

Your studies

DEPARTMENT OF PSYCHOLOGY

Undergraduate

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 with us at the University of Essex.

We very much look forward to meeting again those of you who are returning to us after the summer vacation, and we are delighted to welcome for the first time those of you who are just starting on a career in higher education this year with us. 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).

All of our undergraduate Psychology degrees are fully accredited by the British Psychological Society (BPS), such that our graduates (with a 2.2 class degree 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 undergraduate 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 Undergraduate 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>

Please note that second and final year undergraduate students have exams for Autumn term modules before the start of the Spring term (8th – 14th January 2018, which is during the vacation).

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

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	3.722	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	3.716	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	3.709	3799	gdward
Dr Tuesday Watts	Open Day & Conversion Team Member	3.716.A	TBC	tmwatt
Emeritus Prof Arnold Wilkins	Director of Visual Perception Unit	4.704		arnold
Dr Konstantina Zougkou		3.716A	TBC	kzougo

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. There may be times when the office you require is closed for a while during the day, if this is the case you can also go to the other office to ask for assistance.

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

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

Photocopying

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

Noticeboards

The Undergraduate noticeboards are situated opposite the lifts on level 3 outside of the Undergraduate 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 undergraduate and taught postgraduate students have a personal tutor who you'll meet soon after you've arrived, and who you'll meet regularly throughout your course. Your personal tutor is there to help you feel connected to your department, school or centre, and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. Your personal tutor may also recommend other support services on campus that might be able to help. If you're unsure who your personal tutor is, please look on [myEssex](#) or ask a member of the administrative staff in your department.

2.6 Peer Mentoring

The Department of Psychology offers Peer Mentoring to undergraduate students. If you are new this year you will automatically be allocated a peer mentor. This is a more experienced psychology student who is there to answer everyday questions and offer help and support. Peer mentors also provide signposting to appropriate services across the university. If you are a second or third year undergraduate and would like a peer mentor please contact the Undergraduate administrator's using psyugadmin@essex.ac.uk. If you have been in the Department for at least one year and would like to receive training to become a peer mentor please contact the Departmental Student Support & Disability Officer (Dr Dominique Knutsen dknutsen@essex.ac.uk).

2.7 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>

2.8 Department Annual Prizes

In Years 1 and 2, the department awards prizes for the highest overall year mark. In Year 3, the Michael Lodge Memorial Prize is awarded to the student with the best overall degree mark in the year. The Department also awards the A. T. Welford Memorial Prize for the best research skills demonstrated in the second year. This prize is awarded based on a research score calculated by combining the aggregate for the PS212 Psychology Research module (worth 50%) and the average of the laboratory report coursework in the second-year modules (worth 50%). In Year 3 the Ray Meddis Prize is awarded to the student with the highest mark in the PS300 Research Project module. The Margaret Bell Prize is awarded to a student in any year who makes an outstanding contribution to the department.

2.9 Departmental Seminars

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

(http://www.essex.ac.uk/psychology/news_and_seminars/seminars.aspx) closer to the event and circulated via email the week before. **For the academic year 2017-2018, these will take place on Tuesdays at 16:00 in room 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. Examples of past speakers include Prof Matt Lambon Ralph on the neural basis of conceptual knowledge, Prof Gina Conti-Ramsden on language development and disorders, Prof Philippe Schyns on visual information processing, Prof Wolfgang Klimesch on the functional role of human brain oscillatory activity, Dr Greg Maio on social values and Prof Charles Vincent on safety in the NHS.

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

2.10 Participation in research

In the first year, undergraduate students will be required to undertake some research training (details provided in lectures). For this training, you may **EITHER** choose to write an essay on an aspect of Research Methods **OR** you may choose to participate in 8 hours of departmental research.

Year-II and Year-III students are not required to participate in ongoing research in the department. However, it is expected that you will help your fellow students doing Year-III (PS300) projects by participating for at least a few hours each term. One potential benefit for you is that may give you the opportunity to ask final-year students how their projects are going and perhaps gain valuable tips and advice. Through the web-based sign-up system (SONA) 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.

2.11 Research Experience Scheme

The RES is aimed at undergraduate students (open to year 1 and 2 students) who have an interest in gaining research experience. The scheme allows students to work together with staff members on ongoing research projects and in doing so develop practical skills in conducting empirical work in Psychology and consequently expanding their repertoire of employability and personal development skills. Student and staff member participation is entirely voluntary.

In addition to the RES, there is also the Undergraduate Research Opportunities Programme (UROP), which offers paid research opportunities. These will be advertised later in the year via email and on the UROP website www.essex.ac.uk/urop

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, quizzes, surveys, glossaries 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

BA and BSc in Psychology and the **BSc in Psychology with Cognitive Neuroscience**

Single-honours psychology undergraduates are registered in the Faculty of Science and Health. Throughout the three years of your degree programme, you will follow the same syllabus regardless of whether you are registered for a BA or BSc degree. Requests to change between the BA and BSc courses must be finalized before the start of the following year. Students studying for the BSc Psychology with Cognitive Neuroscience are always registered on the BSc programme.

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](#).

British Psychological Society

With the exception of BA Psychological Studies, all our degrees are accredited by BPS. This means they are recognised by British Psychological Society (BPS) for the purposes of Graduate Membership and towards the Graduate Basis for Chartered Membership. Accreditation gives graduates the opportunity to gain **Graduate** and/or **Chartered Membership** (GBC) of the Society. GBC is an entry requirement for all postgraduate training programmes leading to chartered status.

In order to gain a degree that confers the British Psychological Society's Graduate Basis for Chartering (GBC) status, you must obtain an overall classification of at least lower second class honours (2.2).

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. 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. 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 are considering changing course due to academic worries with your current course you might find it useful to seek academic support before changing course by contacting the Talent Development Centre.

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

If you want to make a formal request for a course change, you should do so via the online Course Change form available here: www.essex.ac.uk/esf/

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

3.5 Information about Modules

First-Year

You will take six modules in your first year.

Five of these will be Psychology modules: PS111, PS114, PS115, PS116 and PS117.

For the fifth module you may choose either PS118 (Applied Psychology), also offered within the Department, or an outside module from another academic department.

Full-Year Modules

- PS111-4-FY: Discovering Psychology: The Science Behind Human Behaviour
- PS114-4-FY: Research Methods in Psychology
- PS115-4-FY: Statistics for Psychologists
- PS116-4-FY: Preparing for University Psychology
- PS117-4-FY: Introduction to Personal Development and Employability

And then either

- PS118-4-FY: Applied Psychology or one option from the list

Second-Year

All students take the following modules:

Autumn Term

- PS212-5-FY: Psychology Research
- PS406-5-AU: Developmental Psychology
- PS407-5-AU: Social Psychology
- PS414-5-AU: Seeing and Hearing
- PS417-5-FY: Enhancing Employability and Career Planning

Spring Term

- PS212-5-FY: Psychology Research
- PS411-5-SP: Brain and Behaviour
- PS415-5-SP: Memory, Attention and Language
- PS416-5-SP: Personality and Individual Differences
- PS417-5-FY: Enhancing Employability and Career Planning

Third-Year

In the final year of your BA or BSc in Psychology or BSc Psychology with Cognitive Neuroscience, you have to complete a full-year research project (PS300) and the equivalent of six half-year modules.

For students on the Psychology with Cognitive Neuroscience course the Neuroscience of Human Nature is a compulsory module and your Psychology project will be in a relevant topic area.

You must take at least two half-year modules in each term.

In practice, many students prefer to take either three half-year modules in term 1 and three half-year modules in term 2, or four in term 1 and two in term 2.

However, if you know that you are good at organizing your time and have a strong preference for the spring-term modules, you are permitted to take two half-year modules in term 1 and four half-year modules in term 2.

Autumn Term

- PS300-6-FY: Psychology Project (for students taking Psychology with Cognitive Neuroscience this will be in a relevant topic area)
- PS484-6-AU: Reading Development and Dyslexia
- PS486-6-AU: Culture and Psychology
- PS489-6-AU: Animal Behaviour
- PS492-6-FY: Enhanced Employability Skills and Career Progression
- PS503-6-AU: Ageing: Mind, Brain and Behaviour
- PS505-6-AU: Immunology and Health
- PS506-6-AU: When Your Brain Can't Believe Your Eyes; Understanding Visual Illusions
- BS399-6-FY: Interdisciplinary Project
- Or one outside module

Spring Term

- PS300-6-FY: Psychology Project
- PS452-6-SP: Intelligent Behaviour
- PS490-6-SP: Evolutionary Psychology
- PS492-6-FY: Enhanced Employability Skills and Career Progression
- PS495-6-SP: Neuroscience of Human Nature
- PS498-6-SP: Human Sexuality
- PS499-6-SP: Transit Maps; Past. Present and Future
- PS500-6-SP: The Social Voice
- PS501-6-SP: Consciousness and the Bodily Self
- PS502-6-SP: Psychology of Body, Senses and Existence
- PS504-6-SP: Abnormal Psychology
- Or one outside module

Outside Modules and Graduating

Final-year students are entitled to take up to 30 credits worth of outside modules that are approved by the Department in place of the equivalent Psychology third-year option modules. That is, you are allowed to take up to one full-year module or two half-year modules that are run by a different Department.

If you are considering choosing an outside module then you should check the level of the module – Year-2 modules are called level-5 modules and Year-3 modules are called level-6 modules. This is important as the rules of assessment state that you will need to pass 90 credits of level 6 modules to be able to graduate. The simplest, safest advice is to take either only psychology modules or level-6 outside modules. This will give you the greatest flexibility as to which modules you could fail and yet still graduate: specifically, you could fail any 30 credits and still graduate with 90 credits at level 6.

However, the Department does allow you to take a level-5 outside module, but you should do so only after understanding the following technical point: if you were to choose a level-5 outside module in your third year, it means that you would have no flexibility in which modules you could afford to fail – you would have to pass all remaining 90 credits worth of your third-year psychology modules to be able to graduate.

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 does its 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>

Changing optional modules

It is usually possible to change modules up to the end of the second week of the Autumn Term. If you are not sure which modules to take you could attend lectures for several different modules before making your final choice. **If you do decide to change, you need do this within the first two weeks of the Autumn 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 Undergraduate Administrators 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. It's available in teaching rooms or lecture theatres where you see the sign.



listenagain.essex.ac.uk

3.7 Supervision of Final Year Projects

In your final year as an Undergraduate you will complete a full-year research project. You will be allocated a supervisor for this project who will guide you through the process. At the end of your second year you will receive an introductory talk and a handbook explaining everything you need to know. This module is coded PS300 in the Department of Psychology and is co-ordinated by the Year Three Tutor.

3.8 Essex Abroad and Term Abroad

The study abroad scheme offers a fantastic opportunity to broaden your horizons, enjoy another culture and make lifelong friends while continuing your degree studies. On this scheme you can study abroad for one term of a three-year degree course (the spring term of the final year) or include an entire year abroad (between the second and third year) within a 4-year degree. There are no fees during the year abroad. If you're interested, talk to the Study Abroad Officers Dr Philip Cozolino (incoming students) or Dr Elia Valentini (outgoing students).

3.9 Employability and Placements

The Department has worked with the Employability and Careers Centre to integrate employability modules as part of the Undergraduate Degree. The employability modules are designed to support you in developing your future direction and acquiring the skills and experience you need. You will attend one Employability module in each year of your Undergraduate degree.

It is possible to include a placement year as part of your Undergraduate Degree, but it is the student's responsibility to find a placement. Please note that not all placement opportunities fit within the University procedures but advice and support is available from the Employability Development Director (Dr Rick O'Gorman).

3.10 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.

3.10.1 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

3.10.2 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.

3.10.3 Mature and part-time students

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

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

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

3.11 Student representation, Student Staff Liaison Committee (SSLC), Student Assessment of Modules and Teaching (SAMT) 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.

3.12 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

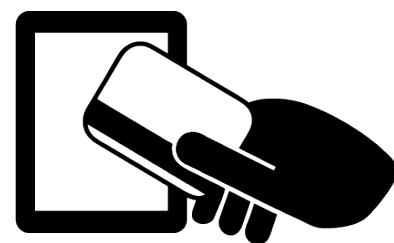
The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and how to avoid plagiarism, using reference management software, and evaluating sources. Your Subject Librarian 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

3.13 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

The Rules of Assessment are used to calculate your results.

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

The following is only a summary of the key points. You should read the rules and make sure you understand them. If you need advice, ask your personal tutor, departmental administrator, or SU Advice.

Decisions about your results are made at the meeting of the Board of Examiners at the end of the Summer Term.

The rules cover:

- whether you have passed the modules you have studied and can be awarded credit
- whether you have met the requirements to move on to the next stage of your course
- whether you have met the requirements to pass your course, and what classification you will receive
- if you have not passed, what reassessment you could be offered
- if you have not passed, whether you must withdraw from your course, with or without an exit award

Marks and degree classification:

40	Pass/third class (3)
50	Lower second class (2.2)
60	Upper second class (2.1)
70	First class (1)

Your final degree classification is based upon your marks in stage 2 and stage 3 (for a three year course). You must meet the requirements for stage 1 (first year) to continue on the course.

Core, compulsory and optional modules

To understand the requirements to pass your course, you need to know the status of the modules that you are taking. You can find details of the status of your modules in Section C of your programme specification via [My Essex](#).

Core	You must take this module	Must pass this module. No failure can be permitted.
Compulsory	You must take this module	There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.
Optional	You can choose which module to study	There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.

Most modules in each year must be passed, with only a small number of credits, if any, being allowed to be failed in the degree.

What do I need to do to pass my course?

To understand what you need to do to pass your course you should read the Rules of Assessment webpages; look up the status of the modules you are taking; and see whether there are any additional course requirements by checking any variations for your department (Appendix A under the rules of assessment).

If you are thinking of undertaking a work placement or year abroad, you should check the requirements for these programmes.

Psychology Year One Rules of Assessment

In order to proceed to the second year of the psychology degree, first-year students must:

- Obtain an overall mark of 40% or greater in PS111.
- Obtain an overall mark of 40% or greater in PS114.
- Obtain an overall mark of 40% or greater in PS115.
- Achieve a final aggregate mark of 40% or more in your outside option module/ PS118

Psychology Year Two Rules of Assessment

In order to proceed to the third year of the psychology degree, second-year students must:

- Obtain an overall mark of 40% or greater in PS212
- Obtain an overall mark of 40% or greater in all six half-year modules
- Obtain a minimum mark of 36% in each of the three lab reports.

Exit Awards

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

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 at:

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** is part of the Marking Policy. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given. A moderator would not change 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 here:

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

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

4.5 Appeals and complaints

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 Policy

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 PS300 Final year 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). 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. Module coordinators will advise what the maximum word count/number of pages is for a module.

5.2 Coursework submission

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

The system is password protected, so you will need to log in with your Essex username and password. The very first time you will access the server you will be required to read the advice on plagiarism, therefore you will be redirect to the universities website on plagiarism. Read everything carefully before you proceed. You will see a list of all the modules that you are registered for and a list of all the coursework assignments and their deadlines. You can upload your coursework either from campus or from off-campus, and keep old copies prior to submission to be replaced by revised copies later. Copy and paste the cover sheet from the Assessment Guide into your file. Please do not use your name as the filename as this undermines our anonymous marking.

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.

Assessment					
UG 2017/18	Module	Coursework Type	Hand in Week No.	Weighting	Exams
Yr 1	PS111-4-FY : Discovering Psychology	Practise Assessment	4	0%	Summer Exam, 2 hours, MCQ, 50%
		Essay 1	8	10%	
		Autumn Term MCQ Test	11	10%	
		Essay 2	23	10%	
		Spring Term MCQ Test	25	10%	
		5 Literacy Skills Assignments	set by TDC	2% each	
	PS114-4-FY : Research Methods	Lab Report 1	6	12%	Summer Exam, 2 hours, MCQ, 50%
		Lab Report 2	11	15%	
		Lab Report 3	20	15%	
		Research Proposal	25	15%	
		Research Training	31	3%	
	PS115-4-FY : Statistics	Statistics Test (Written)	16	25%	Summer Exam, 2 hours, MCQ and Short Answer Questions, 50%
		SPSS Test (Computer)	30	25%	
	PS116-4-FY : Preparing for University Psychology	N/A			
	PS117-4-FY : Careers & Employability	Reflection on profile document (generated online in advance)	10	0%	
		Job application (peer and academic review)	19	0%	
	PS118-4-FY : Applied Psychology	Forensic Essay	8	0%	Summer Exam, 2 hours, MCQ, 50%
		Health or Occupational Essay	20	25%	
		Educational or Clinical Essay	31	25%	
Yr 2	PS212-5-FY : Psychology Research	Test 1 (Computer)	17	20%	Summer Exam, 3 hours, Mixed questions, 50%
		Test 2 (Computer)	31	30%	
	PS406-5-AU : Developmental Psychology	Lab Report	5	25%	January Exam, 2 hours, MCQ, 75%
	PS407-5-AU : Social Psychology	Applied Essay	9	25%	January Exam, 2 hours, MCQ, 75%
	PS411-5-SP : Brain & Behaviour	Oral Presentation	20 & 21	10%	Summer Exam, 2 hours, Essay questions, 75%
		Test, Timed Essay	24	15%	
	PS414-5-AU : Seeing and Hearing	Lab Report	10	25%	January Exam, 2 hours, MCQ, 75%
	PS415-5-SP : Memory, Attention and Language	Lab Report	30	25%	Summer Exam, 2 hours, MCQ, 50%
		Podcast	32	25%	
	PS416-5-SP : Personality & Individual Differences	MCQ Test	22	25%	Summer Exam, 2 hours, Essay

					Questions, 75%
	PS417-5-FY : Careers & Employability	Job Application	8	0%	None
		Video CV	22	0%	
Yr 3	PS300-6-FY : Research Project	Poster (part of Poster Day)	25	10%	None
		Project	31	90%	
		Raw data	31	0%	
	PS452-6-SP : Intelligent Behaviour	Coursework Test- MCQ (within lecture session)	17-25	25%	Summer Exam, 2 hours, Essay Questions, 75%
	PS484-6-AU : Reading Development and Dyslexia	N/A			January Exam, 2 hours, Essay Questions, 100%
	PS486-6-AU : Culture and Psychology	MCQ Test	8	25%	January Exam, 2 hours, Essay Questions, 75%
	PS489-6-AU : Animal Behaviour	N/A			January Exam, 2 hours, Essay Questions, 100%
	PS490-6-SP : Evolutionary Psychology	MCQ Test	22	25%	Summer Exam, 2 hours, Essay Questions, 70%
		Online Participation on Moodle	N/A	5%	
	PS492-6-FY : Careers & Employability	Assessment Centre Task Attendance	9	0%	None
		Mock Interview	17 & 18		
	PS495-6-SP : Neuroscience of Human Nature	Critical Appraisal	22	20%	Summer Exam, 2 hours, Essay Questions, 80%
	PS498-6-SP : Human Sexuality	MCQ Test 1	21	15%	Summer Exam, 2 hours, Short Essay Questions, 70%
		MCQ Test 2	25	15%	
	PS499-6-SP : Transit Maps; Past, Present and Future	Oral Presentation 1 & Design Reflection	19	???	None
		Oral Presentation 2	22	???	
		Oral Presentation 3 & Design Evaluation	24	???	
		Oral Presentation 4	25	???	
		Classroom Participation	16-25	5%	
	PS500-6-SP : The Social Voice	Infographic Presentation	24	25%	None
		Thought Paper	25	25%	
		Lab Report	30	50%	
	PS501-6-SP : Consciousness and the Bodily Self	Lab Report 1	21	45%	None
		Lab Report 1 Reflection Form	24	5%	
		Lab Report 2	30	45%	
		Lab Report 2 Reflection Form	37	5%	
	PS502-6-SP : Psychology of Body, Senses and Existence	Oral Presentation	20	30%	None
		Design Learning Materials	30	70%	

	PS503-6-AU : Ageing: Mind, Brain & Behaviour	Case Report	8	30%	January Exam, 2 hours, Essay Questions, 70%
	PS504-6-SP : Abnormal Psychology	MCQ Test 1	20	15%	Summer Exam, 2 hours, Essay Questions, 70%
		MCQ Test 2	25	15%	
	PS505-6-AU : Immunology and Health	MCQ Test	5	25%	January Exam, 2 hours, Essay Questions, 75%
	PS506-6-AU : When your brain can't believe your eyes: Understanding Visual Illusion	MCQ Test	11	20%	January Exam, 2 hours, Essay Questions, 80%

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 departments marking procedures. The Psychology Administrators will email any relevant students if and when it is necessary to recall hard copies of coursework.

5.4 Return of marked coursework

Your coursework marks will be returned electronically and you will receive an e-mail when it is ready to view. For certain assessments, your coursework will be marked in hard copy, but you will receive your mark electronically. You should also collect your hard copy so that you can see your feedback.

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.

5.5 Late coursework policy

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

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

5.6 Essay writing support

Students studying PS111, Discovering Psychology, receive literacy support classes from the Talent Development Centre. These will help you to develop academic skills such as writing, information gathering and utilising feedback. These classes form an integral part of the module. However, 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, over the vacation, the Registry will send you a letter by email with further information. Please check your Essex email account regularly once your results have been published. Your Department will send you details of the assignments which you are required to undertake. If you haven't received anything within three weeks of the results being published, you must contact your Department or the Registry.

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 4.6). For further details please refer to the section on referencing in the Assessment Guide and Section 7 in this handbook.

5.10 Undergraduate Assessment Guide

For more information on how to work on your assessments, please reference the Undergraduate Assessment Guide, which can be found here:

<https://www1.essex.ac.uk/psychology/current/default.aspx>

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 after the exam to the department which is responsible for that module. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module or give you a copy or summary of the examiners' comments on your performance.

6.3 General information about summer exams and examination results

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

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

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

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

6.4 Anonymous marking policy in examinations

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

Your Exam Entry form also has your candidate number in large print in the centre of the page. This is the number you should write on your examination scripts.

6.5 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.

6.6 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.

6.7 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**. You can buy these from the Burrow, everythingEssex or Waterstones at the Colchester Campus or online from Amazon or eBay, or from Tesco, Argos or WH Smith.

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

Dictionaries are not permitted in examinations unless the rubric of the examination specifically states that candidates may use a dictionary, for example a translation dictionary may be permitted in certain language examinations. Your department will be able to advise you whether any of your exams specifically permit the use of a dictionary. Electronic dictionaries are never permitted. If you take a dictionary to an examination where it is not permitted, you will be reported on suspicion of committing an Academic Offence.

Non-native speakers of English should note that the entitlement to use a translation dictionary was removed with effect from October 2004.

7. Referencing and good academic practice

7.1 Importance of good academic practice

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 researchers' 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 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 Policy 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

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 and graduating undergraduate students also be able to access their electronic HEAR which gives details of all marks obtained during their studies.

Further information can be found at:

www.essex.ac.uk/students/graduation/award-documents/default.aspx

8.2 Find Your Way and room numbering system

Find Your Way is our interactive campus map app. Download it to help you find any location on campus and get directions quickly and easily. There's also a handy web version - <http://findyourway.essex.ac.uk/>

If you're looking for a specific room, follow these rules.

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

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

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

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

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

Visit our website to set up your IT account and password, register an external email address and passphrase and request a reminder for a forgotten passphrase: www.essex.ac.uk/it/getaccount.

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

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

As part of your Office 365 email account you get 1TB cloud storage space for all your documents with OneDrive. OneDrive lets you create, edit, and share documents online. You also get at least 300 MB of local storage, known as your M: drive. You can access this by going to 'My Documents' on any lab computer.

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

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

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

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

8.4 Tier 4/ Immigration information

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

8.5 On-campus facilities

There is a broad range of **facilities** to support your living and learning experience at our Colchester Campus – including study-based services like the IT helpdesk and group study pods, but also various food and drink venues, two banks, a general store run by the Students' Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more.

Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.

www.essex.ac.uk/students

www.essex.ac.uk/welcome

8.6 Graduation

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

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

9. Skills, Employability and Experience

9.1 Employability and Careers Centre

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

www.essex.ac.uk/careers

9.2 Learning Languages at Essex

Learn a language at Essex to increase your global and cultural awareness. **Language learning** can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you're looking for a job. There are a number of ways to do it, so look online to discover the best option for you.

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

9.3 Talent Development Centre

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

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

9.4 CareerHub+

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

careerhub.essex.ac.uk/students/login

9.5 Frontrunners

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

www.essex.ac.uk/frontrunners

9.6 Student Ambassadors

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

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

9.7 Volunteering

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

www.essex.su/vteam

9.8 Big Essex Award

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

www.essex.ac.uk/careers/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

9.10 Undergraduate Research Opportunities Programme (UROP)

UROP or the Undergraduate Research Opportunities Programme is our scheme for undergraduate students from the University of Essex to become trainee researchers and to become part of the academic community here at Essex.

UROP students in all departments will have the opportunity to carry out research in placements alongside established academics and to learn first-hand what being a researcher really means.

To find out more visit: <https://www.essex.ac.uk/urop/>

9.11 Research Experience Scheme (RES)

The scheme is open to first, second and third year students and gives you the opportunity to work on a voluntary basis alongside our academics on an ongoing research project. To find out more visit:

<https://www.essex.ac.uk/psychology/careers/research-experience.aspx>

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.aspx

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.

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

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/website-privacy

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. For more information or, you would like to get involved, please contact the Student Union.

11.7 What comes next?

Choosing to be a **postgraduate 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/masters

www.essex.ac.uk/phd

www.essex.ac.uk/coursefinder

In the Department of Psychology we offer the following courses:

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

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.

- ❖ Undergraduate Research Opportunities Programme (UROP); <https://www.essex.ac.uk/urop/>
- ❖ 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!

