

Your studies

DEPARTMENT OF PSYCHOLOGY

Postgraduate taught

STUDENT HANDBOOK
2017-18



University of Essex

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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. We hope that you make full use of our excellent research and computing laboratories, and that you are soon fully engaged in your studies. As you will experience, we provide a research-led education: recent research informs Psychology at Essex at every level from our undergraduate degree schemes (BSc and BA), to MSc degrees and PhD degrees. You will receive up-to-date courses taught by well-qualified, highly-knowledgeable and highly-motivated staff. As student members of the department, you will play a vital role in contributing to our thriving research environment. You will invest time, effort, intelligence, creativity and scholarship into your research project work, and under expert supervision, you will contribute to some truly ground-breaking research. Indeed, Psychology at Essex was ranked 13th= out of all UK psychology departments for the overall quality of our research in the latest Research Excellence Framework report (REF2014), and student projects contributed enormously to advances in our knowledge and contributed to our excellent research publications (our publications were rated 8th in the UK in the REF2014).

Our MSc in Psychology degree is fully accredited by the British Psychological Society (BPS), such that our graduates (with a pass or higher) are eligible for the Society's Graduate Basis for Chartered Membership (GBC). We hope that you will take full advantage of the high quality postgraduate education and facilities that we provide. You may wish to help us positively in this by getting involved as a student representative for your scheme and year group, where you can contribute through the Postgraduate Staff Student Liaison Committee (SSLC), to help us develop further the learning experience of our students, and to help us respond to changing needs and opportunities

We look forward to meeting you all during the year. We are sure that you will find your studies both challenging and rewarding. We wish you every success in your studies.

Professor Paul Hibbard, Department of Psychology



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

1.2 Your timetable

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

1.3 Link to myEssex

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

2. About the Department of Psychology

Departmental 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 & Conversion Athena Swan Team Member	2.716	3779	v.loaiza
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	N/A	arnold
Dr Konstantina Zougkou		3.716.A	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
Lucy Glover (Departmental Manager)	Room 3.718	lglover@essex.ac.uk	01206 87 3591
Lesley Monk (Academic & Staffing Administrator)	Room 3.719	lamonk@essex.ac.uk	01206 87 3356
TBC (Academic Administrator)	Room 3.724	tbc@essex.ac.uk	01206 87 4883
TBC (Student and Operations Administrator)	Room 3.702	tbc@essex.ac.uk	01206 87 3802
Kathryn Hills (Undergraduate Administrator)	Room 3.702	khills@essex.ac.uk	01206 87 3771
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
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 Department has excellent learning resources and facilities for our students. We have custom-built laboratories and first class equipment. The laboratories are on Floors 1 and 2 of the Psychology Department and are open to undergraduates. They house a large number of computers, each supporting word processing, internet, statistics, spreadsheet and presentation software.

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

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

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

Computers and experimental booths in labs on Floors 1 and 1 and a half are available for use by students from 9 am to 5 pm providing that the rooms are not required for teaching or testing. The booths in 1.704 and 1.705 can be booked up to 2 weeks in advance using booking forms posted on the doors. It should be noted that both labs have timetabled taught modules running throughout the year and information giving open access times will be posted on the entrance doors. Do not enter when a class is in progress. Any enquiries regarding the use of the psychology labs should be addressed to the Chief Technician (Steven Brewer, 2.712, sbrewer@essex.ac.uk)

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

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

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

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>

Undergraduate & Postgraduate 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 ask the in Undergraduate office for assistance.

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

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

Photocopying

Undergraduate Students should obtain a copy card from the circulation desk in the Library. For Undergraduate PS300 Projects, MSc, Phd and Staff photocopying is available in the Department on request from the Technical Services team..

Printing

Students can buy printer credit from the IT Services helpdesk /Library/campus shop for use in University IT Services 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 noticeboards are situated on level 3 outside of the Postgraduate Administration Office. You will find second hand books, welfare information and a lot more. Keep an eye on your notice board plus the others around the Department.

2.5 Your Personal Tutor

All taught postgraduate students have a personal tutor who you'll meet soon after you've arrived, and who you'll meet regularly throughout your course. Your personal tutor is there to help you feel connected to 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. If you're unsure who your personal tutor is, please look on **myEssex** or ask the Graduate Administrator.

2.6 How we will communicate with you

The Department will communicate with you using notice boards, facebook, hard copy letters, Moodle and even occasionally text messages (for example, if a lecture is cancelled at short notice). However, our primary method of communicating is to e-mail your Essex e-mail account. **You are responsible for checking your account frequently and acting on messages that we send to you. Please do not ignore them! If you are not sure whether or not you need to take action please e-mail us to check.**

For further details on this please see Academic conduct:

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

2.7 Department Annual Prizes

The Department awards prizes for the highest mark achieved in the Research Project module, the 'MSc Psychology Prize' is awarded for the best dissertation undertaking by an MSc Psychology student, with the 'Robert Ferry Memorial Prize' awarded to a student undertaking an MSc in Cognitive Neuropsychology or Cognitive Neuroscience.

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 invited, in our weekly Department seminars, to present cutting-edge, state-of-the-art research in their field of expertise. Titles and dates will be announced near the beginning of each term. A 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 1.702.**

As part of a continuous research-led educational programme in our Department all undergraduates and postgraduates are very welcome and particularly encouraged to attend our Research Seminar events.

In addition, the seminars might be presented by members of the Department including postgraduate research students. This might be a good opportunity for you to discover your own research interests, familiarise yourself with ongoing research in the Department, and may be helpful when deciding how to rank your Research Project supervisor preferences. 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.

2.9 Participation in research

Masters students are not required to participate in ongoing research in the department. However, it is expected that you will help your fellow students doing MSc Research (PS900 & PS934) projects by participating in current research. Through the web-based sign-up system you will also find paid opportunities to participate in research ongoing in the Department. In general, willingness to participate in research will help students gain insight into problems of method and technique and to gain valuable understanding of what can be expected from the participants you will use in your own research work.

3. Learning and Teaching

3.1 Learning, Teaching and Independent Study

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

3.2 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 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.

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

faser.essex.ac.uk

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

3.3 Course structures

Postgraduate programmes 2017-2018;

- ❖ **MSc Advanced Psychology**
- ❖ **MSc Cognitive Neuropsychology**
- ❖ **MSc Cognitive Neuroscience**
- ❖ **MSc Language and the Brain**
- ❖ **MSc Psychology**
- ❖ **MSc Research Methods in Psychology**

Each programme for Undergraduates and Postgraduates is made up of Core, Compulsory and Optional Modules.

Core: This module is 'core' within the course structure. It must be taken and passed for the student to progress to the next stage or pass the course. No failure is permitted (e.g PS900, PS900, PS934)

Compulsory: This module must be taken, but there may be limited opportunities to proceed or be eligible for an award if it is failed

Optional: Permits students to choose this module from a list. Treated as a Compulsory Module, it must be taken, but there may be limited opportunities to proceed or be eligible for an award if it is failed

MSc Advanced Psychology

The aims of the MSc Advanced Psychology are: Firstly to provide a masters course that allows students to study at an advanced level across the breadth of the discipline, rather than the more narrow focus that is typical of most Masters programmes. Secondly to provide significant training in practical, goal-directed team work, through the completion of a number of short-term projects. Lastly to draw on the overall strengths of the university in social sciences, by allowing a choice of modules from other departments

Students must attend **Core** and **Compulsory** modules. They must then choose **4** modules to attend from the below list of **Optional Modules**.

Core Modules	Summer Term 2018	PS934	MSc Psychology Research Project (10,000 word dissertation)
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Compulsory Modules	Autumn Term 2017	PS940	Special topics in Perception and Cognition
	Spring Term 2018	PS933	Special Topics in Social Psychology
		PS938	Specials topics in Individual Differences and Developmental Psychology
		PS939	Special topics in Neuroscience and Neuropsychology

Optional Modules. Choose 4 from the list (includes outside options below)	Autumn Term 2017	PS901	Fundamentals of Neuroscience and Neuropsychology
		PS912	Research Management
		PS926	Advanced Reading Development and Dyslexia
		PS929	Methods in Cognitive Neuroscience
		PS935	Neurocognition of Language
		PS937	Psychology at Work and in the Real World (counts as 2 options)
		PS944	Research Experience
	Spring Term 2018	PS901	Fundamentals of Neuroscience and Neuropsychology
		PS903	Neuropsychology of Perception and Attention
		PS925	Critical Literature Review
		PS937	Psychology at Work and in the Real World (counts as 2 options)
		PS944	Research Experience

Outside Optional Modules (subject to availability)	Autumn Term 2017	SC519	Advertising: commerce and creativity	Sociology
		SC555	Formative debates in Criminology	
		PA901	Psychoanalytic Theory	Psychosocial and Psychoanalytic Studies
		PA927	Psychoanalysis of groups and organisations	
		PA977	Thinking Psychoanalytically	
	Spring Term 2018	PA901	Psychoanalytic Theory	
		PA932	Psychosocial perspectives on human rights	

MSc Cognitive Neuropsychology

Our MSc Cognitive Neuropsychology provides you with an advanced education in the core areas of cognitive neuropsychological research, plus knowledge of appropriate statistical methodology and neuropsychological research methods. It is a good foundation if you wish to proceed to a programme of further postgraduate study, such as a PhD, but also provides training in transferable skills necessary to meet the current requirements of many graduate employers.

Students must attend **Core** and **Compulsory** modules. They must then choose **6** modules to attend from the below list of **Optional Modules**.

Core Modules	Summer Term 2018	PS934	MSc Psychology Research Project (10,000 word dissertation)
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Compulsory Modules	Autumn Term 2017	PS901	Fundamentals of Neuroscience and Neuropsychology
		PS914	Research Methods & Statistics in Cognitive Neuropsychology

Optional Modules. Choose 6 from the list	Autumn Term 2017	PS912	Research Management
		PS918	Cognitive Neuropsychology of Language
		PS926	Advanced Reading Development and Dyslexia
		PS929	Methods in Cognitive Neuroscience
		PS937	Psychology at Work and in the Real World (counts as 2 options)
		PS940	Special topics in Perception and Cognition
		PS944	Research Experience
	Spring Term 2018	PS903	Neuropsychology of Perception and Attention
		PS925	Critical Literature Review
		PS935	Neurocognition of Language
		PS937	Psychology at Work and in the Real World (counts as 2 options)
		PS938	Specials topics in Individual Differences and Developmental Psychology
		PS939	Special topics in Neuroscience and Neuropsychology
		PS942	The Social Voice (Advanced)
		PS944	Research Experience

MSc Cognitive Neuroscience

Cognitive neuroscience is the scientific study of biological substrates underlying cognition, with a focus on the neural substrates of mental processes. You will look at how psychological functions are produced by the brain. Cognitive neuroscience is a branch of both psychology and neuroscience, overlapping with disciplines such as physiological psychology, cognitive psychology and neuropsychology. This course provides a thorough grounding in the scientific investigation of the neural mechanisms underlying human behaviour with a particular reference to cognitive processes. You will be taught the theoretical and biological foundations of cognitive science, and undertake advanced statistical training. A central feature is extensive instruction covering the physiological bases and practical applications of cognitive neuroscience techniques. This core knowledge will be integrated with knowledge in related areas: experimental psychology and cognitive neuropsychology.

Students must attend **Core** and **Compulsory** modules. They must then choose **5** modules to attend from the below list of **Optional Modules**.

Core Modules	Summer Term 2018	PS934	MSc Psychology Research Project (10,000 word dissertation)
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Compulsory Modules	Autumn Term 2017	PS901	Fundamentals of Neuroscience and Neuropsychology
		PS929	Methods in Cognitive Neuroscience
		PS930	Numerical Methods for Cognitive Neuroscience
	Spring Term 2018	PS930	Numerical Methods for Cognitive Neuroscience

Optional Modules. Choose 5 from the list	Autumn Term 2017	PS912	Research Management
		PS926	Advanced Reading Development and Dyslexia
		PS937	Psychology at Work and in the Real World (counts as 2 options)
		PS940	Special topics in Perception and Cognition
		PS944	Research Experience
	Spring Term 2018	PS903	Neuropsychology of Perception and Attention
		PS925	Critical Literature Review
		PS935	Neurocognition of Language
		PS937	Psychology at Work and in the Real World (counts as 2 options)
		PS938	Special topics in Individual Differences and Developmental Psychology
		PS939	Special topics in Neuroscience and Neuropsychology
		PS942	The Social Voice (Advanced)
		PS944	Research Experience

Our MSc Language and the Brain will offer you an opportunity to take full advantage of the intersecting research interests and areas of expertise within the Department of Psychology and Department of Language and Linguistics at our University.

Within our MSc Language and the Brain, there is an emphasis on experimental investigations: you not only learn to assess and critique existing empirical work, but how to conduct such research independently. You also have the opportunity to use our Centre for Brain Sciences, a state-of-the-art facility dedicated to the study of brain activity in relation to psychological processes, providing a dynamic resource for psychology and neuroscience, with specialised laboratories for investigating brain activity.

Students must attend **Core** and **Compulsory** modules. They must then choose **2** modules to attend from the below list of **Optional Modules**.

Core Modules	Autumn Term 2017	LG533	Experimental Design and Analysis
	Summer Term 2018	PS934	MSc Psychology Research Project (10,000 word dissertation)

Compulsory Modules	Autumn Term 2017	PS926	Advanced Reading Development and Dyslexia
		PS929	Methods in Cognitive Neuroscience
	Spring Term 2018	LG421	Early Phonological Development and Speech Sound Disorders
		PS942	The Social Voice (Advanced)
		PS935	Neurocognition of Language

Optional Modules. Choose 2 from the list	Autumn Term 2017	PS901	Fundamentals of Neuroscience and Neuropsychology
		PS912	Research Management
		PS914	Research Methods & Statistics in Cognitive Neuropsychology
		PS944	Research Experience
		SC520	Interviewing and Qualitative Data Analysis
		LG462	Sentence Processing
	Spring Term 2018	PS903	Neuropsychology of Perception and Attention
		PS944	Research Experience
		LG638	The Role of Age in Bilingual Development

Our MSc Psychology is an advanced fast-track conversion course that combines the award of a Masters with eligibility for the Graduate Basis for Chartered Membership (GBC) with the British Psychological Society. The GBC is the minimum academic qualification required to enable you to work as a professional psychologist, so passing our course demonstrates that you have studied and acquired an advanced understanding in Masters-level study in psychology.

Students must attend **Core** and **Compulsory** modules.

Core Modules	Autumn Term 2017	PS908	Research Methods and Statistics in Psychology
		PS921	Advanced Seeing and Hearing
		PS923	Advanced Social Psychology
		PS931	Advanced Developmental Psychology
	Spring Term 2018	PS900	MSc Psychology Research Project (10,000 word dissertation)
		PS908	Research Methods and Statistics in Psychology
		PS922	Advanced Memory, Attention and Language
	Summer Term 2018	PS900	MSc Psychology Research Project (10,000 word dissertation)

Compulsory Modules	Spring Term 2018	PS943	Advanced Brain and Behaviour
		PS945	Advanced Personality and Individual Differences

Careers and Employability

You may also attend some Careers and Employability sessions alongside the BSc Psychology Undergraduates. These are sessions are voluntary. Information about these sessions will be sent out by the Graduate Administrator at the start of the year.

MSc Research Methods in Psychology

The aims of our MSc Research Methods in Psychology are threefold: firstly, to provide an opportunity for advanced study in psychology that will extend your theoretical knowledge; secondly, to develop your critical awareness of psychological science in relation to its philosophical and biological contexts, and in relation to research in the natural and social sciences; and, finally, to provide you with knowledge and skills that prepare you for an academic career, as well as a wide range of alternative careers, and ensures you are widely sought by employers

Students must attend **Core** and **Compulsory** modules. They must then choose **3** modules to attend from the below list of **Optional Modules**.

Core Modules	Summer Term 2018	PS934	MSc Psychology Research Project (10,000 word dissertation)
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Compulsory Modules	Autumn Term 2017	PS901	Fundamentals of Neuroscience and Neuropsychology
		PS910	Quantitative Data Analysis
		PS912	Research Management
		SC520	Interviewing and Qualitative Data Analysis
	Spring Term 2018	PS910	Quantitative Data Analysis

Optional Modules. Choose 3 from the list	Autumn Term 2017	PS926	Advanced Reading Development and Dyslexia
		PS929	Methods in Cognitive Neuroscience
		PS937	Psychology at Work and in the Real World (counts as 2 options)
		PS940	Special topics in Perception and Cognition
		PS944	Research Experience
	Spring Term 2018	PS903	Neuropsychology of Perception and Attention
		PS925	Critical Literature Review
		PS933	Special Topics in Social Psychology
		PS935	Neurocognition of Language
		PS937	Psychology at Work and in the Real World (counts as 2 options)
		PS938	Special topics in Individual Differences and Developmental Psychology
		PS939	Special topics in Neuroscience and Neuropsychology
		PS944	Research Experience

The full Rules of Assessment and frequently asked questions are published at:

<http://www2.essex.ac.uk/academic/students/pgt/pgtrulesmenu.htm>

Programme specifications

Programme specifications provide key information; such as the structure and aims of your course, as well as the knowledge and skills you will develop. The learning outcomes are categorised into knowledge, intellectual, practical and key skills, and are linked to the aims, learning outcomes and assessment on the modules you take. The relevant Programme Specification for your course and stage of study will be available to you when you log onto either [myEssex](#) or [eNROL](#).

3.4 Changing your degree and maximum period of study

If you want to **change your course**, you should talk to someone in your department first (you could speak to your Personal Tutor or the Graduate Administrator). Check the deadlines for course changes with the Student Services Hub.

www.essex.ac.uk/students/course-admin/changing-course.aspx

You should discuss your thoughts about changing course with someone in your school/department/centre (your Personal Tutor or the Graduate Administrator). If your new course is in a different department, you should also speak to someone in that department.

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

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

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

Please read carefully our guidance on visas and course changes here:
www.essex.ac.uk/immigration/studies/changes

3.5 Information about Modules

Module enrolment

All students will have access to a list of any optional modules when you log in online to make your selection. The University do their best to make a wide range of outside options available, but if there is a timetabling clash with a compulsory module then you might be asked to select a different optional module. You will be able to find detailed information on all the modules here: <http://www.essex.ac.uk/modules>

Please find a list of all of the Postgraduate Psychology modules below;

PS900-7-FY	MSc Psychology Research Project	Dr Costantini
PS901-7-AU	Fundamentals of Neuroscience and Neuropsychology	Dr N.Cooper
PS903-7-SP	Neuropsychology of Perception and Attention	Prof Hanley
PS908-7-FY	Research Methods and Statistics in Psychology	Prof Russo
PS910-7-FY	Quantitative Data Analysis	Dr Geeraert
PS912-7-AU	Research Management	Prof Orbell
PS914-7-AU	Research Methods and Statistics in Cognitive Neuropsychology	Prof Hanley
PS921-7-AU	Advanced Seeing and Hearing	Dr Van Dam
PS922-7-SP	Advanced Memory, Attention and Language	Dr Clarke
PS923-7-AU	Advanced Social Psychology	Dr Cozzolino
PS925-7-SP	Critical Literature Review	Prof Russo
PS926-7-AU	Advanced Reading Development and Dyslexia	Prof Hanley
PS929-7-AU	Methods in Cognitive Neuroscience	Dr Foulsham
PS930-7-FY	Numerical Methods for Cognitive Neuroscience	Dr Kennett
PS931-7-AU	Advanced Developmental Psychology	Dr Simpson
PS933-7-SP	Special Topics in Social Psychology	Dr Dawtry
PS934-7-FY	Research Project (MSc Specialist)	Dr Costantini
PS935-7-SP	Neurocognition of Language	Prof Paulmann
PS937-7-FY	Psychology at Work and in the Real World	Prof Hibbard
PS938-7-SP	Special topics in Individual Differences and Developmental Psychology	Dr Rigato
PS939-7-SP	Special topics in Neuroscience and Neuropsychology	Dr Valentini
PS940-7-AU	Special topics in Perception and Cognition	Dr Cole
PS942-7-SP	The Social Voice Advanced	Prof Paulmann
PS943-7-SP	Advanced Brain and Behaviour	Dr N.Cooper
PS944-7-FY	Research Experience	Dr Costantini / Dr Gillmeister
PS945-7-SP	Advanced Personality and Individual Differences	Dr Watts

Changing optional modules

It is usually possible to change modules up to the end of the second week of the Autumn Term and Spring Terms. If you are not sure which modules to take you could attend lectures for several different modules before making your final choice. If you do decide to change, this is what you have to do within the first two weeks of the Autumn Term or Spring Term.

For more information go to information on changing modules at the start of the academic year:
www.essex.ac.uk/modules

Requesting a class change

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

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

3.6 Listen Again

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



listenagain.essex.ac.uk

3.7 Your Summer project

In your final term as a Postgraduate you will complete a research project (PS900 or PS934). You will be allocated a supervisor for this project (during the Spring Term) who will guide you through the process. This module is coded PS900 or PS934 in the Department of Psychology and is co-ordinated by the Director of Postgraduate Taught Education.

For more information on PS900 & PS934, please see the Postgraduate Assessment Guide.

3.8 How the Department offers an inclusive learning experience

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

3.8.1 Information for disabled students

We would encourage all new students with a disability, long term medical condition, specific learning difficulty or mental health difficulty to disclose and register with the 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

3.8.2 Information for international students

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

Essex has a wide range of support covering academic and health and wellbeing issues. Our friendly and professional staff will be able to guide, give advice and assist you during your time at Essex.

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

3.8.3 Information for Mature students

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

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

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

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

Student feedback is a vital part of the University's approach to quality assurance and enhancement. It is therefore important that you are given the opportunity to feedback and that you take time to feedback to the University. You can do this in a number of ways:

You can contact (or volunteer to be) a **student representative** who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.

<http://www.essexstudent.com/representation/course reps/>
http://www.essex.ac.uk/quality/student_representation/student_rep.asp
http://www.essex.ac.uk/quality/student_representation/sslc.asp.

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

Student satisfaction surveys enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance your experience of learning at Essex. The National Student Survey (NSS) for final year students feeds into university league tables. NSS also lets us know how we're doing and where we can make improvements. The survey is run online and you will receive a link to the survey via email. Students not eligible for NSS will be invited to complete the UK Engagement Survey (UKES) which asks about how you spend your time on your course, what kind of learning you've taken part in and your views on your teaching and learning experience.

3.10 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

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

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

You'll need to **record your attendance** at teaching events using the electronic reader in the teaching room. Just 'tap in' for every timetabled teaching event you attend.

You should not tap in for someone who is not attending the class; and also you should not tap in if you then immediately leave the teaching event. This may result in disciplinary action being taken against you.



If you **lose your card** or it is **faulty**, go to the Student Services Hub to get a new card (a fee may be applicable). If you attend a teaching event but are unable to record your attendance as you don't have your registration card, you should speak to a member of administrative staff in your department. In the case of a lost card, your department will normally record you as present for up to seven days.

For more information on attendance, and for links to forms and guidelines visit: www.essex.ac.uk/students/course-admin/attendance.aspx

If you need to **report an absence** from a teaching event, test or exam due to medical or other circumstances you should do so by completing the relevant form in myEssex for a **notified absence**. We will consider the reasons and may record it as an **authorised absence**. Be aware that you may need to **provide evidence**, including medical evidence if relevant.

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

4. Assessment

4.1 Rules of Assessment and Credit Accumulation

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

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

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

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

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

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

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

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

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

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

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

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

4.2 Extenuating Circumstances, withdrawing and intermitting

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

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

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

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

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

4.4 Moderation, second marking policies and External Examiners

The University policy on **moderation** can be found as part of the Marking Policy. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given. A moderator would not change the individual marks for the work, but would liaise with the first marker to agree whether marks should be reviewed across the particular piece of assessment or module, which may lead to marks being adjusted.

Second marking is where a second marker marks the work but has access to the first marker's marks and/or comments.

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

You can find out more about how the University uses External Examiners by following this link:

www.essex.ac.uk/quality/external_examiners

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

4.5 Appeals, complaints, and fitness to practise

Appeals on academic grounds can be made following the meeting of the Board of Examiners and the publication of your results. Be aware that there are strict deadlines for the submission of the appeal form and your evidence.

We strongly advise all students thinking about making an appeal to contact the Students' Union Advice Centre.

You may not appeal against academic judgement. This means that you can't appeal against the marks you have been given by a Board of Examiners without evidence of extenuating circumstances or procedural irregularity.

More information about appeals, including the deadlines and forms to complete, can be found online at:

www.essex.ac.uk/see/appeals

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

Fitness to practise is only applicable to students on certain professional courses (such as nursing or social work). If this applies to you, you will have been told by your department. You can find the full Fitness to Practise procedure online at: www.essex.ac.uk/students/exams-and-coursework/ppg

4.6 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: Referencing and good academic practice** in this handbook.

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

4.7 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).

Your supervisor for your PS900/PS934 Dissertation project will apply for Ethics approval for the project that you undertake.

4.8 Publication

The Department encourages publication of high quality data generated in final year research projects (e.g., in PS300; PS900; PS934). If and how such publication should occur is at the supervisor's discretion of the project. We propose that students and supervisors take detailed notes to avoid misunderstandings about how ideas were generated and how much each party contributed to the research project.

As for authorship on any potential future publications, the Department follows current APA guidelines.

5. Coursework

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 University's 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.

Assignments and deadlines

For each assignment you will be given a specific submission date. The deadline for the assignment to be uploaded to FASER or handed in is 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.

Postgraduate Assessment 2017/18

Module	Coursework Type	Hand in Week No.	Weighting	Exams
MSc Psychology				
PS900-7-FY : MSc Psychology Research Project	Supervisor Preference	11	0%	None
	Project Outline	37	0%	
	Dissertation	50	100%	
PS908-7-FY : Research Methods and Statistics in Psychology	Written Test 1	16	10%	None
	Report	31	50%	
	Written Test 2	32	40%	
PS921-7-AU : Advanced Cognitive Psychology I	Essay	16	25%	Summer exam, 2 hours, essay questions, 75%
PS922-7-SP : Advanced Cognitive Psychology II	Essay	31	25%	Summer exam, 2 hours, essay questions, 75%
PS923-7-AU : Advanced Social Psychology	Press Release 1	5	12.5%	Summer exam, 2 hours, essay questions, 75%
	Press Release 2	8	12.5%	
PS931-7-AU : Advanced Developmental Psychology	Transcript	4	0%	None
	Practical report	7	25%	
	Essay 2	16	75%	
PS943-7-SP : Advanced Brain and Behaviour	Oral Presentation	21	30%	None
	Essay	30	70%	
PS945-7-SP : Personality and Individual Differences	Presentation	24	15%	Summer exam, 2 hours, essay questions, 75%
	Written summary of presentation	30	10%	

MSc Cognitive Neuropsychology, Cognitive Neuroscience, Advanced Psychology, Language & the Brain, Research Methods in Psychology

PS901-7-AU : Fundamentals of Neuroscience and Neuropsychology	Critical Review of Journal Article	7	50%	None
	Essay	18	50%	
PS903-7-SP : Neuropsychology of Perception and Attention	Essay 1	24	50%	None
	Essay 2	31	50%	
PS910-7-FY : Quantitative Data Analysis	Computer Test 1	16	25%	None
	Computer Test 2	16	25%	
	Coursework Report	31	50%	
PS912-7-AU : Research Management	1,200 word essay	5	20%	None
	Poster (Oral Presentation)	11	20%	
	3,000 word research proposal	31	60%	
PS914-7-AU : Research Methods and Statistics in Cognitive Neuropsychology	Computer Test	16	50%	None
	Statistics Project	16	50%	
PS925-7-SP : Critical	Oral Presentation 1	18	0%	None

Literature Review	Critical Review 1	22	50%	
	Oral Presentation 2	24	0%	
	Critical Review 2	31	50%	
PS926-7-AU : Advanced Reading Development and Dyslexia	Essay	11	100%	None
PS929-7-AU : Methods in Cognitive Neuroscience	Oral Presentation	11	40%	None
	Research Proposal	16	60%	
PS930-7-FY : Numerical Methods for Cognitive Neuroscience	Computer Test	16	40%	Summer exam, 2 hours, short questions, 35%
	Computer/Practical Test	18	25%	
PS933-7-SP : Special Topics in Social Psychology	Participation	n/a	5%	None
	Seminar leader	n/a	25%	
	Thought Pieces	Weekly	35%	
	Essay	30	35%	
PS934-7-FY : MSc (Specialist) Project	Supervisor Preference	11	0%	None
	Project Outline	37	0%	
	Dissertation	50	100%	
PS935-7-SP : Neurocognition of Language	Oral Presentation	24	5%	Summer exam, 2 hours, essay questions, 60%
	Essay	25	35%	
PS937-7-FY : Psychology at Work and in the Real World	Project 1 – Presentation 1	4	5%	None
	Project 1 – Presentation 2	8	5%	
	Project Report 1	10	20%	
	Project report 2 – Presentation 1	11	5%	
	Project report 2 – Presentation 2	18	5%	
	Project report 3 - Presentation 1	21	5%	
	Project Report 2	23	20%	
	Project report 3 – Presentation 2	25	5%	
	Project Report 3	30	20%	
	Press release	32	10%	
PS938-7-SP : Special Topics in Individual Differences and Developmental Psychology	Oral Presentation	20	20%	None
	Essay 1	23	40%	
	Essay 2	30	40%	
PS939-7-SP : Special Topics in Neuroscience and Neuropsychology	Oral Presentation	21	30%	None
	Essay	25	70%	
PS940-7-AU : Special Topics in Perception and Cognition	Essay 1	9	40%	None
	Oral Presentation	11	20%	
	Essay 2	17	40%	
PS942-7-SP : The Social Voice (Advanced)	Thought Paper 1	21	20%	None
	Infographic Presentation	24	15%	

PS944-7-FY : Research Placement	Thought Paper 2	25	20%	None
	Lab Report	30	45%	
	Oral Presentation	17	25%	
	Written review	32	50%	
	Individual's professional conduct and commitment to research	n/a	25%	

5.3 Details and samples of coursework

Samples of coursework will be provided where appropriate by module staff. External Examiners are able to view coursework as part of their role in assessing the Department's marking procedures. The Graduate Administrator will email any relevant students if and when it is necessary to recall hard copies of coursework.

5.4 Return of coursework policy

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

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

More information about extenuating circumstances relating to late submission of coursework is available at: <https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx>

5.6 Essay writing support

All students in the Department, whether undergraduate or postgraduate, can access the support of the Talent Development Centre. One-to-one sessions with an academic skills tutor are available to anyone who feels they will benefit. The Talent Development Centre Helpdesk operates from the Silberrad Student Centre on the ground floor. They are open 10am - 4pm, Monday to Friday. You can drop in and talk to someone about the support on offer.

5.7 Anonymous marking policy

All coursework which contributes to your final module mark should be marked anonymously where it is practical to do so, where this is not possible, departments will inform you in advance of the assessment task.

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

5.8 Reassessment in coursework

If the Board of Examiners has required you to complete essays or assignments that you have failed, the Graduate Administrator will send you a letter with further information. Please check your Essex email account regularly once your results have been published. If you haven't received anything within three weeks of the results being published, you must contact your Department

5.9 Referencing in coursework

Drawing on the wide range of reading you do around your subject area, and demonstrating how you have used this to develop your knowledge and form your own views, is a key aspect of your coursework. It's essential that you reference your source material so it's clear where the information has come from, and to avoid any misunderstanding over whether you are presenting ideas as your own. (see Academic Offences Policy section 7.3). For further details please refer to the section on referencing in the Assessment Guide and Section 7 in this handbook.

6. Exams

6.1 Examination regulations

The General Regulations which govern examinations can be found via the website here:

www.essex.ac.uk/governance/regulations

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

6.2 Access to exam scripts

If you want to see your exam script, you should normally make the request within four weeks of the exam to the department which is responsible for that module. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module or give you a copy or summary of the examiners' comments on your performance.

6.3 Calculators and Dictionaries

If you are allowed to use a calculator in your examinations, the **only** models you are permitted to use are the **Casio FX-83GT PLUS** or the **Casio FX-85GT PLUS**.

A limited number of Casio calculators will be available to borrow **on the day of your exam** from the Exams Office on a first-come, first-served basis, on production of your registration card. Please note financial calculators will not be available.

6.4 General information about summer exams and examination results

You can find your personalised exam timetable online here - www.essex.ac.uk/examtimes

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

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

6.5 Anonymous marking policy in examinations

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

6.6 Reassessment in examinations

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

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

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

6.7 Referencing in examinations

You should reference your source material so it's clear where the information has come from, and to avoid any misunderstanding over whether you are presenting ideas as your own. For further details please refer to Section 7.

7. Referencing and Good Academic Practice

7.1 Importance of good academic practise

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

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>

7.2 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 <https://www1.essex.ac.uk/students/study-resources/tdc/>. You can also complete the online Academic Integrity course at moodle.essex.ac.uk/course.

You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully. Failure to understand the academic conventions may result in you being found to have committed an academic offence (see section **4.6 Academic Offences Procedure**).

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

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

7.3 The University Academic Offences Policy

Please see section 4.6 and remember that the Academic Offence Procedure applies to all students

www.essex.ac.uk/about/governance/policies/academic-offences.aspx

8. You Matter

Practicalities: Getting Started and I.T Information

8.1 Registration, enrolling and transcripts

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

8.1.2 Module enrolment

Students registered on programmes of study leading to a degree may have options to select as part of their course structure. The eNROL system is an online tool to review and select available modules specific to a particular course and year of study. All new and returning students should use the online system prior to the start of each academic year. Returning students will access the system from the April preceding the next academic year. New students will access the system from the end of August. Departments will approve student selections within a few weeks of eNROL use and timetables will take module enrolment into account when planning for the next academic year. Early module enrolment will ensure students know which modules to attend and where the lectures and classes are held.

8.1.3 Award documents

As your studies draw to a close, and once your exam board has met, it takes up to five working days for your results to be confirmed. You will be sent an email to inform you when the results are live on a password protected web page. Graduating students will receive a degree certificate.

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: <https://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.

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. Information on computer lab locations, opening hours, real-time availability, study group pods, software, computer servers and assistive technology please view: 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, three banks, a general store run by the Students' Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.

www.essex.ac.uk/students

www.essex.ac.uk/welcome

8.6 Graduation

The culmination of all your hard work, **Graduation** ceremonies take place at our Colchester Campus each July in the Ivor Crewe Lecture Hall. All eligible students 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

Graduation for MSc students will be held in the year following your studies. Final exam boards take place in November (after you have submitted your project), and then Graduation will be in summer of the next 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](http://careerhub.essex.ac.uk/students)

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/bige

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

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

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

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

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

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

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

www.essex.ac.uk/fees-and-funding/money/

Departments also have a Disability Support Liaison Officer. In Psychology this is Dr Dominique Knutsen. You can find her in room 2.726, on phone number 01206 87 2573 or on email dknutsen@essex.ac.uk

10.2 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/default.aspx

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

www.essex.ac.uk/fees-and-funding/money/

10.3 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

10.4 Faith groups

We're proud of our vibrant and diverse multicultural community and we recognise and support the many different religions and beliefs on campus. The calm, friendly and supportive atmosphere in our Multi-Faith Chaplaincy is a welcoming place for staff, students and the wider community to meet, interact and engage with each other.

www.essex.ac.uk/students/experience/mfc/default.aspx

10.5 Nightline

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

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

10.6 Health and safety on campus

Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this we work closely with local agencies including the police and borough councils. Take a look at our website for general advice and information:

www.essex.ac.uk/students/experience/safety.aspx

Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disability 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

10.7 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>

10.8 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

10.9 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

10.10 University Privacy Statement

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

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

www.essex.ac.uk/records_management/request

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 12.3 Code of Conduct – Terms and Conditions Apply booklet for 2015

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

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

11.3 Essex Spirit, social media and What's on?

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

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

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.

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.

<http://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 comes next?

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

www.essex.ac.uk/study/pg

www.essex.ac.uk/coursefinder

Academic career advice (for students)

Are you thinking of pursuing a career in academia, or would you like more information about this kind of career? If so, you can get in touch our Academic Careers Advisers, Dr Vanessa Loaiza (v.loaiza@essex.ac.uk) and Dr Andrew Simpson (asimpson@essex.ac.uk). Of course, you may also approach other members of staff, such as your tutor or project supervisor. They will be more than happy to answer your questions and give you advice.

Do you find yourself excited to learn about psychology research? Do you enjoy reading research articles and find yourself eager to know about the results of a study? Do you enjoy statistics (even if you are sometimes intimidated or find it difficult)? In general, are you passionate about finding out first-hand the factors that shape human behaviour and cognition? If so, you may want to consider an academic career!

A career in academia allows you to teach and do research in the area of psychology that you love alongside other colleagues who are just as passionate as you. An environment that is stimulating, challenging and exciting coupled with following one's passions can lead to a long and rewarding career.

Undergraduate students who are considering an academic career are encouraged to speak to the academic career advisers: Dr Andrew Simpson and Dr Vanessa Loaiza. It can be overwhelming to plan your path toward an academic career, and they are here to help you how to best sort out the steps and answer your questions. To get started, check out the following road map (and keep in mind there are many, many sub-goals for each step, so don't get overwhelmed!):

Step 1: Is an academic career right for me?

A first step is to gain as much experience as you can with psychology research. Dr Simpson encourages students to attend as many research seminars and read as many primary research articles as you can to get a feel of your favourite areas. Can you see yourself doing this kind of research as well? Similarly, Dr Loaiza encourages you to gain experience by becoming active in doing research. The department's Research Experience Scheme (RES), Undergraduate Research Opportunities Programme (UROP) and Frontrunners all allow students to gain knowledge and experience of doing research while being guided by a supervisor on a variety of different topics in psychology. These experiences will help you determine if you feel really committed to an academic career as well as make your application for graduate study even more competitive.

Step 2: Graduate study

You will need to do graduate study for an academic career. You may choose to do a Masters before a PhD or go straight to a PhD program. There are different methods to accomplish this:

- ❖ Apply for PhD positions that are advertised online on academic job websites, such as <http://www.jobs.ac.uk/phd>
- ❖ Independently identify a supervisor who is enthusiastic to support your PhD studies and develop a project together

Whereas funding often accompanies the former method, applications for funding are often required for the second method via Research Council competitions.

Step 3: After Graduate study

Post-doctoral positions are often required for continuing on in academia. Similar to the PhD, the two main methods of securing a position are to:

- ❖ Apply for a post-doc position advertised online on academic job websites
- ❖ Independently apply for fellowship funding after having identified a supervisor who is happy to have you join his/her team

If you would like to acquire a first experience of research, or to develop your research skills further, there are many research schemes (paid and unpaid) for which you might like to apply.

- ❖ Research Experience Scheme (RES) ; <https://www.essex.ac.uk/psychology/careers/research-experience.aspx>
- ❖ Frontrunners and frontrunners plus; <https://www.essex.ac.uk/frontrunners/>

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

