

Your studies

DEPARTMENT OF PSYCHOLOGY

Postgraduate research

STUDENT HANDBOOK
2017-18



University of Essex

Contents

Section 1: Introduction

1. Introduction & Welcome (Pages 4-8)

- 1.1 Term dates, calendar and academic week numbers
- 1.2 Your Timetable
- 1.3 Link to *myEssex*
- 1.4 Student responsibilities
- 1.5 Course costs in addition to tuition fees

2. About the Department of Psychology (Pages 9-15)

- 2.1 Academic Contact list
- 2.2 Administrative and Technical Services staff
- 2.3 Departmental Resources
- 2.4 Our location, opening hours, common room, photocopying, noticeboards
- 2.5 Departmental support and the supervisor
- 2.6 Your Personal Tutor
- 2.7 How we communicate with you
- 2.8 Departmental seminars

Section 2: Academic Matters

3. Learning and Teaching (Pages 16-27)

- 3.1 Taught modules
- 3.2 Information about Moodle and ORB and FASER
- 3.3 Course structures
- 3.4 Registration, intermitting, changing your degree and the maximum and minimum periods of study
- 3.5 Supervisory Arrangements for Research Degree
- 3.6 PGR Milestones
- 3.7 How the department offers an inclusive learning experience
 - Information for Disabled students
 - Information for International students
 - Information for Mature students
- 3.8 Student representation, SSLC, SAMT, student surveys
- 3.9 Library services

4. Research Skills Development (Page 28)

- 4.1 Proficio
- 4.2 University and Departmental specific training events
- 4.3 Attending conferences

5. Assessment for Taught Modules (Pages 29-30)

- 5.1 Assignment and essay length
- 5.2 Coursework submission
- 5.3 Assignments and deadlines
- 5.4 Returning your coursework marks
- 5.5 Late coursework policy
- 5.6 Marking Policy and re-marking of coursework

6. Assessment for Research Degree (Pages 31-35)

- 6.1 Principal Regulations for Research Degrees, including exit awards
- 6.2 Extenuating Circumstances, withdrawing and intermitting
- 6.3 Submission of your thesis
- 6.4 Examiners and your VIVA
- 6.5 Appeals and complaints
- 6.6 Academic Offences Procedure

7. Your Research (Pages 36-39)

- 7.1 Ethics
- 7.2 Safety during research
 - 7.2.1 Late and Lone working
 - 7.2.2 Summoning help
 - 7.2.3 Bringing participants into the building
 - 7.2.4 Keeping buildings and equipment safe
 - 7.2.5 Treatment of participants
- 7.3 DBS (Disclosure and Disbarring Service)
- 7.4 Participant waiting area
- 7.5 Updating your profile on the Psychology website
- 7.6 Booking conferences and travel
- 7.7 Importance of good academic practice
- 7.8 Where to seek guidance
- 7.9 University Academic Offences Policy
- 7.10 Department Style Guide
- 7.11 Proofreading policy
- 7.12 Getting Published
- 7.13 Intellectual Property Rights

Section Three: You Matter

8. Practicalities: Getting Started and IT Matters (Pages 40-41)

- 8.1 Registration, enrolling and transcripts
- 8.2 Find Your Way and room numbering system
- 8.3 IT support, wifi, email account, free MS office, computer labs, m:drive
- 8.4 Tier 4 information
- 8.5 On campus facilities
- 8.6 Graduation

9. Skills, Employability and Experience (Pages 42-43)

- 9.1 Employability and Careers Centre
- 9.2 Languages for all
- 9.3 Talent Development Centre
- 9.4 Career Hub
- 9.5 Frontrunners
- 9.6 Student Ambassadors
- 9.7 Volunteering
- 9.8 Big Essex Award
- 9.9 Essex Interns
- 9.10 Graduate Lab Assistants

10. You Matter: Health, Welfare, Support and Campus Safety (Pages 44-45)

- 10.1 Student services hub, including contacts for disability, wellbeing, counselling and confidential issues
- 10.2 Harassment advisory network
- 10.3 Faith groups
- 10.4 Nightline
- 10.5 Health and safety on campus
- 10.6 Resident Life
- 10.7 Health Centre
- 10.8 Student Union Advice Centre
- 10.9 University Privacy Statement

Section 4: Essex Matters

11. The Essex Experience (Pages 46-48)

- 11.1 The Essex Charter
- 11.2 Freedom of speech policy and the Code of Conduct
- 11.3 Essex Spirit, social media and other channels of communication with students
- 11.4 Students' Union
- 11.5 Alumni
- 11.6 Departmental Psychology Society
- 11.7 Job references; requesting references from members of staff
- 11.8 What next?

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. 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 postgraduate research 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 a 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.

Professor Paul Hibbard, Head of the Department of Psychology



Welcome to the Department of Psychology at the University of Essex! I am your Personal Tutor throughout your course of study. I will be here to give you continuous guidance and academic advice throughout the time you study with us, over and above the advice that you will receive from your supervisors, the administrators, and everybody else in the department. I will be the one who will remind you of the milestones that you have to achieve, and I will encourage you to develop your own research profile. I will want you to present your work at conferences, get published in high-end journals, to submit grants, and to land a job in a respectable institution. I am available to meet in person and discuss these and other items with you. We want you to be a success and I am here to help you with that!

Dr Gerulf Rieger, Graduate Tutor

About your Student Handbook

This handbook gives you essential information about the Department of Psychology and the University.

Other helpful sources of information are available at www.essex.ac.uk/myessex and www.essex.ac.uk/students. Our friendly departmental staff are also here to help and you can find their contact details in this handbook.

At our three uniquely intimate campuses we celebrate diversity and challenge inequality. Whatever your background, race or sexual orientation, you're part of a vibrant community that lives, learns and plays together.

1.1 Term dates

Information relating to the University's term dates for students can be found at <https://www.essex.ac.uk/governance/key-dates>

Calendar for 2017-2018

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

* NB Graduation - Provisional, subject to change. Graduation dates apply to all three campuses
Please note Examination and Graduation dates may be subject to change

The calendar can also be found here: <https://www1.essex.ac.uk/students/course-admin/timetables.aspx>

1.2 Your timetable (for Taught Modules)

If you have been enrolled on any taught modules, you can view your timetable at:

www.essex.ac.uk/dsh/timetables (you will be prompted to login using your Essex username and password). 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/>

1.4 Student responsibilities

Professional doctorate students have a responsibility to:

- ❖ Read the documentation provided, including the regulations for your degree, this Code of Practice and details of the departmental supervisory arrangements. You should sign a form to certify that you have read the documentation and agree to abide by it.
- ❖ Attend lectures and seminars for taught modules and attend meetings with your professional practice and research supervisors and Supervisory Panels as arranged and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- ❖ Keep in regular contact with your professional practice and research supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).
 - Provide updates on progress as outlined in the [Progress and Appeals Procedures for Research Degree Students](#)
- ❖ Complete the work required for your taught modules and carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- ❖ Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
- ❖ Familiarise themselves with the expectations and conventions regarding academic referencing other people's work.
- ❖ Attend any research training and generic skills courses as agreed with the PD Director.
- ❖ Submit reports on progress as requested to professional practice and research supervisors, Supervisory Panels, the PD Director, or the departmental Research Students' Progress Board.
- ❖ Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. In the case of professional practice, this will usually take the form of a professional practice portfolio which forms part of the assessment for the degree. In the case of research, this may take the form of a log book or research portfolio to be signed off by your supervisor, but will not be part of the assessment for the research component.
- ❖ Inform the relevant module coordinator or supervisor and/or the PD Director promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students' Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.
- ❖ Discuss any supervisory problems with your supervisor or PGR Director or the Head of Department. Alternatively, if they feel unable to talk to a member of the departmental staff, they should contact the Postgraduate Research Education Team to discuss their problems. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not

always be possible for suitable alternative arrangements to be made.

- ❖ You must present your thesis for examination by the end of the final term of your minimum period or completion period, depending on your programme of study.
 - A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted, an extension, you will not be expected to register or pay the prescribed fee for that two week period.
 - If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree unless you are permitted an exceptional further period of completion.
 - Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.
- ❖ Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

1.5 Course costs in addition to Tuition fees

Potential additional costs for your course could include:

- ❖ Participant Payments
- ❖ Conference fees (could be covered by Proficio)
- ❖ Travel for Conferences and Research
- ❖ Accommodation during Conferences
- ❖ Conference Posters
- ❖ Publication Fees
- ❖ Submission of Thesis (if printed on campus)
- ❖ Training (could be covered by Proficio)

Some of these costs will vary, depending on your course of study, and might be covered by your stipend, if you have secured one

2. About the Department of Psychology

Contact List

2.1 Academic Staff	Title	Room	01206 87xxxx	@essex.ac. uk
Prof Chris Barry	Research Leave (all year)	4.707	4174	cbarry
Dr Kathryn Buchanan	Maternity Leave (Spring, Summer) Research Officer Mentor	2.703	6200	k.buchanan
Dr Alasdair Clarke		2.719	3941	a.clarke
Dr Geoff Cole	Associate Research Director Open Day & Conversion Team Member External Validation	3.711	2331	ggcole
Dr Nick Cooper	Year One Undergraduate Tutor Centre for Brain Science Academic Director Athena Swan Team Member	3.717	3781	ncooper
Dr Rachel Cooper	Open Day & Conversion Team Member	3.716A	TBC	rcoopea
Dr Marcello Costantini	Director of PGT Education Open Day & Conversion Team Member Ethics Officer	4.708	3493	mcostaa
Dr Philip Cozzolino	Undergraduate Examinations Officer (Autumn) Postgraduate Examinations Officer Study Abroad, International Programme and Year 0 Officer: Incoming students	4.721	4330	pjcozz
Dr Rael Dawtry	Open Day & Conversion Team Member	4.717	2899	rjdawt
Dr Kevin Dent	Research Leave (all year)	3.703	3785	kdent
Dr Francesca Ferri	Maternity Leave (Autumn)	4.701	3710	fferri
Dr Maria Laura Fillipetti		2.701	TBC	TBC
Dr Tom Foulsham	Associate Research Director Overseas Norway Recruitment	4.703	4159	foulsham
Dr Nicolas Geeraert	Support Staff Staffing Officer External Validation	4.706	3810	geeraert
Dr Helge Gillmeister	GTA, GD, GLA Coordinator Centre for Brain Science Academic Director Athena Swan Lead External Validation	2.715	3533	helge
Prof Rick Hanley	Director of Recruitment and Undergraduate Selection Department Academic Offences Officer Faculty Academic Offences Officer	4.705	4331	rhanley
Prof Paul Hibbard	Head of Department Athena Swan Team Member	3.716	3516	phibbard
Dr Gethin Hughes	Research Leave (Autumn)	4.710	4154	ghughes
Dr Marie Juanchich	Associate Research Director Impact Officer External Validation Employability & Careers Team Member	4.718	3812	m.juanchich
Dr Steffan Kennett	Year Two Undergraduate Tutor Employability & Careers Team Member	3.705	4364	skennett
Dr Dominique Knutsen	Senior Advisor and Student Support and Disability Liaison Officer Athena Swan Deputy Employability & Careers Team Member	2.726	2573	dknutsen
Dr Veronica Lamarche	SONA Open Day & Conversion Team Member	2.711	3818	v.lamarche
Dr Vanessa Loaiza	Director of Undergraduate Open Days &	2.716	3779	v.loaiza

	Conversion Athena Swan Team Member			
Dr Bundy Mackintosh (P/T)		4.704		bundy
Dr Keith May	Deputy Ethics Officer Research Experience Scheme (RES) Open Day & Conversion Team Member	2.709	4149	km16803
Prof Ray Meddis	Emeritus Professor Director of Hearing Research Lab	4.704		rmeddis
Dr Rick O’Gorman	Employability Development Director Qualtrics Officer	4.712	2128	rogorman
Prof Sheina Orbell	Research Leave (Spring, Summer) Athena Swan Team Member	4.716	4840	sorbell
Prof Silke Paulmann	Director of Research Director of Marketing & Ext. Relations	2.724	3422	paulmann
Dr Gerulf Rieger	PGR Tutor Open Day & Conversion Team Member Research Seminar Programmes	4.714	3712	gerulf
Dr Silvia Rigato	Research Leave (Autumn)	3.715	3738	srigato
Emeritus Professor Debi Roberson		4.704		robedd
Dr Maxwell Roberts	Research Leave (Autumn) Undergraduate Examinations Officer (Spring, Summer)	3.707	3797	mjr
Dr Tracy Robinson	Director of Education: Undergraduate & Postgraduate Learning & Development: Undergraduate & Postgraduate Undergraduate Director	3.709	4134	tracy
Dr Jonathan Rolison	Year Three Undergraduate Tutor Research Seminar Programmes	2.718	4882	jrolison
Prof Riccardo Russo	Academic Staff Staffing Officer	3.714	3782	rrusso
Dr Gillian Sandstrom	Open Day & Conversion Team Member Student Experience Enhancement Officer Athena Swan Team Member	4.715	3806	gsands
Dr Andrew Simpson	Research Leave (Spring, Summer) Athena Swan Team Member	4.702	4022	asimpson
Dr Miroslav Sirota	Transparent Research Facilitator	4.713	4229	msirota
Dr Elia Valentini	Study Abroad, International Programme and Year 0 Officer: Outgoing students Employability & Careers Team Member Research Seminar Programmes	2.729	3773	evalent
Dr Loes Van Dam	Open Day & Conversion Team Member Employability & Careers Team Member Library Officer	3.713	4723	lvandam
Prof Geoff Ward	Research Leave (Autumn) Athena Swan Team Member	3.722	3799	gdward
Dr Tuesday Watts	Open Day & Conversion Team Member	3.716.A	TBC	tmwatt
Emeritus Prof Arnold Wilkins	Director of Visual Perception Unit	4.704		arnold
Dr Konstantina Zougkou		3.716A	TBC	kzougou

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
Julie Peirson (Graduate Administrator)	Room 3.704	juliep@essex.ac.uk	01206 87 3822
Jenny Davies (Finance Administrator)	Room 3.724	jdavies@essex.ac.uk	01206 87 3784
TBC (Student and Operations Administrator)	Room 3.702	TBC@essex.ac.uk	01206 87 3802
Lesley Monk (Academic & Staffing Administrator)	Room 3.719	lamonk@essex.ac.uk	01206 87 3356
Lucy Glover (Departmental Manager)	Room 3.718	lglover@essex.ac.uk	01206 87 3591
TBC (Academic Administrator)	Room 3.724	TBC@essex.ac.uk	01206 87 4883
Kathryn Hills (Undergraduate Administrator)	Room 3.702	khills@essex.ac.uk	01206 87 3771
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
Steven Fowles (Senior Technician)	Room 2.707	sfowles@essex.ac.uk	01206 87 4176
Jonathan Boalch (Technician)	Room 2.707	j.boalch@essex.ac.uk	N/A
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 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, as these can damage the equipment**
- ❖ **Please do not prop the door open (to stop any fire from spreading), or leave your belongings unattended, in order to avoid theft**
- ❖ **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 any 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 9.30am 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**. If the Postgraduate office is closed, please visit the Undergraduate office.

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 for on campus printing. PGR students and Staff Photocopying is available in the Department. Please contact the Technicians for more information.

Printing

Students can buy printer credit from the IT Services/Library/campus shop for use in University 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 Gerulf Rieger) 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 the 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.

2.7 How we will communicate with you

You will be allocated a shared 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>

2.8 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. In addition, members of the Department will present. 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 2017-2018, these will take place on Tuesdays at 16:00 in room 1.702.**

You are particularly encouraged to attend our Research Seminar events. 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 to you for building potential collaborations with other research. 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 Taught Modules

If you have not completed an MSc in Research Methods, or equivalent, you may need to attend and pass PS910-7-FY (Quantitative Data Analysis) This is to ensure you have all the skills you need in order to successfully obtain your PhD.

You will already have been informed if you are required to undertake this module and they will show on your Timetable. You can access this via your **myEssex**.

3.2 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 and wikis.

FASER is our **online coursework submission and feedback system**. Use it to check coursework deadlines, upload coursework and receive electronic feedback all in one place.

You will also be asked to submit your annual research report to FASER.

faser.essex.ac.uk
www.essex.ac.uk/it/services/learning-technology/

3.3 Course structures

In term time there are research seminars most Tuesday afternoons at 4.00PM in 1.702.

PhD & MsD	
Week 1	Friday 6 th October. Doctoral Welcome Conference at 9:15am in Ivor Crewe Lecture Hall A, including lunch. Department Welcome in the Centre for Brain Sciences at 2pm.
Week 4	Postgraduate Staff-Student Liaison Committee meeting
Week 6	Draw up specialist skills programme – deadline Thursday 9 th November 2017 (PhD only)
Weeks 9 & 10	Supervisory Panels
Week 11	Research Students' Progress Board
Week 19	Postgraduate Staff-Student Liaison Committee meeting
Week 32	Postgraduate Conference, Thursday 10 th May 2018 – 1 st and 2 nd Year compulsory participation (MsD attendance only)
Week 33	10,000 word Annual Report electronically submitted – deadline
Week 36 & 37	Supervisory Panels
Week 37	Postgraduate Staff-Student Liaison Committee meeting
Week 39	Research Students' Progress Board

PhD students (who do not have an MScRes) must attend, be assessed in and pass a masters level taught module:

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.

Taught Modules (if required)	
Weeks 2-11, 16-25 in Year 1	PS910-7-FY Quantitative Data Analysis

3.4 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 - which is held by our Postgraduate Research Education Team – getting your email account, access to IT and library services, enrolment on modules and confirming your contact details.

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

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

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

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

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

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

Maximum and Minimum periods of study from 2008-09			
Research degree	Mode	Minimum	Maximum
Masters by Dissertation (MA or MSc by Dissertation)	FT	One year	Two years
	PT	Two years	Three years
Master of Philosophy (<i>MPhil</i>)	FT	Two years	Three years
	PT	Four years	Five years
Doctor of Medicine (<i>MD</i>)	PT only	Two years	Three years
Doctor of Philosophy (<i>PhD</i>)	FT	Three years	Four years
	PT	Six years	Seven years
Doctor of Philosophy (<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)

3.5 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, 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 Panel and submit a written report on the student's progress to the Panel 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 Panel and submit a written report on the student's progress to the Panel.

Responsibilities of Research Students

- ❖ ensure you maintain a high standard of work for successful completion within the period agreed;
- ❖ Maintain regular contact with the Department and update your myEssex with any change of address. Students must inform their supervisor 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;
- ❖ attend the meetings of the Supervisory Panel and submit a written report on progress and supervision to the Panel, by the published deadline.

PhD students only, submit to their supervisor (via FASER) 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 are satisfactory;
- ❖ note any disputes between student and supervisor concerning supervision or progress;
- ❖ Report to the Research Students' Progress Board 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 (e.g publishable) piece of empirical research;
- ❖ by the end of the second year, the Supervisory Panel should ensure that at least 60% of the projected programme has been completed;
- ❖ All empirical work must be completed before the end of the third year in order to complete your thesis within your minimum period;
- ❖ 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 after each set of Supervisory Panels by the Research Students' Progress Board, which will consist of Head of Department, Graduate Tutor and the Director of Postgraduate Taught Education. This Board 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 Board will base its decision on:

- ❖ the written reports submitted by the Supervisory Panels, including the reports of the student and primary supervisor, secondary supervisor and the Panels Chair;
- ❖ the completion of required work by the student, which will be received, approved and notified by the Supervisory Panel:
- ❖ the Annual Report (Years 1 and 2 only);
- ❖ the timetable;
- ❖ the thesis plan (Years 2 and 3 only);
- ❖ 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 Board in some circumstances may request that the student, supervisors, and the Chair of the Supervisory Panel 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 Board will recommend to the Deputy Dean (Postgraduate Research Education) 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 Board.

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

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

3.6 PGR Milestones

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. 	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	<ul style="list-style-type: none"> Submit second 	By end of year

	the quality and quantity expected at the end of Year 2	10,000 word report – content agreed with supervisor.	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)

Milestones for MPhil Students

Milestones	Criteria for progress	Deliverables	Deadline
M1: Progress to Completion (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students
	B: Choose research topic and demonstrate significance/impact of research.	<p>Research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage. 	<ul style="list-style-type: none"> ▪ By first Supervisory Panel and RSPB (Term 1 for full-time students; Term 2/3 for part-time students)
	C: Demonstrate understanding of chosen topic within the context of the field.	Critical Literature Review (where relevant)	<ul style="list-style-type: none"> ▪ By end of year 1 SP and RSPB –(Term 3) for full-time students; ▪ By end of year 2 SP and RSPB – (Term 6) for part-time students.
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete an MPhil within the three year maximum period.	<ul style="list-style-type: none"> ▪ Evidence that academic writing is of standard and ability expected at MPhil level, including adequate referencing and language skills. 	<ul style="list-style-type: none"> ▪ By end of year 1 SP and RSPB –(Term 3) for full-time students; ▪ By end of year 2 SP and RSPB – (Term 6) for part-time students.
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work/ timetable for Year 2. ▪ Produce Supervisory Panel report written in a clear and self-reflective style 	<ul style="list-style-type: none"> ▪ By end of year 1 SB and RSPC –(Term 3) for full-time students; ▪ By end of year 2 SB and RSPC – (Term 6) for part-time students.
M2: Progress from Year 2 to Completion (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 	<ul style="list-style-type: none"> ▪ Term 4 for full-time students; Term 8 for part-time students ▪ By end of Term 6 for full-time students; Term 12 for part-time students

		appropriate.	
	B: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Create a detailed, realistic completion plan. ▪ Produce Supervisory Panel report written in a clear and self-reflective style 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
	C: Demonstrate work of the quality and quantity expected for an MPhil at the end of Year 2 (or equivalent for part-time students)	<ul style="list-style-type: none"> ▪ Research completed (experimental, empirical and theoretical work, where relevant) ▪ Produce 1 draft chapter/paper ▪ Produce a realistic completion year plan (if needed) ▪ Produce Supervisory Panel report written in a clear and self-reflective style ▪ Present research to students and staff at seminars/conference ▪ Demonstrate ability to complete within the maximum period 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
M3: Completion Year (if needed)	A: Clear evidence of progress towards submission	<ul style="list-style-type: none"> ▪ Completed final draft of thesis for Supervisor(s)/ Supervisory Panel comment 	By interim Supervisory Panel prior to submission/Term 2 of completion year (Term 11/12 for full-time students; Term 20/21 for part-time students).

3.7 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.

3.7.1 Disability and emotional wellbeing

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 Student Services Hub so that we can plan how best to support you in your studies.

You can find out about the support we offer here:

www.essex.ac.uk/students/contact/help.aspx

UK students may be eligible for a Disabled Students' Allowance grant. See our webpages for more information, including application forms and key changes:

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

3.7.2 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/default.aspx

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.

3.7.3 Mature and part-time students

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

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

You can find more information here: www.essex.ac.uk/students/groups/mature-students.aspx

3.8 Student representation

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

You can do this in a number of ways:

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

3.9 Library Services

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has a variety of study spaces over six floors, including 24/7 facilities and group work areas. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, overnight chat service and the opportunity to book appointments with your Subject Librarian to help you through your studies and beyond.

libwww.essex.ac.uk

The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and how to avoid plagiarism, using reference management software, and evaluating sources. Your Subject Librarian is Greg Cadge, contact him at greg.cadge@essex.ac.uk or use the Book a librarian form on the Library website to get in touch.

For guidance in relation to third-party proofreading of student work: www.essex.ac.uk/proofreading

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 postgraduate research 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/students/study-resources/research and you can contact the Proficio team at proficio@essex.ac.uk

All students who started their degree in October 2015 or after October 2015, will receive £2000 towards attending courses. You will also be awarded an additional £500 on top of the £2000, to be spent solely on attending conferences. You may spend the funding right up until your degree is conferred in the system. None of the funding expires until then.

You will be automatically registered on Proficio and can book courses once you have completed the **Training Needs Analysis**. You can also check your balance online.

Please talk to your supervisor as soon as possible about which Proficio courses you should attend.

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 4pm – 6pm, room 1.702

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 10th May in EBS 2.2

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.**

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 redirect 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 assignment you will be given a specific submission date. The deadline for the assignment to be uploaded to FASER s always 12 noon of the given day.

You can find the specific dates your assignments are due in FASER and in module outlines or handouts.

University policy states that coursework marks should be made available to you within 20 University working days of the submission date. University working days do not including Bank Holidays or Christmas shutdown. This means you could get marks and feedback during the Easter and Christmas vacation

If it becomes necessary to make some variation to the schedule due to unforeseen circumstances, you will be updated via your Essex e-mail.

Full details of the coursework will be provided in the module outlines of individual modules that will be distributed during the first lecture. Coursework Tests will 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.

You can find a rough guide as to when assignments will be due throughout the year on the following pages. Use the calendar on page 6 of this Handbook to reference the week numbers.

Module	Coursework Type	Hand in Week No.	Weighting	Exams
PS910-7-FY : Quantitative Data Analysis	Computer Test 1	16	25%	None
	Computer Test 2	16	25%	
	Coursework Report	31	50%	

5.4 Return of coursework

Your coursework should be returned to you with a mark, the initials of the marker, and feedback. If your work is being marked and returned electronically you will receive an e-mail when it is ready to view. If your coursework is being marked in hard copy, you should collect it as soon after it becomes available as possible, **and certainly well before two weeks after you were notified (by e-mail) of its availability.**

This is important because (a) you can get timely feedback that may help improve other assignments, (b) you can get a gauge as early as possible as to the quality of work that you are submitting, (c) you can gain additional feedback from the marker, if necessary, and finally (d) you may appeal against your coursework mark, but only within two weeks of the work being available for collection.

5.5 Late coursework policy

All coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the Department's arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline.

5.6 Marking Policy and re-marking of coursework

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here:

www.essex.ac.uk/quality/university_policies/examination_and_assessment/markinq_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
www.essex.ac.uk/about/governance/regulations/codes-higher

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

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

You need to submit your form by the deadline given here –

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

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

You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from the Students' Union Advice Centre

(www.essexstudent.com/services/advice_centre/) or the Student Services Hub

(www.essex.ac.uk/students/contact/default.aspx).

Thinking of leaving or taking a break from your studies?

You may experience doubts at some point during your studies, if you're thinking about leaving Essex, we're here to support you and give you the advice you need to help you make an informed choice.

Intermission is a temporary withdrawal or leave of absence from the University and provides you with the opportunity to take a break from your studies. Normally, this is for reasons beyond your control (e.g. health or personal problems) although other reasons are permitted. Intermission must be approved by the University first, so if you are thinking about intermitting, we strongly advise you to contact your department and your Student Services Hub to talk to one of our advisers.

You should also read our guidance on intermitting very carefully at www.essex.ac.uk/see/intermit. If your intermission is agreed to, we will also give you the advice and support you need to help you carry on with your studies.

Withdrawing is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from your Department or the Student Services Hub at the earliest opportunity. It is very important that you discuss your circumstances with the University and follow the formal procedure for withdrawing. If the university is not formally notified, then you may risk continuing to incur further tuition or accommodation fees. More advice and information is available at www.essex.ac.uk/see/withdraw.

6.3 Submission of your Thesis

Thesis Submission Pre-Examination

All candidates for Masters by Dissertation (MA or MSc), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate must submit two copies of their thesis for examination. Candidates being examined as staff must submit three copies of their thesis for examination. Each copy must be bound as detailed below.

Your two copies of the thesis should be submitted for examination in an unbound format. Further details on formatting can be found at: <https://www1.essex.ac.uk/students/exams-and-coursework/documents/thesis-submission.pdf>

They **must** be adequately secured (for example in spring-back binders or comb binding and **not** in ring binders or lever arch box files). They **must not** be overfilled and to avoid all risks of coming open and jeopardising examination, two binders **must** be used, if required.

All registration fees and debts must be paid before the thesis can be accepted for submission.

You should submit to The Hub in the Silberrad Student Centre:

- a) **Two** copies (one original and one good copy) of the thesis or dissertation.
- b) A submission form (RD1) completed and signed by yourself.

You are strongly advised to retain one good copy of the thesis or dissertation yourself.

Please note that you **must** provide an electronic copy of your submitted thesis to the Postgraduate Research Education Team if your examiner requests an electronic version.

All submitted copies of the thesis belong to the University and shall be returned to the candidate following the viva

Help with printing your Thesis:

You need to make 2 hard copies of your Thesis. These don't need to be fancy as they are essentially for your examiners to read. You will need to submit these along with the RD1 form (you will be sent from the PG Progress team once they have your Thesis Title form), to the Hub in the Silberrad centre. Please do not give copies of your completed Thesis to your Internal or External examiners directly. This needs to go through the Progress Team.

You can either use the printers in our Department and the binder in the post room (If you have not used the binder before, please ask the Student & Operations Administrator or a Technician for assistance), or you can take a file on USB to the Copy Shop on campus and ask them to print copies for you – this service is chargeable.. Please ensure you print these in good time to avoid additional stress, especially if you have a deadline to meet to avoid incurring further feeds.. If you need any help at all please speak to the Student & Operations Administrator or Graduate Administrator (in 3.702 & 3.704).

Please find more details here: <http://www.essex.ac.uk/students/exams-and-coursework/documents/thesis-submission.pdf>

Thesis Submission For Award

Following the completion of the examination process, the candidate will be notified via email that in order to gain their award they must submit one electronic version of their thesis to the online research repository. Following the receipt of this deposit, the candidate will be awarded their postgraduate research degree.

Thesis Deposit

Detailed thesis deposit instructions to the repository can be found here:

<http://www.essex.ac.uk/reo/repository/research-thesis.aspx>

Students wishing to place a restriction on their thesis must do so in writing prior to submission of their thesis to repository@essex.ac.uk. Further information regarding restrictions can be found here:

<https://www.essex.ac.uk/reo/repository/research-thesis.aspx>

When depositing your thesis in the online repository you will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement

Retention

Your thesis will be made open access when deposited in the online Research Repository.

The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.

Full details of the requirements for thesis submission can be found at <https://www.essex.ac.uk/-/media/documents/about/governance/thesis-submission-deposit.pdf>

6.4 Examiners and Your VIVA

Your supervisor will not be present during your viva and you should not have any contact with your examiners other than to agree the date and time of your viva.

VIVA Workflow

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ❖ Summer Supervisory Panel 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 the Student & Operations Administrator |
| ❖ The Student & Operations Administrator 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 Student & Operations Administrator to say the Title has been received and approved. Supervisor should then contact the Student & Operations Administrator to confirm the details of the Internal and External examiners |
| ❖ The Student & Operations Administrator emails the External examiner to ask for their CV, Area of specialisation, List of publications, Details of previous examining experience (e.g. where and when) |
| ❖ The Student & Operations Administrator 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 the Student & Operations Administrator, 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 the Student & Operations Administrator 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 the Student & Operations Administrator 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!!!!!!

6.5 Appeals and complaints

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

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

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

You should read carefully the Appeals Procedure against an examination decision – postgraduate research students (thesis) at: <https://www.essex.ac.uk/governance/policies>

Professional doctorate students may appeal against the recommendation of a Research Students' Progress Committee that they be discontinued or downgraded **within two weeks** of receiving notification of

the recommendation. You should read carefully the Appeals Procedure for professional doctorate students at

[Policies | University of Essex](#)

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.

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.

You can find the complaints procedure and the forms here: www.essex.ac.uk/see/complaints

6.6 Academic Offences Procedure

The University expects students to act with honesty and integrity in relation to coursework, examinations and other assessed work, and to follow our conventions for academic writing (including appropriate referencing of sources) and ethical considerations. If you don't meet these expectations, then you may be charged with having committed an academic offence, a matter the University takes very seriously.

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your coursework. An academic offence can take place even if you didn't mean to commit one, and examples include plagiarism, falsifying data or evidence, and communicating with another candidate in an examination. **You may also be accused of an academic offence if you repeat work previously submitted for an assessed assignment without full acknowledgement of the extent to which that previous work has been used; in other words, if you hand in the same or a very similar piece of work to one that you have already submitted.**

If you aren't sure what the conventions are, particularly in relation to referencing, you should ask your department, contact the Talent Development Centre, and also refer to **7.4** in this handbook.

More information about academic offences and getting support can be found at: www.essex.ac.uk/see/academic-offence

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 - www.essex.ac.uk/reo/governance/human.aspx - along with the 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.

Work with your supervisor to submit your form. They must sign it off before submission or otherwise it cannot be considered.

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 Brignull in the Technical Services Team.

7.2 Safety during research

It is very important that you are always safe when conducting your research.

Remember the emergency number on campus is 2222.

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

7.2.1 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.

For more information on how to stay safe when working alone, please reference the Suzy Lamplugh Trust: <https://www.suzylamplugh.org/>

7.4.2 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.

7.2.3 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 (Steven Brewer). 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.

7.2.4 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.

7.2.5 Treatment of participants

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

Participants should be treated with respect at all times.

Participants have the right to withdraw for any reason at any time, and should be aware that they have this right.

Participants should be fully debriefed at the end of the study so that they understand its purpose.

All data are confidential so names and performance data should never be disclosed.

Every study requires ethical approval- speak to your supervisor for more details.

Every study requires that participants sign a consent form- speak to your supervisor for more details.

Be aware that the Department has specific guidelines for the use of:

- ❖ Neuromodulation Techniques
- ❖ EEG and nIRs
- ❖ The Babylab
- ❖ Field trips

7.3 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.**

7.4 Participant waiting area

When contacting participants please let them know they should wait to be collected from the seating area near the front door near the 3rd Floor Entrance on the day of the study. Please ensure you check their name and confirm which research they are here to participate in as we have multiple experiments happening at the same time.

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 Departmental Research Allowance, Proficio funds or your grant contact the Academic Administrator via email which should include 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 Academic Administrator is away, please contact the Student & Operations Administrator for assistance.

7.7 Importance of good academic practise

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

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

Referencing is a key scientific skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising). Referencing allows you to give credit to the researcher's concepts and ideas, demonstrate your breadth of reading and knowledge on a subject, direct readers to your sources, and avoid plagiarism.

You should always use the best available sources of evidence, such as peer reviewed journals and recognised books.

To find out about your departmental referencing style, American Psychological Association (APA) and for help with referencing, visit the library website: <http://libwww.essex.ac.uk/referencing.htm>

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 **6.6 Academic Offences Procedure**).

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

7.9 The University Academic Offences Policy

Please see section 6.6 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/pgr/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 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

All new and returning students are required to **register** at the start of each academic year. The process for new students includes activating an IT account, completing Pre-Arrival Online, and attending the University's main registration event in the Sports Hall.

New students: www.essex.ac.uk/students/new/registration.aspx

Returning students are required to complete Online Registration. In addition to this, returning students who hold Tier 4 visas are required to complete a document check in person at the University's main registration event in the Sports Hall.

Returning students: www.essex.ac.uk/students/course-admin/registration.aspx

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.

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, register an external email address and passphrase and request a reminder for a forgotten passphrase: www.essex.ac.uk/it/getaccount.

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

Once you're set up, you can access email, log on to lab computers, connect to eduroam wi-fi and much more.

As part of your Office 365 email account you get 1TB 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.

Information on computers and software is available here: www.essex.ac.uk/it/services/computers-and-software/default.aspx?tab=3

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

8.4 Tier 4/ Immigration 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 circumstances including what passport or travel document you hold, the length of your 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, two banks, a general store run by the Students' Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.

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

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 studying at our Colchester, Loughton and Southend Campuses will be invited to attend. For more information visit our graduation pages: www.essex.ac.uk/students/graduation/default.aspx

You will need to have submitted your Thesis, had your VIVA and had any corrections approved by May of the year of Graduation in order to be ready to attend the ceremony that year. Otherwise, you will need to attend the ceremony in the next academic year.

9. Skills, Employability and Experience

9.1 Employability and Careers Centre

Get valuable, one-to-one advice from careers specialists throughout your time at Essex and beyond. Come and see us or log in to CareerHub+ whether you have one hundred questions or just don't know where to start! We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online services for creating CVs, interview preparation and 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

Our specialist academic skills advisors are on hand to give you guidance on all aspects of study skills such as assignment planning; essay writing; English language and academic style; maths, numeracy and stats support. Visit us to find out how to book in for one-to-one sessions and small-group workshops.

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

9.4 CareerHub+

Find hundreds of part-time jobs, internships and graduate vacancies, book on to careers events and workshops, take career assessments, practice your interview skills, build your CV, and connect with employers on **CareerHub+**, the online Essex careers and jobs portal. Login with your Essex IT ID and password.

careerhub.essex.ac.uk/students/login

9.5 Frontrunners

Challenge yourself. **Frontrunners** is Essex's unique on-campus work placement scheme for students. You'll get the chance to work on real projects in real workplaces and develop real skills for you to brag about on your CV. You'll get fully trained in your role and you'll get paid for it.

www.essex.ac.uk/frontrunners

9.6 Student Ambassadors

Be a Student Ambassador and make a difference to others and make a difference on your CV! Student Ambassadors help to promote the University and higher education. You'll be a valued part of the Student Recruitment and Outreach teams. Keep an eye out for Student Ambassador vacancies on CareerHub+ at the start of the Autumn Term.

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

9.7 Volunteering

Join the vTeam and be the difference. There are plenty of opportunities to **volunteer** during your time at Essex. The vTeam, run by the Students Union, 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

The University's **employability award** is a guaranteed way to help you stand out from the crowd and get University recognition for all your extra-curricular experience on your Higher Education Achievement Record (HEAR). Sign up and start your journey!

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. Sign up for Essex Interns to kick-start your career.

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 Campus 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.

askthehub@essex.ac.uk
www.essex.ac.uk/students/health-and-wellbeing

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

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

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

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.

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

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

www.essexstudent.com/safetybus

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

www.essex.ac.uk/health-safety/fire/peep

10.6 Residence Life

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

<https://www1.essex.ac.uk/accommodation/support/reslife.aspx>

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/website-privacy

www.essex.ac.uk/records_management/policies/students.aspx

11. Essex Matters

The Essex Experience

11.1 The Essex Student Charter

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

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

11.2 Freedom of speech policy and the Code of Conduct

For regulations relating to the **Code of Student Conduct**, see the University's website:

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

<https://www.essex.ac.uk/governance/regulations>

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.

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

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

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

www.facebook.com/uniofessex/

https://twitter.com/Uni_of_Essex

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

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

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!!