	3.713	4723	lvandam
Prof Geoff Ward	Head of Department (ending Sp 2017) Workloads Spreadsheet Coordinator (ending Sp 2017) Research Leave (Sp & Su 2017)	3.722	3799	gdward
Emeritus Prof Arnold Wilkins	Director of Visual Perception Unit	4.704		arnold
Dr Dean Wybrow	Student Support and Disability Liaison Officer	2.713	4179	dpwybr

For full profiles and photographs of staff members please follow this link and click on ‘Staff’:
<http://www.essex.ac.uk/psychology/default.aspx>

2.2 Administrative and Technical Staff

If you have any queries relating to your department or course of study, please contact one of the following people:

Administration Team			
Name	Location	Email Address	Phone Number
Lucy Glover (Departmental Manager)	Room 3.718	lglover@essex.ac.uk	01206 87 3591
Lesley Monk (Academic & Staffing Administrator)	Room 3.719	lamonk@essex.ac.uk	01206 87 3356
Sarah Brewer (Academic Administrator)	Room 3.724/3.704	sarah.brewer@essex.ac.uk	01206 87 4883
Rachel Scott (Undergraduate Administrator for Year One and Two Students)	Room 3.702	r.scott @essex.ac.uk	01206 87 3802
Kathryn Hills (Undergraduate Administrator for Year Two & Three Students)	Room 3.702	khills@essex.ac.uk	01206 87 3771
TBC (Graduate Administrator)	Room 3.704	tbc@essex.ac.uk	01206 87 3822
Jenny Davies (Administrator)	Room 3.724	jdavies@essex.ac.uk	01206 87 3784
Undergraduate enquiries and general enquiries		psyugadmin@essex.ac.uk	01206 87 3802 / 3771
Postgraduate enquires		psypgadmin@essex.ac.uk	01206 87 3822

Technical Services Team			
Name	Location	Email Address	Phone Number
Steven Brewer (Chief Technician)	Room 2.712	sbrewer@essex.ac.uk	01206 87 3735
Woakil Ahmed (Senior Technician)	Room 2.712	wuaham@essex.ac.uk	01206 87 3736
Elena Broggin (Senior Technician)	Room 2.712	ebroggin@essex.ac.uk	01206 87 3736
Alan Brignull (Technician)	Room 2.712	alanb@essex.ac.uk	01206 87 3750
Monika Steinke (Technician)	Room 2.712	monika.steinke@essex.ac.uk	01206 87 3736

2.3 Departmental Resources

The Laboratories

The Department has excellent learning resources and facilities for our students. We have custom-built laboratories and first class equipment. The laboratories are on Floors 1 and 2 of the Psychology Department and are open to undergraduates. They house a large number of computers, each supporting word processing, internet, statistics, spreadsheet and presentation software.

Laboratory opening hours: MONDAY TO FRIDAY 9.00am to 5.00pm

Use of psychology laboratories (1.702, 1.703, 1.704, 1.705, 2.708)

Your University ID card should give you access to these labs. If you experience any difficulties please contact the technicians in 2.712. Alan Brignull is available between the hours of 9:30 and 13:00; Monika Steinke is available between 12:00 and 3:30.

Computers and experimental booths in labs on Floors 1 and 1 and a half are available for use by students from 9 am to 5 pm providing that the rooms are not required for teaching or testing. The booths in 1.704 and 1.705 can be booked up to 2 weeks in advance using booking forms posted on the doors. It should be noted that both labs have timetabled taught modules running throughout the year and information giving open access times will be posted on the entrance doors. Do not enter when a class is in progress. Any enquiries regarding the use of the psychology labs should be addressed to the Chief Technician (Steven Brewer, 2,712, sbrewer@essex.ac.uk)

For the convenience of others and yourself please be aware that there are a few rules relating to Lab use:

- ❖ **No food, drink or chewing gum.**
- ❖ **Please do not prop the door open.**
- ❖ **Save your work regularly onto your M drive. (File saved to the hard drive may be deleted)**
- ❖ **Do not install anything onto any computer.**
- ❖ **Please report faults to one of the Technicians, and fill in the fault form on the wall.**

Blank CDs, DVDs, and USB memory sticks can be purchased from the Copy Shop Counter, located on Square 4.

Room booking - Fair usage policy

The Department of Psychology has excellent research facilities. Lab space can take different forms ranging from standard research cubicles (also called booths) to more specialized labs (often kitted out with sensitive specialist equipment). The department has a total of approximately 45 standard booths and 10+ specialized labs available as bookable research space. A list of rooms is available here [hyperlink on here]. In principle, lab space is available for booking to all members of the department, including staff, post-doctoral researchers and PhD students. A number of rooms are also available for PG and UG students (see user list in the information sheet).

The fair usage policy recognizes that different research projects have often different needs in terms of lab space requirements (lab set-up, duration, required sample size, etc.). Still, there is an understanding that this is a *shared resource* and thus users should be collegial and considerate in using these research facilities. This policy does not intend to be prescriptive in what consists of "fair usage", but generally speaking room booking should be proportionate to the needs of your research and proportionate to the needs of others.

Specifically, users are asked to keep the following in mind:

- ❖ Some rooms are centrally timetabled for teaching but can also be used for other events, including research. These rooms have priority for teaching in term time.
- ❖ Certain times in the year are considered 'peak' times, including (but not limited to) the start of the academic year (when credits are available), and the spring term (for PS300 projects). During these peak times researchers are asked to restrain their usage, by only booking what they need, and by taking the needs of others into account.

Generally speaking, all rooms are bookable. However, a small number of rooms have been furnished with a particular set-up or specialist equipment (such as the EEG labs, TMS labs, baby lab, and sex lab). If you are running a study that does NOT require any specialist equipment or set-up, please consider booking other labs more suitable to your needs

Users are encouraged to be proactive and *think* about the needs of others when booking lab space. If in doubt, *talk* with other users about their needs for lab space.

If you experience issues to access research space, you may wish to find a solution by considering the following actions (in turn):

- ❖ Try to *resolve* the issue by speaking directly with the other parties involved or contact the chief technician.
- ❖ If you are a student, speak with your supervisor, who should also reconsider the point above.

The Psychometric Store

The Psychometric Store is in Room 2.711A on Floor 2 of the Psychology building and is administered By Alan Brignull in Room 2.712. You may borrow items from the Psychometric Store only with permission from your lab tutor or project supervisor. The store contains a wide range of equipment, headphones, questionnaires and psychometric tests, voice recorders and stop watches.

Most items in the store are available on a weekly loan basis but certain heavily used items will shortly be available on a monthly loan basis. Requests to renew the loan period must be made by contacting Mr Brignull. Please e-mail Alan Brignull at least five working days before you require extending a loan in case the item needs to be recalled. Requests for loan of equipment, laptops, IT and AV equipment should be addressed directly to the Technicians in room 2.712.

2.4 Our location

**Colchester Campus, Department of Psychology, University of Essex, Wivenhoe Park,
Colchester CO4 3SQ**

Departmental website address

<http://www.essex.ac.uk/psychology/default.aspx>

Departmental Facebook page

<https://www.facebook.com/PsychologyatEssex>

UG & PG Administrative Offices opening hours are MONDAY TO FRIDAY 10.30am to 4.30pm

The Administrative Offices are situated on the right as soon as you enter the Psychology Building from the podium level of Square 1. 3.702 is the Undergraduate Office and **3.704 is the Postgraduate Office**. There may be times when the office you require is closed for a while during the day, if this is the case you can also go to the other office to ask for assistance.

Technical Services opening hours are MONDAY to FRIDAY 9am to 5pm.

Technical support is available from room 2.712. There are two part-time Technicians that cover support between 9:30am to 3:30pm. The three Senior Technicians are available between 9am and 5pm.

Photocopying

Postgraduate Students should obtain a copy card from the circulation desk in the Library. Phd and Staff photocopying is available in the Department on request from Technical staff.

Printing

Students can buy printer credit from the ISS helpdesk/Library/campus shop for use in University ISS computing labs on campus. Printing for Psychological Teaching and Research is available to all students using the Departmental Psychology Labs, printing to the Psychology Labs printer. Responsible printing only relating to your Psychology course or research should be undertaken, using double sided and N-up printing where possible.

Noticeboards

The Postgraduate noticeboard is situated opposite the lifts on level 3, outside the Postgraduate Administration Office. You will find welfare information and a lot more. Keep an eye on your notice board plus the others around the Department.

2.5 Departmental Support and the supervisor

The Psychology Department is committed to excellence in education, and to supporting your progression and achievement as an Essex student. Regular monitoring of student attendance allows us to identify any students who may need guidance or support, to help them to succeed in their studies. Your engagement with your programme of study is primarily measured by attendance, and completion of, and performance in, assessments, as appropriate.

As a student, if engagement in your studies is unsatisfactory you'll be contacted and offered guidance and support. If your progress causes concerns you'll initially be contacted by your Graduate Tutor. Where serious concerns persist, you may be referred to the Dean/Associate Dean and your case formally considered by a Progress Committee.

2.6 Your Personal Tutor

All postgraduate students have a personal tutor (Dr Andrew Simpson) 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. 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 look on [myEssex](#) or ask a member of the administrative staff in your department.

2.7 Peer Mentoring

The Department of Psychology offers Peer Mentoring to undergraduate and postgraduate students. This is a more experienced psychology student who is there to answer everyday questions and offer help and support to Undergraduate and Postgraduate students. Peer mentors also provide signposting to appropriate services across the university. If you have been in the Department for at least one year and would like to receive training to become a peer mentor please contact the Departmental Student Support & Disability Officer (Dr Dean Wybrow).

2.8 How we will communicate with you

You will be allocated a pigeon hole in the CBS Post Room and an e-mail account on arrival. This e-mail account may be used for corresponding with other students, and with members of staff within the University. Please ensure you always check your email.

For further details on this please see Academic conduct:

<http://www.essex.ac.uk/about/governance/regulations/general.aspx>

2.9 Departmental Seminars

Research Seminars provide a vibrant and intellectually rich research-intensive ground for both academics and students. Leading researchers with an international reputation are weekly invited in our Department to present cutting-edge, state-of-the-art research in their field of expertise. Titles and dates will be announced near the beginning of each term. Brief outline of each talk will be posted online

(http://www.essex.ac.uk/psychology/news_and_seminars/seminars.aspx) closer to the event and circulated via email the week before. **For the academic year 2016-2017, these will take place on Tuesdays at 16:00 in room 4.722.**

As part of a continuous research-led educational programme in our Department all undergraduates and postgraduates are very welcome and particularly encouraged to attend our Research Seminar events. Examples of past speakers include Prof Matt Lambon Ralph on the neural basis of conceptual knowledge, Prof Gina Conti-Ramsden on language development and disorders, Prof Philippe Schyns on

visual information processing, Prof Wolfgang Klimesch on the functional role of human brain oscillatory activity, Dr Greg Maio on social values and Prof Charles Vincent on safety in the NHS.

In addition, the seminars will be presented by members of the Department including postgraduate research students. This might be a good opportunity for you to discover your own research interests, familiarize with ongoing research in the department, and may be helpful when deciding how to rank your PS300 project supervisor preferences or chose the area of your MSc dissertation. Following the seminar, a drinks and nibbles session with the speaker is generally held at 5pm in the CBS reception area providing a friendly environment to discuss scientific matters with our guests. You are very welcome to attend.

3. Learning and Teaching

3.1 Learning, Teaching and Independent Study

The Department of Psychology fully embraces our diverse student population and strives to ensure that all of our students achieve their full potential. We aim to design and deliver pedagogy, curricular and assessment to engage students in learning that is meaningful, relevant and accessible to all. We embrace individual differences as the source of diversity that can enrich the lives and learning of others.

3.2 Taught Modules

If you have not completed an MSc in Research Methods, you will need to attend and pass PS910-7-FY (Quantitative Data Analysis) and PS912-7-AU (Research Management). This is to ensure you have all the skills you need in order to successfully obtain your PhD as per ESRC guidelines.

If you need to sit these modules, they will show on your Timetable. You can access this via your [myEssex](#).

3.3 Moodle, ORB and FASER

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

We use **Moodle** as our online learning environment, to enhance face-to-face teaching. It lets you get to course materials, and has built-in features to enhance learning such as discussion forums, chat facilities, quizzes, surveys, glossaries and wikis. You will automatically be included on the relevant modules at the start of the academic year.

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.

Only upload PDF or Word documents (.doc) to Faser, unless you are specifically asked for to upload a different kind of file (e.g. a Powerpoint presentation) for a particular piece of coursework.

faser.essex.ac.uk

www.essex.ac.uk/it/elearning



3.4 Course structures

In term time there are research seminars most Tuesday afternoons at 4.00PM in 4.722.

PGR Coffee is held in the CBS Foyer most Wednesday afternoons at 3.30PM.

PhD	
Week 1	Department Welcome 5 th October in the Centre for Brain Sciences at 2.30pm. Followed by an evening meal with fellow Research Students at 7pm.
Week 2	Research students only: Doctoral Welcome Conference 7 th October, Ivor Crewe Lecture Hall. Followed by an evening reception with the Graduate Registry team
Week 6	Draw up specialist skills programme
Week 7	Graduate SSLC meeting
Week 10	Supervisory Board and RSPC Boards
Week 22	Graduate SSLC meeting
Week 31	10,000 word Annual Report electronically submitted
Week 34	Postgraduate Conference, Thursday 5 th May 2016 – 1 st and 2 nd Year compulsory participation
Week 37	Graduate SSLC meeting
Week 37	Supervisory Board
Week 39	Progress Committee

MSc by Dissertation	
Week 1	Department Welcome 5 th October in the Centre for Brain Science at 2:30pm. Followed by an evening meal with fellow Research Students
Week 2	Research students only: Doctoral Welcome Conference 7 th October, Ivor Crewe Lecture Hall. Followed by an evening reception with the Graduate Registry team
Week 7	Graduate SSLC meeting
Week 10	Supervisory Board and RSPC Boards
Week 22	Graduate SSLC meeting
Week 34	Postgraduate Conference, Thursday 5 th May 2016 – Attendance only
Week 37	Graduate SSLC meeting
Week 37	Supervisory Board
Week 39	Progress Committee

Taught Modules (if student has not completed MSc in Research Methods)	
Weeks 2-11, 16-25 in Year 1	PS910-7-FY Quantitative Data Analysis
Weeks 2-11 in Year 1	PS912-7-FY Research Management

3.5 Registration, intermitting, changing your degree and the maximum and minimum periods of study

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

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

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

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

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

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

Please carefully read our guidance on Tier 4 and course changes here:

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

Maximum and Minimum periods of study from 2008-09

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

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

3.6 PGR supervisory milestones

Department of Psychology Milestones for PhD Students			
Milestones	Criteria for progress	Deliverables	Deadline
M1: Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs	<ul style="list-style-type: none"> Completion of a training needs analysis with the supervisor 	<ul style="list-style-type: none"> Term 1 for full-time students; Term 3 for part-time students
	B: Choose/narrow down the research topic and demonstrate significance/impact of research.	<ul style="list-style-type: none"> Submit first 10,000 word report – content agreed with supervisor. 	<ul style="list-style-type: none"> Term 3 for full-time students; Term 6 for part-time students
	C: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> Set milestones for year 2 Pass supervisory board 	<ul style="list-style-type: none"> Term 3 for full-time students; Term 6 for part-time students Term 3 for full-time students; Term 6 for part-time students
	D: Demonstration of presentation skills	<ul style="list-style-type: none"> Present at PGR conference 	<ul style="list-style-type: none"> Term 3 for full-time students; Term 6 for part-time students
M2: Confirmation	A: Demonstrate understanding of chosen topic within the context of the field.	<ul style="list-style-type: none"> Collect and analyse data of one or more experiments 	By Confirmation Board (Dec, term 4 for full-time students ; term 7 for part-time students)
	B: Demonstrate the ability to produce work of the quality and quantity in order to complete within the four year maximum period.	<ul style="list-style-type: none"> Previously submitted first 10,000 word report – content agreed with supervisor. 	<ul style="list-style-type: none"> By Confirmation Board (Term 4 for full-time students; Term 7 for part-time students)
	C: Subject-specific milestones	<ul style="list-style-type: none"> Pass PS910/PS912 (if not previously taken) 	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
M3: Progress from Year 2 to Year 3 (or equivalent for part-time students)	A: Review training needs and knowledge required to continue with research project and complete the thesis.	<ul style="list-style-type: none"> Training Needs Analysis to be reviewed. Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> End of Year 2 (or equivalent for part-time students).
	B: Demonstrate work of the quality and quantity expected at the end of Year 2	<ul style="list-style-type: none"> Submit second 10,000 word report – content agreed with supervisor. 	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)

	C: Review significance and impact of research and articulate output.	Present at PGR conference	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
	D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ submit milestones for year 3 in June SB report ▪ submit thesis chapter headings in June SB report 	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
M4: Progress from Year 3 (or equivalent for part-time students) to Completion Year	A: Ability to reflect on skills and knowledge development and its application to the research project	<ul style="list-style-type: none"> ▪ Training Needs Analysis reviewed 	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
	B: Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students)	<ul style="list-style-type: none"> ▪ Research completed (experimental, empirical and theoretical work, where relevant) ▪ Produce 2 draft chapters/ papers 	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
	C: Demonstrate ability to complete within the maximum period.	<ul style="list-style-type: none"> ▪ Produce a realistic completion year plan. ▪ Produce supervisory board report written in a clear and self-reflective style 	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
M5: During Completion Year	A: Clear evidence of progress towards submission	<ul style="list-style-type: none"> ▪ Completed final draft of thesis for supervisor(s)/ supervisory board comment 	By interim Supervisory Board prior to submission/Term 2 of completion year (Term 11/12 for full-time students; Term 20/21 for part-time students)

3.7 Supervisory Arrangements for Research Degrees

The University publishes a broad statement of its policy in the document Code of Practice: Postgraduate Research Degrees. Below are the supervisory arrangements currently in force in the Department of Psychology.

Responsibilities of Primary Supervisor

- ❖ Become familiar with the University's Code of Practice: Postgraduate Research Degrees (www.essex.ac.uk/academic/docs/regs/prdcode.shtm/), and with the Department's Postgraduate Research Students' Handbook.
- ❖ provide expert advice and assistance as necessary to enable the student to make good progress;
- ❖ guide the direction and extent of research to permit its successful completion within the period set down in the University regulations;
- ❖ meet with the student on a regular basis and at a suitable frequency and keep records of all such meetings, on standard record forms kept in the red folder provided by the Department, as required by the University guidelines. It is recommended that such meetings take place fortnightly under normal circumstances. It is permissible for meetings to be held less frequently (when progress is good and the supervisors input is not required), but only with the agreement of the student;
- ❖ inform the student of any lengthy periods of absence during the vacation and periods of study leave;
- ❖ attend the meetings of the student's Supervisory Board and submit a written report on the student's progress to the Supervisory Board;
- ❖ request oral presentations and written work in addition to Departmental requirements if appropriate, and to comment on all such work within a reasonable time;
- ❖ inform the student where work is not of the appropriate standard, and suggest actions to remedy the situation;
- ❖ facilitate meetings between the student and other researchers in the field (e.g. by encouraging attendance and participation at appropriate conferences);
- ❖ inform the Graduate Tutor in writing if the student is not likely to reach the appropriate standard;
- ❖ Ensure that meetings are arranged (at least one per term) that include the second supervisor.

Responsibilities of Secondary Supervisor

- ❖ become familiar with the University's Code of Practice: Postgraduate Research Degrees (www.essex.ac.uk/academic/docs/regs/prdcode.shtm/), and with the Department's Postgraduate Research Students' Handbook.
- ❖ offer additional academic advice and support to both the student and the primary supervisor, as appropriate;
- ❖ attend occasional supervision meetings with the primary supervisor and the student to monitor progress. These meetings will take place at least once per term;

- ❖ attend the meetings of the Supervisory Board and submit a written report on the student's progress to the Supervisory Board.

Responsibilities of Research Students

- ❖ work hard and diligently, so as to ensure successful completion of the work within the period agreed;
- ❖ maintain regular contact with the Department and notify the Graduate administrator immediately of any change in contact details. Students must inform their supervisor and the DRS if there are any specific needs or circumstances likely to affect their work;
- ❖ meet regularly with their primary supervisor;
- ❖ keep their own records of the supervisory meetings and any actions agreed upon at those meetings in the green folder provided by the Department;
- ❖ attend the meetings of the Supervisory Board and submit a written report on progress and supervision to the Supervisory Board;

PhD students only, submit to their supervisor by the date agreed each year the following:

- ❖ a detailed written report (10,000 words) of work carried out during the year (Annual report: years 1 and 2 only);
- ❖ a timetabled account of work completed and proposed (timetable: all years);
- ❖ an anticipated list of chapter headings for the completion of the thesis (thesis plan: years 2 and 3 only);

PhD students only, all students give an oral presentation of work in progress as requested by the Graduate Tutor (usually this will be a presentation at the annual Postgraduate Conference). PhD students also present in their second year, and optionally in their third;

- ❖ Attend seminars and training provision as required by the Graduate Tutor.

Responsibilities of Chair of Supervisory Board

- ❖ convene the Supervisory Board twice per year at the prescribed times, and at other times if requested by the Graduate Tutor. (the June board must be a meeting in person);
- ❖ receive and consider reports on supervision and progress from the primary
- ❖ supervisor, the secondary supervisor, and the student;
- ❖ receive and note the production of required work (Annual report, timetable, thesis plan) at the end of each year of study;
- ❖ check that supervision is being carried out in accordance with Departmental guidelines;
- ❖ check that the records of meetings in the supervisory red folders are satisfactory;
- ❖ note any disputes between student and supervisor concerning supervision or progress;

- ❖ report to the Progress Committee on a standard form decisions and recommendations concerning supervision and progress.

Guidelines for Progress for PhD students (PhD Only)

These guidelines apply to all research postgraduates, but where a schedule of progress is indicated, this applies specifically to full-time students with an honours degree at registration. For these students the minimum period of study will normally be nine terms. This schedule should be modified as appropriate for part-time students.

- ❖ students should discuss with their supervisor the work involved before initial registration;
- ❖ by the end of the first year, PhD students should have written a draft literature review as well as carried out and written up at least one substantial piece of empirical research;
- ❖ by the end of the second year, the Supervisory Board should ensure that at least 60% of the projected programme has been completed;
- ❖ All empirical work must be completed by the end of the third year;
- ❖ the complete draft of the thesis should be ready by the beginning of the third term of the final year of the minimum period. The completed thesis should be submitted by the end of the third term in the final year;
- ❖ supervisors should expect to meet their PhD students sufficiently often to ensure progress is being achieved. The form and duration of supervisory meetings will probably vary according to the stage the student has reached. Recommendations are given below;
- ❖ an explicit agreement concerning the frequency and duration of supervisory meetings should be made at the beginning of each academic year. Normally we would expect supervisory meetings to take place fortnightly.
- ❖ a record of dates of meetings, decisions taken and work submitted (this will include the date of submission and the date of response) will be kept by the primary supervisor. Students should keep their own records.

Research Students' Progress Committee

Progress will be reviewed annually in June by the Research Students' Progress Committee, which will consist of Graduate Tutor (chair), Head of Department, and the Director of Research Students. This Committee will review the progress of all research students in the Department, and monitor the quality of training offered to the student;

The Research Students' Progress Committee will base its decision on:

- ❖ the written reports submitted by the Supervisory Boards, including the reports of the student and primary supervisor;
- ❖ the completion of required work by the student, which will be received, approved and notified by the Supervisory Board:
 - ❖ the Annual Report (Years 1 and 2 only);
 - ❖ the timetable;
 - ❖ the thesis plan (Years 2 and 3 only);

- ❖ an oral presentation of work in progress;
- ❖ in the case of students who are undergoing a training programme, on the reports of progress made on the various components of the programme.
- ❖ The Research Students' Progress Committee in some circumstances may request that the student, supervisors, and the Chair of the Supervisory Board attend. In such cases, the student will be asked to withdraw while a decision is reached. This will be notified in advance of the meeting.
- ❖ *The Research Students' Progress Committee will recommend to the Dean in each case one of the following:*
- ❖ the student be allowed to proceed, subject to a further review at a specified date if appropriate;
- ❖ the student's studies be discontinued;
- ❖ the student's status be altered (e.g., upgraded from a MPhil to a PhD, downgraded etc.);
- ❖ a decision may be deferred until a later meeting, at which time the student will be requested to provide further evidence of progress, as specified by the Progress Committee.

The Research Students' Progress Committee may attach such conditions to its recommendations as it deems necessary. The Research Students' Progress Committee shall also be convened at any other time at the request of the Graduate Tutor or Dean.

<http://www.essex.ac.uk/academic/docs/regs/prdcode.shtm#6>

3.8 How the Department offers an inclusive learning experience

The University of Essex, in conformity with the intention of its Charter, confirms its commitment to a comprehensive policy of equal opportunities within the University. It aims to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs and affiliations, family circumstances, sexual orientation or other irrelevant distinction. The University is committed to a programme of action to ensure that this policy be fully effective.

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 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, give advice and assist you during your time at Essex.

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

If you are studying on a **Tier 4 visa**, don't forget to read section **8.4 Tier 4 Information** of this handbook which has further information and links.

Mature students

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

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

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

3.9 Student representation, Student Assessment of Modules and Teaching

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

You can do this in a number of ways:

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

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.

3.10 Library Services

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has long opening hours, a new extension set to open in 2015, 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

4. Research Skills Development

4.1 Proficio

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

You will be automatically registered on Proficio and can book course once you have completed the Training Needs Analysis. The funds are for you to use throughout your time at Essex and you can also check your balance online.

4.2 Department specific training events

All PGR Students will receive guidance on training from their supervisors. In addition all students should attend the following:

❖ **Department Seminar Series. Tuesdays 4 – 6, room 4.722**

Students are required to attend a series of seminars given by internal and outside invited speakers on a wide range of topics. The aim is to put you in touch with research at the cutting edge across a broad front and to provide a stimulating intellectual environment.

❖ **Postgraduate Conference. Term 3, Thursday 11th May in 4.722**

All first and second year students, including part-time students, will make a short oral presentation (15 minutes for first years and 20 minutes for second year students, plus 5 minutes each for questions) to the Department reviewing their recent research achievements and outlining plans for future work. The conference is attended by all academic staff. The oral presentation is part of the annual progress assessment and is compulsory.

PhD students (who do not have an MRes) must attend, be assessed in and pass these two masters level taught modules:

PS910-7-FY Quantitative Data Analysis provides a discussion of a comprehensive range of quantitative analytical methods listed in the guidelines. In addition to lectures there are statistical workshops using SPSS for hands-on data analysis. The topics covered include power analysis, meta-analysis, experimental methods (ANOVA and ANCOVA), linear regression, logistic regression and multivariate methods such as factor analysis, path analysis and structural equation modelling.

PS912-7-AU Research Management is designed to help you learn how to conduct good psychology research. The module contains a theoretical component, which draws on a range of philosophical ideas and conundrums, and a highly practical component (including training in a range of software skills).

5. Assessment for Taught Modules

5.1 Assignment and essay length

Marking penalties may be applied to projects, essays or laboratory reports that exceed the designated length. Therefore, the word count should always be considered a maximum number of words. Note that the word count is for the main body of the text and does **not** include coversheet, abstract or references. There is no mark penalty for pieces of coursework that are too short, but bear in mind that a very short piece of coursework is unlikely to contain all of the points that the assessor is looking for.

5.2 Coursework submission

The Department of Psychology is fully compliant with the University's on-line coursework submission system FASER. All Postgraduate students will be required to submit their coursework assignments (including all projects, lab reports and coursework essays) electronically. For some coursework you will also be asked by the tutor to submit a hard copy. This system is accessible via the portal MyEssex, but is also accessible through the website: <https://www.essex.ac.uk/e-learning/tools/faser/students/> and a getting started guide is available at:

<https://www.essex.ac.uk/e-learning/tools/faser/students/Help.aspx>



The system is password protected, so you will need to log in with your Essex username and password. The very first time you will access the server you will be required to read the advice on plagiarism, therefore you will be redirected to the universities website on plagiarism. Read everything carefully before you proceed. You will see a list of all the modules that you are registered for and a list of all the coursework assignments and their deadlines. You can upload your coursework either from campus or from off-campus, and keep old copies prior to submission to be replaced by revised copies later. The on-line system automatically adds a cover sheet.

5.3 Assignments and deadlines

For each module, a week is given for when the assignment will be given out (**Set in Week No.**), a week will be given for when the deadline for handing in (**Hand In Week No.**), and a week will be given for when the marked assignment will be returned for feedback (**Results back In Week No.**). You are advised to collect your marked coursework well within 2 weeks of when it becomes available for collection.

If it becomes necessary to make some variation to the schedule due to unforeseen circumstances, updated information will be published by e-mail and on notice boards.

Full details of the coursework will be provided in the module outlines of individual modules that will be distributed during the first lecture. However, Coursework Tests will normally be taken under examination conditions and take place at the time indicated in your hand-out (and shown on your Timetable), and Coursework Assignments will normally be a piece of written work (e.g., essay or lab report) that is submitted through the on-line Coursework Submission (FASer) system. The Hand in deadline for PG Students is **Friday at 4pm of the Hand In Week No.**

You will find a copy of the Academic Year calendar in the front of this Handbook. Or via this link:

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

POSTGRADUATE TAUGHT ASSESSMENT 2016/17

Module	Coursework Type	Set in Week #	Hand in Week # (Fridays @ 4pm)	Results Back in Week #	Weighting	Notes
PS910-7-FY : Quantitative Data Analysis	Coursework Test	16 (TBC)	16 (TBC)	19 (TBC)	TBC	
	Coursework Report	TBC	TBC	TBC	TBC	
PS912-7-AU : Research Management	1,200 words	3	6	9	20%	
	Poster	5	11	11	20%	
	10,000 word report	2	31	34	60%	

5.4 Remarking 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 here:

http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy/default.asp .You will need to complete a form and be aware that marks can go down as well as up.

6 Assessment for Research Degree

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

www.essex.ac.uk/about/governance/regulations/regulations-higher.aspx

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

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

6.2 Extenuating Circumstances, withdrawing and intermitting

www.essex.ac.uk/students/exams-and-coursework/ext-circ

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

If you are taking taught modules you need to submit your form by the deadline, see:

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

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

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

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

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

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

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

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

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

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

6.3 Examiners and Your VIVA

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

VIVA Workflow

❖ Summer Supervisory Board is held; Chair, Supervisors and Student agree that the Student can 'Proceed to Completion/Submission'
❖ 2 months before submission of the Thesis, the student fills out the 'Approval of Thesis Title Form' (found here; http://www.essex.ac.uk/staff/exams/postgrad.aspx) and has form signed by 1 st Supervisor, and then submits the form to Sarah Brewer
❖ Sarah Brewer obtains a signature from Head of Department/PGR Tutor, before submitting the Thesis Title form to the Progress Team pgresearch@essex.ac.uk (aka Registry)
❖ Progress Team acknowledges and approves the Thesis Title via email. They then send the student a personalised 'RD1' form. This must be completed by the student and physically given in with the final Thesis. Without the RD1 form, the Thesis will not be accepted.
❖ While the RD1 form is being organised, the Supervisor will contact a suitable External Academic to ask informally if they would like to be the External Examiner for this Student (based on the research being examined)
❖ An email from Progress Team is sent to the Student, Supervisors, PG Administrator and Academic

Administrator to say the Title has been received and approved. Supervisor should then contact Sarah Brewer to confirm the details of the Internal and Externals examiners
❖ Sarah Brewer emails External examiner to ask for their CV, Area of specialisation, List of recent publications, Details of previous examining experience (e.g. where and when)
❖ Sarah Brewer completes 'Nomination & Appointment of Examiners for Research Student' Form, including a signature from Head of Department and sends to Progress Team so they can 'approve' the Internal and External examiners
❖ Progress Team confirms receipt of N&E Form. Then they email Internal and External with 'External Examiner's Initial Report' form, (RD.2), 'Internal Examiner's Initial Report' form, Joint Examiner Form, Thesis and instructions
❖ Internal arranges date for VIVA with Student & External. (VIVA needs to take place no more than 3 months after the Thesis has been handed in). Once decided, Internal examiner emails this to Sarah Brewer, also asking for catering, hotels and room bookings to be made where necessary
❖ Internal and External send their initial reports (RD.3 forms) back to Progress Team pgresearch@essex.ac.uk . Progress team then send each examiner the other examiners report
❖ Internal and External examiners meet/discuss the Thesis before the VIVA takes place (can be before the VIVA date or on the actual day)
❖ VIVA!!! The Joint Report Form (RD.4) is completed during the VIVA and signed by both Internal and External examiners
❖ Internal Examiner gives all documents from VIVA (Joint Report form, corrections list and expense claims) to Sarah Brewer to send over to the Progress Team
❖ Progress Team email student informing them they have passed or when their corrections are due. If corrections are needed, the time starts when the student receives the email confirming everything from the Progress team.
❖ Student sends Internal Examiner corrections, which they sign off using the Approval of Editorial Revisions Form, which is then emailed directly to the Progress Team, copying in Sarah Brewer and PG Administrator
❖ Dean and Progress Team sign off corrections and email Student notifying them they have passed and to submit their amended thesis to the library for binding by a set date
❖ Graduation!!!!!!

6.4 Appeals and complaints

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

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

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

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

Making a **complaint**. The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination. You can find the complaints procedure and the forms at www.essex.ac.uk/students/experience/complaints

A complaint is defined as *the expression of a specific concern about matters that affect the quality of a student's learning opportunities* (this is in line with the QAA Quality Code for Higher Education, Chapter B9: Academic Appeals and Student Complaints). The University aims to resolve complaints quickly and informally.

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

6.5 Academic Offences Procedure

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

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

All students are expected to behave with honesty and integrity in relation to coursework, examinations and other assessed work. If you do not do so, you may be found to have committed an academic offence. The University takes academic offences very seriously.

Academic offences can include plagiarism, false authorship, collusion, falsifying data or evidence, unethical research behaviour and cheating in an examination (this list is not exhaustive). Academic offences can be committed as a result of negligence, meaning that you may be found guilty of an academic offence even if you didn't intend to commit one.

It is your responsibility to make yourself aware of the Academic Offences Procedure, the regulations governing examinations, and how to correctly reference and cite the work of others. If you aren't sure what referencing system you should use, you should ask your department and also refer to **6: Referencing and good academic practice** in this handbook.

7. Your Research

7.1 Ethics

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

'Human participants' are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and fetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.

Please submit your Ethics form for approval electronically, using this email address: psyethic@essex.ac.uk. All correspondence regarding ethics should go through this address. You must include a signature on your form. If you need help creating an electronic signature, please contact Alan Brinnull in the Technical Services Team.

7.2 Dbs (Disclosure and Barring Service)

If you are working with children or vulnerable groups you will need a (DBS) check to be completed before starting your research. Please contact the Staffing and Academic Administrator (Lesley Monk) to get this process started

7.3 Participant waiting area

When contacting participants please ensure they know to wait to be collected from the seat near the front door near the 3rd Floor Entrance, when they are to participate in your study.

7.4 Safety during research

It is very important that you are always safe when conducting your research. Please see 10.10 later in this Handbook for more information about staying safe. Remember the emergency number on campus is **2222**.

7.5 Updating your profile on the Psychology website

When you join the department of Psychology, you are allocated a page on the psychology website (<http://www.essex.ac.uk/psychology/staff/Staff.aspx?type=research>). Please feel free to update this with information about your research and any papers you may have had published. Do not disclose any personal information on these pages.

To update your page go to https://www.essex.ac.uk/admin/staff/staff_management.aspx and you will be prompted to enter your username and password. This is the same as your network/email. Once logged in you can make updates.

7.6 Booking conferences and travel

If you wish to book Conferences and Travel using your personal budget, Proficio funds (for conferences only, available from late 2016) or your grant, you may either pay for these yourself and claim the money back, or speak to the Administrator (Jenny Davies) who can assist you with booking and payment.

If you wish to speak to the Administrator about booking travel and conferences, please send her an email to make an appointment.

Alternatively, you can send the Administrator an email containing the following details so that a booking may be made on your behalf:

- Destination
- Travel dates (outbound and inbound)
- Ideal hotel (if you have chosen one)
- Ideal flights/ trains (if you have chosen some)

If the Administrator is away, please contact the Academic Administrator (Sarah Brewer) instead.

7.7 Importance of good academic practise

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

7.8 Where to seek guidance

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

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 **4.6 Academic Offences Procedure**).

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

Please refer to the **Psychology Assessment Guide** for further details on referencing.

7.9 The University Academic Offences Policy

Please see section 6.5 and remember that the Academic Offence Procedure applies to all students

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

7.10 Department Style Guide

Please refer to the Postgraduate Assessment Guide for information on Taught Modules. For guidance on your Thesis please see the '**Thesis or Dissertation Submission Guidance Notes**' which can be found here: <http://www.essex.ac.uk/students/exams-and-coursework/ppg/pqr/default.aspx>

7.11 Getting Published

Whether you obtain your Postgraduate Research degree will depend on satisfactory completion of your thesis and viva. If you wish to have a career in research psychology it is essential that you publish in peer-reviewed journals. You will learn more about this process in PS912. You should also talk to your supervisor about publishing and ensure that you are writing-up and submitting your research for publication.

7.12 Intellectual Property Rights

Information on Intellectual Property Rights can be found here:

<http://www.essex.ac.uk/about/governance/documents/policies/guidelines-ownership-ipr-students.pdf>

8. Practicalities: Getting Started and I.T Information

8.1 Registration, enrolling and transcripts

All new and returning students must **register** at the start of each academic year. The full process for new students includes activating your student record for the academic year, getting your email account, gaining access to IT and library services, and enrolment on modules and confirming your contact details. As your studies draw to a close, once your exam board has met, it takes up to five working days for your results to be confirmed. The 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

8.2 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

8.3 IT support, wifi, email account, free MS office, computer labs, m:drive

Visit our website to set up your **IT account and password**. Once you're set up, you can access email, log on to lab computers, connect to eduroam wi-fi and much more. www.essex.ac.uk/it/getaccount

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

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

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

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

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

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

8.4 Tier 4 information

If you are a citizen of a country that is not part of the European Economic Area or Switzerland it is likely that you will require a **visa** to enter or remain in the UK to study. The type of visa you need to apply for will depend on your personal circumstances, proposed study and where you are applying from. Find out more on the University's website at: www.essex.ac.uk/immigration/

8.5 On-campus facilities

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

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

8.6 Graduation

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

www.essex.ac.uk/students/graduation



9. Skills, Employability and Experience

9.1 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

9.2 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

9.3 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/

9.4 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

9.5 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/welcome/frontrunners

9.6 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

9.7 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

9.8 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

9.9 Essex Interns

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

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

9.10 Graduate Lab Assistants (GLA)

If you are interested in becoming a paid GLA, assisting in labs and with marking, please contact Dr Helge Gillmeister (helge@essex.ac.uk).

10. You Matter, Health, Welfare, Support and Safety

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

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

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

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 on campus can listen and talk you through the issues.

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

10.2 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

10.3 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

10.4 Nightline

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

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

10.5 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

10.6 Residence Support Network (RSN)

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

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

10.7 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

10.8 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

10.9 University Privacy Statement

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

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

10.10 Personal Safety for Researchers

When conducting research you must adhere to the following safety guidelines:

Late and Lone Working

You may only use the building out of hours with the permission of your supervisor. It is generally not permitted for PS300 students. Normal working hours are 9am to 5pm on weekdays, extended to 7pm with permission from your supervisor or a senior member of the Technical Team.

If you use the facilities outside these times you need to sign the Late Working Register which is just inside the main door to the Square 1 building. This will tell you who else is around. Make yourself known to others in the building and tell others where you are.

Bringing participants into the building

For your own safety, always try to meet participants within normal working hours, while other people are around. If you must bring participants in outside normal hours you must have the permission of your supervisor and the Departmental Safety Officer (Roger Deeble). You should not be alone with a participant unless they are known and trusted by you, otherwise always bring a colleague with you. At the beginning and end of the testing session at least these two people should be informed by phone or by e-mail.

Keeping buildings and equipment safe

Even during normal working hours, if more than one participant is attending, or if they are bringing children or other visitors with them, you will need an additional supervisor for each additional person. You have responsibility for the equipment, yourself, participants, visitors and the building. Do not allow visitors to roam around the building or touch any equipment. Collect and escort visitors out of the building, especially if you are outside normal hours.

Treatment of participants

It is essential that your conduct is ethical at all times. Consult the British Psychological Society guidelines for detail.

- 1) Participants should be treated with respect at all times.
- 2) Participants have the right to withdraw for any reason at any time, and should be aware that they have this right.
- 3) Participants should be fully debriefed at the end of the study so that they understand its purpose.
- 4) All data are confidential so names and performance data should never be disclosed.
- 5) Every study requires ethical approval- speak to your supervisor for more details.
- 6) Every study requires that participants sign a consent form- speak to your supervisor for more details.
- 7) Be aware that the Department has specific guidelines for the use of:

- a. Neuromodulation Techniques
- b. EEG and nIRs
- c. The Babylab
- d. Field trips

Summoning Help

Always note where your nearest phone is and have these numbers with you and have it programmed into your phone.

Emergency number = 2222 (equivalent to 999)

Non- Emergency help = **2125** (security, non-emergency first aid, other concerns)

Personal alarms are bookable through the Technical staff if required.

11. Essex Matters

The Essex Experience

11.1 The Essex 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

11.2 Freedom of speech policy and the Code of Conduct

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

www.essex.ac.uk/students/study-resources/handbooks
www.essex.ac.uk/about/governance/regulations/code-conduct.aspx

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

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

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

11.4 Students' Union

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

11.5 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

11.6 Departmental Psychology Society

The Psychology Society is a University society that encourages students to join and to get involved with its activities. It is run for students by students. It is a great way to meet other students who share an interest in psychology as well as offering various social events. They also provide a small selection of books that can be loaned to its members. If you would like to get involved, please contact the Student Union.

11.7 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, final year project supervisors, year organisers, core course supervisors are likely to be more suitable than lecturers that have taught you on a first year option course. Every reasonable effort will be made to meet a request for a reference for a student who has undertaken study within our School, within a minimum period of three years following his/her departure from the University. Requests received outside of this time scale 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. In the case of research students, it would be normal to expect to provide a reference for a more extended period of up to ten years.

It is helpful if you can provide the member of staff with details about 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 and ten years for research students. If a reference is retained beyond this timeframe, our Department will seek explicit consent from the student concerned. Read the outline of University policy on the writing and retention of references: www.essex.ac.uk/dsh/studentreferences

11.8 What's Next?

For those finishing their PhDs, welcome to what is (probably) the end of your school and university education. Looking ahead, there are broadly speaking two ways to go with your future career.

One road leads to a career in academia. Most academic jobs are advertised on jobs.ac.uk. If you are considering a post-doctoral place, then you are likely to need to match your research skills to the individual jobs that are on offer. With this in mind, it is worth trying to develop as broad a range of research skills as you can during your PhD – both methodological and statistical. From the start of your PhD, **you should be talking to your supervisors about how to develop this broad range of research skills.**

Ultimately, if you seek a long-term career in academia, you will need to apply for lecturing posts. At research-intensive universities, obtaining such posts will depend in large part on your publication record: that is the number of research articles you have published in high Impact Factor journals. Again, you need

to be thinking about publications during your PhD. **You should be talking to your supervisors about your publication strategy** (i.e., how to turn that data from your PhD into 'attractive' publications).

The other road leads away from academia. It is crucial you are aware that a PhD in experimental psychology equips you with the intellectual and personal skills to excel in a wide range of interesting and rewarding careers. To give some examples, by the time you finish your PhD you will have:

- Excellent writing skills – writing-up psychological research is hugely demanding. You must be able to communicate complex ideas in a succinct and clear way.
- Excellent mathematical skills – you will have a wide range of statistic skill. Perhaps even more importantly, you will have the ability 'to work with numbers', a skill that many postgraduates in the arts and humanities lack.
- The ability to assimilate information from a complex literature , and to engage in critical, evidence-based, analyse.
- The ability to present complex information in a range of ways – written articles, posters and orally.
- The study of our own species will enhance your emotional intelligence. Of course as research psychologists we know that we do not have 'all the answers'. Nevertheless, years spent studying the human mind does help you to reflect on and understand the thinking and behaviour of others.
- The capacity to work independently and to persevere with a really demanding task. When you complete your PhD, you demonstrate very clearly your capacity to do this!

You have all the transferrable skills you need. Further advice on careers outside of academia can be obtained from Careers and Employability on Square 2 and from the following websites:

- <https://www.prospects.ac.uk/postgraduate-study/phd-study/your-phd-what-next>
- www.totaljobs.com
- www.indeed.co.uk
- www.monster.co.uk
- www.jobs.ac.uk/

We hope you have an amazing year in the Department of Psychology!!