

Your studies

DEPARTMENT OF SOCIOLOGY

Undergraduate

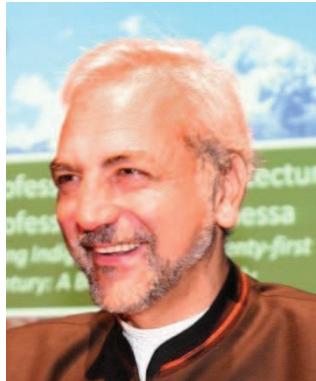
STUDENT HANDBOOK
2017-18



University of Essex



Introduction



Welcome

Welcome to the Department of Sociology and thank you for choosing to study with us.

Welcome to those of you who are new to the Department and welcome back to everyone else.

We hope that this handbook will answer any questions you have but there are many other people who can help. Personal Tutors, the First Year and Undergraduate Director and the Module Co-ordinators are all available to talk about any issues you may have. Members of the administrative staff are

always happy to assist with any enquiries and can guide you to the right people - inside or outside the Department.

The Department of Sociology at Essex is a large academic department, and we are proud of our distinguished record in both teaching and research. We hope that you will feel a part of our endeavours and we welcome your contributions to the Department and the development of the discipline.

The world of Sociology is extremely varied and stimulating and whether you are new to the subject or not, we are confident that the intellectual environment at Essex will help you to explore it in depth and to develop your own potential to a high level. Sociology is a stimulating subject, so enjoy your studies!

We hope your stay here will be pleasurable and rewarding, so welcome again to the Department of Sociology at Essex.

Professor Andrew Canessa
Department of Sociology

About your Student Handbook

This handbook gives you essential information about your Department 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.



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Term Dates

2017-2018

Autumn term	5 October 2017 – 15 December 2017
Spring term	15 January 2018 – 23 March 2018
Summer term	23 April 2018 – 29 June 2018

2018-2019

Autumn term	4 October 2018 – 14 December 2018
Spring term	14 January 2019 – 22 March 2019
Summer term	23 April 2019 – 28 June 2019



You can download a copy of the university calendar with corresponding week numbers from the Timetable Office webpage: <https://www1.essex.ac.uk/students/course-admin/documents/weeks-2017-18.pdf>

Timetable

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

Study Leave 2017-18

Nick Allum	Spring
Joan Busfield	Summer
Eamonn Carrabine	Autumn/Spring/Summer
Neli Demireva	Autumn
Michael Halewood	Autumn
Sandya Hewamanne	Summer
Róisín Ryan-Flood	Autumn
Ewa Morawska	Autumn and Spring
Sean Nixon	Spring and Summer
Yasemin Soysal	Summer Term
Nigel South	Spring Term

Reading Week (Week 21)

Although there will be no scheduled teaching in week 21 (week beginning 19 February in the spring term). There will be structured learning activities which will be clearly indicated in module outlines. There may be voluntary events taking place for example film screenings.

An assignment linked to the Step Up, Reach Out, Give back event in week 22, will need to be completed this week in preparation, so please keep this week free. Details will be circulated nearer the time.

The myEssex Student Portal

MyEssex is the University's student portal that you used during your application process. Once you're a registered student, you can also use myEssex to update your personal details and as a quick reference guide to other student webpages: www.essex.ac.uk/dsh/myessex



About our Department

Sociology Department Staff

Head of Department	Professor Andrew Canessa <i>Personal e-mail</i>	2656	<i>[soc-dahod] [canessa]</i>	6.335
Academic Staff				
	Dr James Allen-Robertson	2273	<i>[jallenh]</i>	6.330
<i>Study Leave Spring Term 2017-18.</i>	Professor Nick Allum	4378	<i>[nallum]</i>	6.332
	Dr Michael Bailey	3867	<i>[mbailey]</i>	6.347
	Dr Shaul Bar Haim	2104	<i>[sbarhaim]</i>	5A.334
	Professor Robin Blackburn	2650	<i>[roblack]</i>	6.346
<i>Study Leave - Summer Term 2017-18</i>	Professor Joan Busfield	3399	<i>[busfj]</i>	5A.329
	Professor Eamonn Carrabine	3038	<i>[eamonn]</i>	6.342
	Dr Alexandra Cox	3039	<i>[ac17989]</i>	6.326
	Professor Pam Cox	2644	<i>[pamcox]</i>	6.324
	Dr Isabel Crowhurst	3059	<i>[icrow]</i>	6.360
<i>Spring Term Arrival (New)</i>	Dr Maitrayee Deka	3539	<i>TBC</i>	6.328
<i>Study Leave – Aut Term 2017-18.</i>	Dr Neli Demireva	2640	<i>[nvdem]</i>	6.334
	Dr Anna Di Ronco	2115	<i>[a.dironco]</i>	5A.215
	Dr Rachel Duffett (p/t)	2650	<i>[rduffe]</i>	6.346
	Professor Pete Fussey	2748	<i>[pfussey]</i>	6.336
	Dr Carlos Gigoux	3502	<i>[cgigou]</i>	5A.206
	Dr Ayşe Guveli	3054	<i>[aguveli]</i>	5A.327
<i>Study Leave – Aut Term 2017-18.</i>	Dr Michael Halewood	3747	<i>[mhale]</i>	6.354
	Dr Laurie James-Hawkins	4885	<i>[lh17699]</i>	6.322
<i>Study Leave Summer Term 2017-18.</i>	Dr Sandya Hewamanne	3828	<i>[skhewa]</i>	5A.342
	Dr Renee Luthra	6090	<i>[rluthra]</i>	6.340
	Dr Linsey McGoey	3544	<i>[lmcgoey]</i>	6.356
<i>Study Leave – Aut & Spring 2017-18.</i>	Professor Ewa Morawska	2663	<i>[emorawsk]</i>	5A.336
	Professor Lydia Morris	3048	<i>[ldmorris]</i>	5A.319
<i>Study Leave Spr – Summer 2017-18.</i>	Professor Sean Nixon	2646	<i>[snixon]</i>	6.349
	Professor Mike Roper	3045	<i>[mrop]</i>	5A.317
<i>Study Leave Aut Term 2017-18.</i>	Dr Róisín Ryan-Flood	3551	<i>[rflood]</i>	5A.338
	Dr Anna Sergi	3046	<i>[asergi]</i>	6.358
	Professor Colin Samson	2662	<i>[samsc]</i>	5A.310
<i>Study Leave Spring Term 2017-18.</i>	Professor Nigel South	2693	<i>[soutn]</i>	5A.301



<i>Study Leave Summer Term 2017-18.</i>	Professor Yasemin Soysal	3572	[soysal]	5A.321
<i>Faculty of Social Sciences Deputy Dean (Education)</i>	Dr Darren Thiel	2638	[djthiel]	5A.308
	Professor Jackie Turton	2658	[turtje]	5.412
	Dr Robin West	2665	[rmwest]	5A.340
	Dr Katy Wheeler	2185	[kmwhee]	6.352
Administrative Staff				
<i>Department Manager (Maternity Leave from December 2017)</i>	Camilla Thomsen	3055	[cthomsj]	6.343
<i>Deputy Department Manager</i>	TBC	2871	TBC	6.339(a)
<i>Operations Administrator</i>	Sheila Marrinan	3049	[smarrin]	6.337
<i>Student Administrator (PG)</i>	Michele Hall	3051	[mehall]	6.339
<i>Student Administrator (UG)</i>	Jane Harper	3052	[jharper]	6.339
<i>Student Administrative Assistant</i>	Rosa Chandler	4892	[rbchan]	6.339
<i>Research Grant Administrator</i>	Sue Aylott (p/t)	3548	[sue]	5A.331
<i>Executive Officer/Project Administrator (GEMM)</i>	Izabela Hutchins	2667	[i.hutchins]	6.338
<i>Editorial Assistant</i>	Agnes Skamballis (p/t)	N/A	[askamb]	N/A
Emeritus Professors				
	Professor Ted Benton	3882	[tbenton]	5B.150
	Professor Diane Elson	N/A	[delson]	N/A
	Professor Miriam Glucksmann	3882	[glucm]	5B.150
	Professor Mark Harvey	3882	[mharvey]	5B.150
	Professor Dick Hobbs	N/A	[rhobbs]	N/A
	Professor Ken Plummer	N/A	[plumk]	N/A
	Professor Paul Thompson	N/A	[paulth]	N/A
Research Staff				
	Orsolya Lukacs	2667	[olukac]	6.338
	Philipa Reeve	2650	[parnold]	6.346
	Dorothee Schneider	3440	[dschne]	5A.208
	Wouter Zwysen	2667	[wzwyse]	6.338
<i>Associate Fellow</i>	Luis Martinez Del Campo	N/A	[lm16634]	N/A
<i>Associate Fellow</i>	Giacomo Orsini	N/A	[gorsin]	N/A
<i>Honorary Senior Lecturer</i>	Dr Hiroko Tanaka	n/a	[htanaka]	n/a
Resource Centre				
<i>Student Support Officer</i>	Rowena Macaulay (p/t)	3743	[rowena]	5A.315
<i>SRC Project Worker (Sep 2017- End of March 2018)</i>	Harriet Bragg	3743	[hfbrag]	5A.307
	Joshua Hallam	3743	[jdahal]	5A.307



Graduate Teaching Assistants (GTAs):

GTA	Email	Room
Shovita Adhikari	[sdadhi]	5A.313
Roxana Baltaru	[rdbalt]	5A.313
Carlene Cornish	[ccornia]	5A.311
Paulina Jimenez Fregoso	[pjimen]	
Gulcimen Karakeci	[gkaraka]	5A.311
Ali Keles	[aekele]	4.137
Valerija Kolbas	[vkolba]	2N2.6.01
Panagiotis Panagoitou	[ppanay]	
Christakis Peristianis	[cperis]	4.137
Helen Rand	[hrand]	4.138
Brendan Read	[bread]	
Ayse Sargin	[as16887]	4.137
Emma Saunders	[ecsaun]	5A.309
Morteza Shirzad	[mshirz]	
Carlos Juliano Simoes Ferreira	[cjsimo]	
Burak Sonmez	[bsonme]	5A.210
Amy Stevens	[astevec]	5A.309
Irina Stratton	[istrat]	5A.313
Ekaterina Tarnovskaya	[et16065]	5A.309
Ben Turpin	[bturpi]	5A.210
Ruth Weir	[rweir]	4.138

Staff Details can be found here

www.essex.ac.uk/sociology/staff/Staff.aspx?type=all

Staff Research Interests

Details of the research undertaken in the Department, including the interests of individual members of staff, are available at: www.essex.ac.uk/sociology/staff/Staff.aspx?type=academic



Our Location

Colchester Campus
Department of Sociology
University of Essex
Wivenhoe Park
Colchester CO4 3SQ

Direct Tel: 01206 873052

General enquiries: soc-office@essex.ac.uk

Website: www.essex.ac.uk/sociology



General Office Opening Hours

Monday, Tuesday, Thursday, and Friday 10.00 hours to 13.00 hours & 14.00 hours to 16.00 hours

Wednesday, 10.00 hours to 13.00 hours. **Closed Wednesday afternoons.**

Common Room

Students are encouraged to use the Department's Common Room (6.341) on the 6th floor close to the General Office. Daily newspapers are provided during term-time and a good quality vending machine dispenses hot drinks.

Photocopying

There are photocopying facilities available in the Library and the Square 4 Copy Centre.

Using Mobile Phones, Smartphones, Laptops, and Tablet PCs

A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student's academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of those present.

Disabled students who have difficulty with note-taking are encouraged to contact Student Support for further information on when recording is permissible and other access strategies.

The Department has agreed that mobile phones and other technology may be used for teaching-related purposes in lectures and classes, but must not be used for personal phone calls and texting.



Correspondence and Communication

Letters may be attached to your Essex e-mail or mailed to term-time home addresses so it is important to make sure the University has your current contact details. Your address and contact details can be updated via the "My Essex" portal. If you live in University accommodation, your post will be delivered daily. It will be left on your kitchen tables.

The University and Departments make increasing use of e-mail to advise students of deadlines and to communicate information on various aspects of student life. You should access and check your University e-mail account **at least three times per week in term time, and preferably daily**.

Any letters, messages or correspondence for members of staff may be left in the General Office.

Email Use

Email remains an important means of communicating – we use it to contact you about important information relating to your studies and other issues such as welfare, so please check your University email account regularly. Undergraduate and postgraduate taught students are allocated 50GB of email storage space, while postgraduate research students are allocated 2GB of email storage space. You can access your email on any lab computer on our Colchester Campus using Microsoft Outlook. We also provide an Outlook Webmail service that you can access through a web browser anytime, anywhere: <https://email.essex.ac.uk/>. You can also send and receive University email on the move by setting up your smart phone or tablet. Go to <http://www.essex.ac.uk/it/> where you will find instructions on how to set up your mobile device with email.

Email Guidance

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



More information about IT support can be found in the “Practicalities” section of this handbook on page 70.

SMS Text Messages

There may be occasions when the University or the Department wishes to contact a student or group of students urgently. In such cases, an SMS text message may be sent to a student’s mobile phone, or to the mobile phones of a group of students, to alert them that an urgent e-mail has been sent to their inbox. This method of communication may be used if, for example, a lecture or teaching event has to be cancelled at very short notice. It is therefore important that you ensure that your contact details are regularly updated via ‘**myEssex**’, and we encourage students to include their mobile telephone for the reasons given above.

Department Annual Prizes

A student will normally be eligible for the award of one prize only in any one academic year.

First Year Students

The 1st Year Sociology Prize is awarded to the first year Sociology student who achieves the highest overall year mark. The prize-winner will receive a book token worth £50.

The Fuller Bequest First Year Prize will be awarded to the first year Criminology student who achieves the highest year mark. The prize-winner will receive a book token worth £50.

Second Year Students

The Inner Wheel Club of Southend-on-Sea Prize is awarded to the second year Sociology student who achieves the highest overall year mark. The prize-winner will receive a book token worth £100.

The Fuller Bequest Second Year Prize will be awarded to the second year Criminology student who achieves the highest overall year mark. The prize-winner will receive a book token worth £100.

Final Year Students

The Fuller Bequest Project Prize is awarded to the Sociology or Criminology student who achieves the highest mark for the final year project. The prize-winner will receive a book token worth £100.

The Fuller Bequest Undergraduate Prize is awarded to the Sociology student who achieves the highest degree mark. The prize-winner will receive a book token worth £100.

The Fuller Bequest Criminology Prize is awarded to the Criminology student who achieves the highest degree mark. The prize-winner will receive a book token worth £100.

The David Roberts Memorial Prize is awarded to a final year Sociology or Criminology student for ‘Exceptional Achievement’. The prize is worth £100.

The Sage Quantitative Methods Prize is awarded to a final year student on the Applied Quantitative Methods pathway with the best final year project mark. The prize is worth £100.



Note: For the purposes of awarding the prizes, a student registered on one of the degrees in List A will be defined as a 'Sociology student', and a student registered on a degree from List B will be defined as a 'Criminology student':

List A

BA Communications and Digital Culture
BA Sociology
BA Sociology and Politics
BA Sociology with Human Rights
BA Sociology with Psychosocial Studies
BA Sociology with Social Anthropology
BA Sociology and Social Psychology
BSc Sociology with Applied Quantitative Methods

List B

BA Criminology
BA Criminology with Social Psychology
BA Sociology and Criminology

Course Leaders

UNDERGRADUATE DEGREE COURSE CO-ORDINATORS

BA Criminology	Darren Thiel
BA Criminology with Social Psychology	Joan Busfield
BA Communications and Digital Culture	James Allen-Robertson
BA Sociology and Politics	Isabel Crowhurst
BA Sociology	Joan Busfield (Aut)/Michael Halewood (Spr/Sum)
BA Sociology and Criminology	Darren Thiel
BA Sociology with Human Rights	Isabel Crowhurst
BA Sociology with Psychosocial Studies	Mike Roper
BA Social Anthropology	Andrew Canessa
BA Social Anthropology with Human Rights	Andrew Canessa
BA Sociology and Social Psychology	Joan Busfield
BSc Sociology with Applied Quantitative Research Methods	Nick Allum



JOINT UNDERGRADUATE DEGREE COURSES (link person)

BA Criminology and American Studies (3 and 4 years) (*Centre for Interdisciplinary Studies in the Humanities*)

Joan Busfield (Aut)/Michael Halewood

BA History and Criminology (*History*)

BA History and Sociology (*History*)

BA Literature and Sociology (*Literature*)

BA English Language and Sociology (*Language and Linguistics*)

BA Philosophy and Sociology (*Philosophy*)



Module Leaders

Module Code	Module Title	Module Supervisor / Co-ordinator
SC101-4-FY	Researching Social Life I	Katy Wheeler
SC104-4-FY	Introduction to Crime, Law and Society	Robin West (AU), Darren Thiel (SP)
SC106-4-FY	Media, Culture and Society	Michael Bailey James Allen-Robertson
SC107-4-FY	Introduction to Social Anthropology	Sandya Hewamanne
SC111-4-FY	The Sociological Imagination	Joan Busfield
SC164-4-SP	Introduction to United States Sociology	Carlos Gigoux
SC201-5/6-FY	Continuity and Controversy in Sociology: Sociological Analysis II	Robin West
SC203-5/6-FY	Researching Social Life II	Nick Allum (AU) Róisín Ryan-Flood (SP)
SC204-5-FY	Sociology of Crime and Control	Isabel Crowhurst (AU) Robin West (SP)
SC205-5-FY	Policing, Punishment and Society	South, Nigel (AU), Pete Fussey (SP)
SC208-5-SP/FY	Stratification Across the Life Course: Inequalities From Cradle to Grave	Renee Luthra
SC213-5-FY	Social Psychology (Sociology): Self and Interaction	Shaul Bar Haim (AU) Laurie James-Hawkins (SP)
SC224-5-FY	Digital Society	Michael Bailey/James Allen-Robertson
SC233-5-FY	Race, Class and Gender	Carlos Gigoux
SC276-5-FY	Anthropology of Birth and Sex and Death	Andrew Canessa
SC277-5-FY	Ethnographic Research Methods	Sandya Hewamanne
SC291-5-FY	Sociology of Sexualities	Isabel Crowhurst (AU), Róisín Ryan-Flood (SP)
SC301-6-SP/FY	Current Disputes in Sociology: Sociological Analysis III	Linsey McGahey (AU) Michael Halewood (SP)
SC304-6-SP/FY	Globalisation and Crime	Darren Thiel
SC306-6-AU	Crime, Media and Culture	Anna Di Ronco
SC311-6-SP	Children and Young People: Criminological Approaches – Current Debates	Pamela Cox



SC326-6-AU/FY	Psychiatry and Mental Illness	Joan Busfield
SC326-6-SP/FY	Psychiatry and Mental Illness	Joan Busfield
SC338-5-SP	Religion in Modern and Post Modern Societies	Ayşe Guveli
SC361-6-AU/FY	American Society: Ethnic Encounters in the Making of the USA	Colin Samson
SC361-6-SP/FY	American Society: Ethnic Encounters in the Making of the USA	Colin Samson
SC364-6-AU/FY	Mass Media and Modern Life	Sean Nixon (AU) Rachel Duffett (SP)
SC364-6-SP/FY	Mass Media and Modern Life	Rachel Duffett
SC382-6-AU/FY	Crime, Policy and Social Justice	Pam Cox
SC385-6-AU/FY	Models and Measurements in Quantitative Sociology	Nick Allum
SC387-6-AU/FY	War and Trauma in the Modern Age	Shaul Bar Haim
SC387-6-FY/SP	War and Trauma in the Modern Age	Saul Bar Haim
SC388-6-AU	Dangerous Places: Travellers, Anthropologists and Intercultural Meetings	Colin Samson
SC389-6-SP	Power, Wealth and Poverty in a Global Age	Linsey McGoe
SC831-6-FY	Research Project: Sociology	Anna Sergi
SC830-6-FY	Quantitative Research Project	Nick Allum
SC832-6-FY	Research Project: Anthropology	Sandya Hewamanne

Director of Education

Joan Busfield (Aut), Michael Halewood

Undergraduate Director

Joan Busfield (Aut), Michael Halewood

First Year Director

Carlos Gigoux

Final Year Project Co-ordinator

Anna Sergi

Employability Development Director

Pam Cox

Personal Tutors (see also 'Departmental Support, below)

Senior Personal Tutor	Isabel Crowhurst	3059	icrow	6.360
Personal Tutor	James Allen-Robertson	2273	Jallenh	6.330
Personal Tutor	Michael Bailey	3867	mbailey	6.347
Personal Tutor	Shaul Bar Haim	2104	sbarhaim	5A.334
Personal Tutor	Joan Busfield	3399	busfj	5A.329
Personal Tutor	Anna Di Ronco	2115	a.dironco	5A.215
Personal Tutor	Robin West	2665	rmwest	5A.340
Personal Tutor	Katy Wheeler	2185	kmwhee	6.352

Departmental Support

We hope that your time in our Department will be happy and fulfilling. There may be times though when you feel in need of particular advice or support, or simply have a query on academic or non-academic matters. We value student support very highly in the department and provide a strong and integrated support network.

Your Personal Tutor

All undergraduate and taught postgraduate students have a Personal Tutor who you'll meet soon after you've arrived and, intermittently, (or as you need) throughout your course. Your Personal Tutor is there to help you feel connected to your department and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. Your Personal Tutor may also recommend other support services on campus that might be able to help.

Personal Tutor names are given above on page 16. If you're unsure who your Personal Tutor and/or peer mentor (below) is, please contact Rowena Macaulay, Student Support Officer (below).

Your Peer Mentors

The department also operates a peer mentoring system. All incoming 1st year students are assigned to a tutor group, headed by their Personal Tutor (above), supported by 1-2 student peer mentors. Mentors are more experienced students in their 2nd or 3rd year who offer friendly, informal support in your early days. They can help you settle in and make the most of your weeks and months. You can find more information about peer mentors here:

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

The Student Resource Centre (5A.307/315) and Students Support Services Officer, Rowena Macaulay (email: rowena@essex.ac.uk; Tel.: 3743)

We are fortunate to have the benefit of our own discipline-specific Student Resource Centre (SRC) and Student Support Officer within the department.

Together with the Senior Personal Tutor, Dr Isabel Crowhurst, Rowena Macaulay is jointly responsible for the system of departmental support. She runs the SRC together with Project Workers, Joshua Hallam and Harriet Bragg, and a small team of student volunteers. The SRC provides a range of academic resources and services, and houses extensive collections of sample work by former students. In addition the SRC team provide a dedicated one-to-one support service available to all sociology students on any matter (academic and pastoral).

Departmental Disability Liaison / Inclusion Officer (DDLO)

Rowena Macaulay is also DDLO for Sociology; available to students for any queries or concerns on access/inclusion issues, and as a point of liaison as necessary with departmental teaching staff, and/or the University's central Student Support Office and disability team.



Academic Skills Support

All incoming undergraduate students have the benefit of writing skills classes running throughout their first year, embedded within the core 1st year module, SC111. These cover many aspects of academic skills and employability issues but are principally focused on essay-writing and aligned to your respective assignments.

Workshops for all undergraduate students on good essay writing (including citation and referencing practices) are also offered around the year in the Student Resource Centre, advertised via email and online. Individual help is also available via one-to-one sessions with SSSO, Rowena Macaulay.

For Further Information and Support

The Student Resource Centre web page offers downloadable materials on essay-writing in coursework and exam settings, under 'Academic Skills Guidance': <https://www.essex.ac.uk/sociology/current-students/resource-centre.aspx>

The *Departmental Style Guide* on Referencing and Essay Presentation is also available here.

In addition, the University's Talent Development Centre (TDC) runs a range of skills classes throughout the academic year: <https://www1.essex.ac.uk/students/study-resources/tdc/>



Academic Matters

The University is committed to providing equal opportunities for all our students regardless of where or how you study. Our diverse student population is taken into account when developing the resources, services, and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations. Where appropriate, reasonable adjustments will be made for individual students to support them through their studies.

Methods of Teaching

A range of methods of teaching are used in this Department, according to what lecturers of particular modules feel is the most appropriate way to convey information in that particular case. The main method in most modules is a formal lecture and classes or seminars but lab work (where appropriate) may also be included in some modules. If you wish to discuss the methods of teaching in any particular module further, talk in the first instance to the module lecturer.

Seminars

Seminars are two hour teaching sessions which combine lecture and group discussion.

Classes

Students are usually clear what they expect from lectures; they are less clear what classes are for. This is partly because there are many different sorts of 'classes'; they are often referred to by different names, and over the year, the same class may try to do different things. Here we outline several sorts of classes that take place. Your tutors will explain the teaching and learning on your module in the first sessions of term so it will be clear what is expected of you.

The Expository/Clarificatory Class

Here you can expect the class tutor to spend time talking to you - filling in on lectures, answering your questions, explaining reading.

The Student-Driven Class

Here you can (almost) expect your tutor to be silent a great deal of the time. This is the opportunity for students to discuss their ideas with each other.

The 'Presentation' Class

Here a student (or students) actually takes charge of the class. While the tutor sets the topic and the reading, the student is responsible for planning the class, presenting the opening statements, and encouraging other students to participate. The resource room provides guidance for such presentations.

The 'Set Reading' Class

Here all students are assigned some specific reading to do before the class and they will then be expected to discuss their reading, ask questions, and generate ideas from it. The resource room provides guidance for reading for classes in this way.

The 'Collective Workshop' Class

Here, all students work together - often without the tutor being present all the time. They will be expected to work on, and maybe resolve, some common problems, and find the best way to present it to others.



The 'Video' Class

Here, an extract from a video or film may be shown and then analysed. The Department does not consider it a good use of class time to spend long periods in class watching videos - these can usually be watched outside of the class. But a video extract can be a great stimulant to discussion.

The 'Practical or Transferable Skills' Class

These are most likely to happen at the start of a year and, especially, in your first year. Here, the focus is upon class members developing practical skills. These may be study skills - such as using the library, essay skills, or computer literacy; or they may be research skills - such as interviewing, observation or archival work. The focus in these classes is on learning through doing.

The 'Experiential' Class

Here, students are expected to explore some aspect of their own experiences in relation to their study. This may involve such practices as role play or empathy exercises.

The Revision Class

Revision lectures/classes will be held in weeks 31 and 32, but revision classes may not be held for some modules. Details of revision classes are set out in your module outline and on the University timetable.

The Workshop

Workshops are run by the Student Resource Centre (see Departmental Support, on page 17) and are aimed at supporting students, enabling them to develop specific academic skills (essay-writing, presentation, etc.). They are almost always attended voluntarily (with the exception that students may be asked to attend a specific session if their tutor feels their academic development would benefit from it).





The Departmental Vision

The six main aims of the Department's educational programmes are:

1. to develop and transmit knowledge and ideas to its students as part of our role in the intellectual life of society;
2. to create an intellectual community that supports and encourages education and learning and fosters the capacities of students and teachers for creative study;
3. to convey and promote a 'sociological imagination' that makes students aware, at an appropriate level, of different ways of thinking about and analysing social phenomena;
4. to encourage critical, analytical thinking as a vital foundation for subsequent academic study, employment, personal development and participation in society;
5. to maintain high standards of teaching and learning;
6. to assist students in the development and enhancement of a range of skills: presentational, study, communication, computing, literacy, and personal.

The Department endeavours to achieve these aims through high standards of teaching and learning and through the creation of a supportive intellectual community within the Department. It does so, however, at a time when both staff and students are under increasing pressures of many kinds. Students, for example, face growing financial burdens while they are studying, which can continue into the future. Staff face ever increasing demands for good research and publication as well as growing numbers of students without extra resources. Staff and students need to understand these circumstances.

In general, the Department aims to help students acquire the following:

- a knowledge of the various traditions within sociology;
- a critical understanding of the significance of different conceptual and theoretical perspectives in sociology;
- a knowledge of the principal methods of sociological research;
- an awareness of the key issues and problems involved in conducting sociological research;
- an understanding of the specific issues and debates in the specialist areas they study;
- the capacity to marshal evidence, develop an argument, and present ideas coherently and effectively;
- the capacity to work with a degree of independence and self-motivation;
- the necessary support to enable students with non-traditional qualifications to complete their degrees successfully.

The Expectations

It will help both staff and students if they can try to meet the following expectations:

Students can reasonably expect for most modules:

1. a written syllabus with aims, reading, and assessment criteria clearly presented;
2. a series of well-prepared lectures or information sessions, the themes of which are clearly indicated in the syllabus;
3. a series of classes that, in general, discuss materials relevant to the topic of the previous lecture. Students can expect that, in their first class of the year, there will be some discussion of how the class will be conducted and what work expectations will be; once established, the classes will adhere to these agreements. Students should be informed at least two weeks in advance if they are expected to make a specific presentation. Whatever mode of presentation is adopted, students can expect that the class teacher will generally introduce the discussion of the week's topic and will generally end the seminar with summary observations and a prospectus for the following week;
4. that, when coursework is submitted on time, it will normally be returned within three weeks of the relevant coursework deadline, or during the first week of the new term where coursework was submitted at the end of the term;
5. that Sociology module outlines should contain the following information:
 - the module title and full module code;
 - the module supervisor;
 - details of the assessment and submission dates;
 - return date(s) for marked coursework;
 - a short statement of the main focus and content of the module;
 - a brief statement of the main objectives of the module;
 - a clear statement of the assessment rules for the module;
 - a week-by-week outline of the topics that are to be covered in the lectures and classes or seminars;
 - required reading should be made clear and lecturers are expected to formally request the Library to place readings on 3-hour loan and, where appropriate, ensure that the reading list as a whole is supplied to the Library;
6. all coursework submitted for the first deadline will be moderated. As a result there will be a delay in the return of these essays, to allow time for the moderation of marks. The purpose of this is to ensure consistency in marking across modules. This is in the interests of all students;
7. comments will be provided on marked essays. These comments will offer the teacher's broad rationale for giving the mark awarded and, where possible, suggest some directions for further development of the sociological imagination. If essays are handed in after the appropriate submission date, students cannot expect any comments;

8. the class teacher will be available during Academic Support hours (previously known as Office Hours) to discuss any aspect of the module (Academic Support hours which will be posted on the class teacher's office door);
9. students will be notified of any staff or module changes;
10. (information for 2nd and 3rd year students only) in addition, for the supervision of undergraduate dissertations, students can expect:
 - to see their supervisor a minimum of four and a maximum of six times during their research and writing up;
 - to be provided with initial bibliographic assistance on their agreed dissertation;
 - to receive guidance on the general structure of the dissertation itself;
 - to receive comments on your projects, you must submit any drafts no later than Friday, 09 March, 2018
 - drafts of work will **NOT** be commented upon during the Easter Break in 2018

Staff can reasonably expect that students will:

1. attend all lectures and classes. If students miss prescribed teaching, they should always inform their tutor (see 'Absence from prescribed instruction' in the section headed 'Academic Matters');
2. complete 'required reading' prior to the relevant lecture or class. Where practical work is required (as in methods classes), this must also be completed on schedule;
3. spend at least 10 hours per week reading and preparing for the module, including class-lecture contact time;
4. participate actively in classes and seminars and honour any commitment to produce work for a class;
5. familiarise themselves with the rules of assessment and the Department's procedures for submitting coursework;
6. complete required coursework on time;
7. ensure that required coursework is clearly expressed, that it is typed and properly documented (with adequate citations and bibliography);
8. work to achieve the appropriate level of critical, analytical thinking that reflects an awareness of the sociological imagination.



Moodle, ORB, and FASER

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

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

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

faser.essex.ac.uk

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



Course Structures 2017-18

Undergraduate Courses

Courses Administered by the Department of Sociology

	UCAS CODE
BA Sociology	L300
BA Sociology and Criminology	LM39
BA Sociology with Human Rights	L3M9
BA Sociology and Politics	LL32
BA Sociology with Psychosocial Studies	LJC8
BA Social Anthropology	LL36
BA Social Anthropology with Human Rights	LL37
BA Sociology with Social Psychology	CL83
BA Criminology	M900
BA Criminology with Social Psychology	L3C8
BA Communications and Digital Culture	LP33
BSc Sociology with Applied Quantitative Research Methods	L315

Undergraduate Degree Courses Administered by Partner Departments

BA Criminology and American Studies (3 year)	MT2R
BA Criminology and American Studies (4 year)	MT27
BA History and Criminology	MV91
BA History and Sociology	LV31
BA English Language and Sociology	LQ31
BA Literature and Sociology	LQ32
BA Journalism and Criminology	P550
BA Journalism and Sociology	P540
BA Philosophy and Sociology	LV35



Undergraduate Courses 2017-2018

BA SOCIOLOGY

YEAR 1

Module Code	Title	Credits	Status in Award
SC101-4-FY	Researching Social Life I	30	Core
SC111-4-FY	The Sociological Imagination	30	Core
--	Level 4 module option(s) from list (1 x 30 credits), or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional
--	Level 4 module option(s) from list (1 x 30 credits) or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional

YEAR 2

Module Code	Title	Credits	Status in Award
SC201-5-FY	Continuity and Controversy in Sociology: Sociological Analysis II	30	Compulsory
SC203-5-FY OR SC208-5-FY	Researching Social Life II / Stratification Across the Life Course: Inequalities From Cradle to Grave	30	Compulsory with options
--	Level 5 Sociology option (1 x 30 credit)	30	Optional
--	Level 5 Sociology option (1 x 30 credit)	30	Optional

YEAR 3

Module Code	Title	Credits	Status in Award
SC301-6-FY	Current Disputes in Sociology: Sociological Analysis III	30	Compulsory
SC831-6-FY	Research Project: Sociology	30	Compulsory
--	Level 6 Sociology option (1 x 30 credits), or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional
--	Level 6 Sociology or outside option (1 x 30 credits), or (2 x 15 credits – 1 Autumn and 1 Spring term module)	30	Optional



BA SOCIOLOGY AND CRIMINOLOGY

YEAR 1

Module Code	Title	Credits	Status in Award
SC101-4-FY	Researching Social Life I	30	Core
SC104-4-FY	Introduction to Crime, Law and Society	30	Core
SC111-4-FY	The Sociological Imagination	30	Core
--	Level 4 module option from List A (1 x 30 credits), or (2 x 15 credits – 1 Autumn and 1 Spring term module)	30	Optional

YEAR 2

Module Code	Title	Credits	Status in Award
SC201-5-FY	Continuity and Controversy in Sociology: Sociological Analysis II	30	Compulsory
SC203-5-FY OR SC208-5-FY	Researching Social Life II / Stratification Across the Life Course: Inequalities From Cradle to Grave	30	Compulsory
SC204-5-FY	Sociology of Crime and Control	30	Compulsory
--	Level 5 Sociology option (1 x 30 credit)	30	Optional

YEAR 3

Module Code	Title	Credits	Status in Award
SC301-6-FY	Current Disputes in Sociology: Sociological Analysis III	30	Compulsory
SC304-6-FY	Globalisation and Crime	30	Compulsory
SC831-6-FY	Research Project: Sociology	30	Compulsory
--	Level 6 Sociology option (1 x 30 credits), or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional



BA SOCIOLOGY WITH HUMAN RIGHTS

YEAR 1

Module Code	Title	Credits	Status in Award
HU100-4-FY	Foundations of Human Rights	30	Core
SC111-4-FY	The Sociological Imagination	30	Core
SC101-4-FY	Researching Social Life I	30	Core
--	Level 4 module option from List (1 x 30 credits), or (2 x 15 credits – 1 Autumn and 1 Spring term module)	30	Optional

YEAR 2

Module Code	Title	Credits	Status in Award
HU200-5-AU	Human Rights Organisations: International and Regional Institutions	15	Core
HU201-5-SP	Social Dimensions of Human Rights	15	Core
SC201-5-FY	Continuity and Controversy in Sociology: Sociological Analysis II	30	Compulsory
SC203-5-FY OR SC208-5-FY	Researching Social Life II / Stratification Across the Life Course: Inequalities From Cradle to Grave	30	Compulsory
--	Level 5 Sociology or outside option from list (1 x 30 credits), or (2 x 15 credits – 1 Autumn and 1 Spring term module)	30	Optional

YEAR 3

Module Code	Title	Credits	Status in Award
HU300-6-FY	Selected Issues in Human Rights	30	Compulsory
SC301-6-FY	Current Disputes in Sociology: Sociological Analysis III	30	Compulsory
SC831-6-FY	Research Project: Sociology	30	Compulsory
--	Level 6 Sociology or outside option from list (1 x 30 credits), or (2 x 15 credits – 1 Autumn and 1 Spring term module)	30	Optional



BA SOCIOLOGY AND POLITICS

YEAR 1

Module Code	Title	Credits	Status in Award
GV100-4-FY	Introduction to Politics	30	Core
SC111-4-FY	The Sociological Imagination	30	Core
SC101-4-FY	Researching Social Life I	30	Core
--	Level 4 module from List C (1 x 30 credits), or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional

YEAR 2

Module Code	Title	Credits	Status in Award
SC201-5-FY	Continuity and Controversy in Sociology: Sociological Analysis II	30	Compulsory
GV250-5-AU	Principles of Social Justice	15	Compulsory
GV254-5-SP	Ethics and Public Policy	15	Compulsory
SC203-5-FY or SC208-5-FY or GV110-5-AU and GV112-5-SP	Researching Social Life II or Stratification Across the Life Course: Inequalities From Cradle to Grave (30 credits) or Scientific Reasoning for the Social Sciences (15 credits) Comparative Political Analysis (15 credits)	30	Optional
--	Level 5 Sociology or Politics option (1 x 30 credits) or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional

YEAR 3

Module Code	Title	Credits	Status in Award
SC301-6-FY	Current Disputes in Sociology: Sociological Analysis III	30	Compulsory
--	Level 6 Politics module option (1 x 30 credits), or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional
--	Level 6 Sociology module option (1 x 30 credits), or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional
SC831-6-FY or GV831-6-FY	Research Project: Sociology or Project: Government	30	Compulsory with options

Students must select a minimum of three module options in Politics and three module options in Sociology across levels 5 and 6.



BA SOCIOLOGY WITH PSYCHOSOCIAL STUDIES

YEAR 1

Module Code	Title	Credits	Status in Award
SC101-4-FY	Researching Social Life I	30	Compulsory
SC111-4-FY	The Sociological Imagination	30	Compulsory
PA108-4-AU	Popular Film, Literature and Television: a Psychoanalytic Approach (Freud and Jung)	15	Compulsory
PA109-4-SP	Sex, Politics and Religion	15	Compulsory
--	Level 4 module option from List (1 x 30 credits), or (2 x 15 credits – 1 Autumn and 1 Spring term module)	30	Optional

YEAR 2

Module Code	Title	Credits	Status in Award
SC201-5-FY	Continuity and Controversy in Sociology: Sociological Analysis II	30	Compulsory
SC213-5-FY	Social Psychology (Sociology): Self and Interaction	30	Compulsory
PA208-5-AU	The Unconscious: Psychoanalysis, Culture and Society - Freud	15	Compulsory
PA209-5-SP	The Unconscious: Analytical Psychology, Culture and Society - Jung	15	Compulsory
SC203-5-FY	Researching Social Life II	30	Compulsory

YEAR 3

Module Code	Title	Credits	Status in Award
SC301-6-FY	Current Disputes in Sociology: Sociological Analysis III	30	Compulsory
SC326-6-FY	SC326-6-FY Psychiatry and Mental Illness or <u>SC387-6-FY</u> War and Trauma in the Modern Age	30	Compulsory with options
PA228-6-AU	Counselling Skills with Children and Adolescents - Theory	15	Compulsory
PA229-6-SP	Organisational Dynamics - Theory	15	Compulsory
SC831-6-FY	Research Project: Sociology	30	Compulsory



BA SOCIAL ANTHROPOLOGY

YEAR 1			
Module Code	Title	Credits	Status in Award
CS101-4-FY	The Enlightenment	30	Core
SC107-4-FY	Introduction to Social Anthropology	30	Core
SC104-4-FY	Introduction to Crime, Law and Society	30	Compulsory
Level 4 optional module*	Level 4 module option from list (1 x 30 credits), or (2 x 15 credits – 1 Autumn and 1 Spring term module)	30	Optional

YEAR 2			
Module Code	Title	Credits	Status in Award
CS201-5-FY	The World in Question: the Social, Political and Psychological Legacies of the Enlightenment	30	Compulsory
SC276-5-FY	Anthropology of Birth, Sex and Death	30	Compulsory
SC277-5-FY	Ethnographic Research Methods	30	Compulsory
Language option* or HR291-5-AU HR220-5-SP LT243-5-AU HU200-5-AU HU201-5-SP Or Level 5 Sociology or outside option	Language option or 2 x 15 credits (1 autumn and 1 spring) Human Rights in Historical Perspective & The Making of Modern Brazil (Twentieth Century) Alternative Americas: Independent Film Human Rights Organisations: International and Regional Institutions Social Dimensions of Human Rights Or Level 5 Sociology option (1 x 30 credit) from list or outside option	30	Optional

YEAR 3			
Module Code	Title	Credits	Status in Award
SC832-6-FY	Research Project: Anthropology	30	Compulsory
HR371-6-SP	Fictions of Empire	15	Compulsory
SC388-6-AU	Dangerous Places: Travellers, Anthropologists, and Intercultural Meetings	15	Compulsory
SC361-6-FY	American Society: Ethnic Encounters in the Making of the USA	30	Compulsory
--	Level 6 Sociology option (2 x 15 credit) from list.	30	Optional



BA SOCIAL ANTHROPOLOGY WITH HUMAN RIGHTS

YEAR 1			
Module Code	Title	Credits	Status in Award
SC107-4-FY	Introduction to Social Anthropology	30	Core
CS101-4-FY	The Enlightenment	30	Compulsory
HU100-4-FY	Foundations of Human Rights	30	Core
Level 4 optional module*	Level 4 module option from list (1 x 30 credits), or (2 x 15 credits – 1 Autumn and 1 Spring term module)	30	Optional

YEAR 2			
Module Code	Title	Credits	Status in Award
SC276-5-FY	Anthropology of Birth and Sex and Death	30	Compulsory
CS201-5-FY	The World in Question: the Social, Political and Psychological Legacies of the Enlightenment	30	Compulsory
SC277-5-FY	Ethnographic Research Methods	30	Compulsory
HU200-5-AU	Human Rights Organisations: International and Regional Institutions	15	Compulsory
HU201-5-SP	Social Dimensions of Human Rights	15	Compulsory

YEAR 3			
Module Code	Title	Credits	Status in Award
SC832-6-FY	Resarch Project: Antrhopology	30	Compulsory
SC361-6-AU	American Society: Ethnic Encounters In The Making Of The Usa	15	Compulsory
SC388-6-AU	Dangerous Places: Travellers, Anthropologists, and Intercultural Meetings	15	Compulsory
HU300-6-FY	Selected Issues in Human Rights	30	Compulsory
--	Level 6 Sociology option (2 x 15 credits) from list	30	Optional



BA SOCIOLOGY WITH SOCIAL PSYCHOLOGY

YEAR 1

Module Code	Title	Credits	Status in Award
SC101-4-FY	Researching Social Life I	30	Core
SC111-4-FY	The Sociological Imagination	30	Core
PS111-4-FY	Discovering Psychology: the Science behind Human Behaviour	30	Core
--	Level 4 module option from list (1 x 30 credits), or (2 x 15 credits – 1 Autumn and 1 Spring term module)	30	Optional

YEAR 2

Module Code	Title	Credits	Status in Award
SC203-5-FY OR SC208-5-FY	Researching Social Life II / Stratification Across the Life Course: Inequalities From Cradle to Grave	30	Compulsory
SC213-5-FY	Social Psychology (Sociology): Self and Interaction	30	Compulsory
SC201-5-FY	Continuity and Controversy in Sociology: Sociological Analysis II	30	Compulsory
--	Level 5 HHS, Psychology or Sociology (1x 30 credits), or (2 x 15 credits) from list.	30	Optional

YEAR 3

Module Code	Title	Credits	Status in Award
SC831-6-FY	Research Project: Sociology	30	Compulsory
SC301-6-FY	Current Disputes in Sociology: Sociological Analysis III	30	Compulsory
SC326-6-FY SC387-6-FY	SC326-6-FY Psychiatry and Mental Illness or <u>SC387-6-FY War and Trauma in the Modern Age</u>	30	Compulsory with options
--	Level 6 HHS, Psychology or Sociology (1 x 30 credits), or (2 x 15 credits)	30	Optional

Students are strongly advised to choose a balance of modules across both terms in the final year.



BA CRIMINOLOGY

YEAR 1

Module Code	Title	Credits	Status in Award
SC101-4-FY	Researching Social Life I	30	Core
SC104-4-FY	Introduction to Crime, Law and Society	30	Core
SC111-4-FY	The Sociological Imagination	30	Core
--	Module from list: (1 x 30 credits) or (2 x 15 credits - 1 Autumn module and 1 Spring term module)	30	Optional

YEAR 2

Module Code	Title	Credits	Status in Award
SC203-5-FY or SC208-5-FY	Researching Social Life II or Stratification Across the Life Course: Inequalities From Cradle to Grave	30	Compulsory with options.
SC204-5-FY	Sociology of Crime and Control	30	Compulsory
SC205-5-FY	Policing, Punishment and Society	30	Compulsory
--	Level 5 Criminology or Sociology module (1 x 30 credit) from list.	30	Optional

YEAR 3

Module Code	Title	Credits	Status in Award
SC831-6-FY	Research Project: Sociology	30	Compulsory
SC304-6-FY	Globalisation and Crime	30	Compulsory
SC382-6-FY	Crime, Policy and Social Justice	30	Compulsory
-	Level 6 module from list (2 x 15 credits) Autumn module and Spring term module)	30	Optional



BA CRIMINOLOGY WITH SOCIAL PSYCHOLOGY

YEAR 1

Module Code	Title	Credits	Status in Award
PS111-4-FY	Discovering Psychology: The Science Behind Human Behaviour	30	Core
SC101-4-FY	Researching Social Life I	30	Core
SC104-4-FY	Introduction to Crime, Law and Society	30	Core
SC111-4-FY	The Sociological Imagination	30	Core

YEAR 2

Module Code	Title	Credits	Status in Award
SC203-5-FY or SC208-5-FY	Researching Social Life II / Stratification Across the Life Course: Inequalities From Cradle to Grave	30	Compulsory
SC213-5-FY	Social Psychology (Sociology): Self and interaction	30	Compulsory
SC204-5-FY	Sociology of Crime and Control	30	Compulsory
--	Level 5 Sociology - 1x 30 credit or HHS/Psychology option (1 x 30 credit), or (2 x 15 credits - 1 Autumn and 1 Spring term module).	30	Optional

YEAR 3

Module Code	Title	Credits	Status in Award
SC304-6-FY	Globalisation and Crime	30	Compulsory
SC831-6-FY	Research Project: Sociology	30	Compulsory
SC326-6-FY or SC387-6-FY	SC326-6-FY Psychiatry and Mental Illness or SC387-6-FY War and Trauma in the Modern Age	30	Compulsory with options
--	Level 6 Sociology or outside option from list (1 x 30 credit), or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional

Additional Note on Module Options

Recommended Final Year HHS Option
HS305-6-AU – Health Policy and Practice Sociology Approaches



BA COMMUNICATIONS AND DIGITAL CULTURE

YEAR 1

Module Code	Title	Credits	Status in Award
SC101-4-FY	Researching Social Life I	30	Core
SC106-4-FY	Media, Culture and Society	30	Core
SC111-4-FY	The Sociological Imagination	30	Core
-	Level 4 option from list. (1 x 30 credits), or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional

YEAR 2

Module Code	Title	Credits	Status in Award
SC201-5-FY	Continuity and Controversy in Sociology: Sociological Analysis II	30	Compulsory
SC203-5-FY or SC208-5-FY	Researching Social Life II or Stratification Across the Life Course: Inequalities From Cradle to Grave	30	Compulsory
SC224-5-FY	Digital Society	30	Compulsory
--	CS220-5-FY or level 5 Sociology or Media option (1 x 30 credits).	30	Optional

YEAR 3

Module Code	Title	Credits	Status in Award
SC301-6-FY	Current Disputes in Sociology: Sociological Analysis III	30	Compulsory
SC364-6-FY	Mass Media and Modern Life	30	Compulsory
SC831-6-FY	Research Project: Sociology	30	Compulsory
--	Level 6 Sociology or Media option (1 x 30 credits), or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional



BSC SOCIOLOGY WITH APPLIED QUANTITATIVE RESEARCH METHODS

YEAR 1

Module Code	Title	Credits	Status in Award
SC101-4-FY	Researching Social Life I	30	Core
SC111-4-FY	The Sociological Imagination	30	Core
Spring term option or level 4 option from list	Level 4 module option(s) from list (1 x 30 credits), or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional
--	Level 4 module option(s) from list (1 x 30 credits) or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional

YEAR 2

Module Code	Title	Credits	Status in Award
SC201-5-FY	Continuity and Controversy in Sociology: Sociological Analysis II	30	Compulsory
SC208-5-FY	Stratification Across the Life Course: Inequalities From Cradle to Grave	30	Compulsory
SC213-5-FY or GV207-5-AU and GV205-5-SP	Social Psychology (Sociology): Self and Interaction or Political Analysis: Introduction to OLS and Measuring Public Opinion	30	Compulsory with Options
--	Level 5 Sociology or outside option (1 x 30 credit)	30	Optional

YEAR 3

Module Code	Title	Credits	Status in Award
SC301-6-FY	Current Disputes in Sociology: Sociological Analysis III	30	Compulsory
SC385-6-FY	Models And Measurement In Quantitative Sociology	30	Compulsory
SC830-6-FY	Quantitative Research Project	30	Compulsory
SC308-6-AU & SP option or SC338-6-SP & AU option or level 6 option	Race, Ethnicity and Migration & Spring Term option (2 x 15 credits) or Religion in Modern and Post Modern Societies and Autumn Term option (2 x 15 credits) or Level 6 Sociology or outside option (1 x 30 credits), or (2 x 15 credits – 1 Autumn and 1 Spring term module)	30	Optional



Degree Courses Administered by Partner Departments

BA CRIMINOLOGY AND AMERICAN STUDIES (3 year)

Interdisciplinary Studies Centre (ISC)

YEAR 1			
Module Code	Title	Credits	Status in Award
CS101-4-FY	The Enlightenment	30	Core
SC104-4-FY	Introduction to Crime, Law and Society	30	Core
GV163-4-AU	Introduction to United States	15	Core
SC164-4-SP	Introduction to United States Sociology	15	Core
LT161-4-AU and HR162-4-SP, or SC111-4-FY	Introduction to United States Literature and Introduction to US History (2 x 15 credits), or The Sociological Imagination (1 x 30 credits)	30	Optional
CS711-4-FY	Co-Curricular Employability Module (Year 1)	0	Compulsory

YEAR 2			
Module Code	Title	Credits	Status in Award
CS261-5-FY	America: Centres and Margins, Borders and Boundaries	30	Compulsory
SC204-5-FY	Sociology of Crime and Control	30	Compulsory
SC205-5-FY	Policing, Punishment and Society	30	Compulsory
	<u>CS200-5-AU or CS712-5-FY and United States option from list</u>	15	Compulsory with options
	CS241-5-SP or United States option	15	Option

YEAR 3			
Module Code	Title	Credits	Status in Award
CS010-D-FY	Autumn Term Abroad Modules	30	Compulsory
CS011-D-FY	Autumn Term Abroad Modules	30	Compulsory
SC361-6-SP	SC361-6-SP American Society: Ethnic Encounters in the Making of the USA	15	Compulsory
SC304-6-SP or Option	Globalisation and Crime or US Studies option in discipline not studied in year 2	15	Optional
CS831-6-FY or CS301-6-SP	Final Year Dissertation (1 x 30 credits), or Dangerous Ideas: Manifestos as Social Criticism and one United States spring term option from list (2 x 15 credits)	30	Compulsory with options



BA CRIMINOLOGY AND AMERICAN STUDIES (4 year)

Interdisciplinary Studies Centre (ISC)

YEAR 1

Module Code	Title	Credits	Status in Award
CS101-4-FY	The Enlightenment	30	Core
SC104-4-FY	Introduction to Crime, Law and Society	30	Core
GV163-4-AU	Introduction to United States	15	Core
SC164-4-SP	Introduction to United States Sociology	15	Core
LT161-4-AU and HR162-4-SP, or SC111-4-FY	Introduction to United States Literature and Introduction to US History (2 x 15 credits), or The Sociological Imagination (1 x 30 credits)	30	Optional
CS711-4-FY	Co-Curricular Employability Module (Year 1)	0	Compulsory

YEAR 2

Module Code	Title	Credits	Status in Award
CS261-5-FY	America: Centres and Margins, Borders and Boundaries	30	Compulsory
SC204-5-FY	Sociology of Crime and Control	30	Compulsory
SC205-5-FY	Policing, Punishment and Society	30	Compulsory
CS200-5-AU and /or CS721-5-FY plus US option (Aut), or US option (30 credits)	Social Entrepreneurs, Sustainability and Community Action or Co-Curricular Employability Module (Year 2) plus United States Autumn term option (2 x 15 credits), or United States option (1 x 30 credits)	15	Compulsory with options
	CS241-5-SP Doing Interdisciplinary Research for a BA Dissertation: Approaches, Methods, Practice or United States option	15	Optional

YEAR 3

Module Code	Title	Credits	Status in Award
AW600-6-FY	Year Abroad Modules	60	Compulsory

YEAR 4

Module Code	Title	Credits	Status in Award
SC361-6-FY	American Society: Ethnic Encounters in the making of the USA	30	Compulsory
SC304-6-FY	Globalisation and Crime	30	Compulsory
SC382-6-FY or US option	Crime, Policy and Social Justice or <u>US Studies option(s)</u> <u>in a discipline not studied in year 2</u>	30	Optional
CS831-6-FY or CS301-6-FY	Final Year Dissertation or Dangerous Ideas: Essays and Manifestos as Social Criticism	30	Optional



BA HISTORY AND CRIMINOLOGY

Department of History

YEAR 1

Module Code	Title	Credits	Status in Award
HR100-4-FY	The Making of the Modern World 1776 -1989	30	Core
HR101-4-AU	Becoming a Historian	15	Compulsory
SC104-4-FY	Introduction to Crime, Law and Society	30	Core
SC101-4-FY	Reseraching Social Life I	30	Core
--	History option from list	15	Optional

YEAR 2

Module Code	Title	Credits	Status in Award
HR211-5-FY	Making Histories: Concepts, Themes and Sources	15	Compulsory
SC203-5-FY or HR231-5-SP and History option	Researching Social Life II (30 credits) or Choosing Your Past: How to Design and Manage a Research Project and History option (2 x 15 credits)	30	Compulsory
SC204-5-FY	Sociology of Crime and Control	30	Compulsory
HR200-5-SP	History Works: Beyond Your BA	15	Compulsory
--	History module option/s from list.	30	Optional

YEAR 3

Module Code	Title	Credits	Status in Award
SC304-6-FY	Globalisation and Crime	30	Compulsory
--	History module option (1 x 30 credits)	30	Optional
--	Criminology or Sociology (level 6) or History module option (1 x 30 credits) or (2 x 15 credits - 1 Autumn and 1 Spring term module)	30	Optional
HR831-6-FY or SC831-6-FY	Independent Research Project: History or Research Project: Sociology	30	Compulsory with Options

All final year students have to submit an independent research project or dissertation which may be supervised in either the Department of History or the Department of Sociology.



BA HISTORY AND SOCIOLOGY

Department of History

YEAR 1

Module Code	Title	Credits	Status in Award
SC111-4-FY	The Sociological Imagination	30	Core
HR100-4-FY or HR111-4-FY	The Making of the Modern World 1776 -1989, or Society, Culture and Politics in Europe 1500 - 1750	30	Core with Options
SC101-4-FY	Researching Social Life I	30	Compulsory
HR101-4-AU	Becoming a Historian	15	Compulsory
	History option	15	Optional

YEAR 2

Module Code	Title	Credits	Status in Award
SC201-5-FY	Continuity and Controversy in Sociology: Sociological Analysis II	30	Compulsory
HR211-5-FY	Making Histories: Concepts, Themes and Sources	15	Compulsory
HR200-5-SP	History Works: Beyond Your BA	15	Compulsory
SC203 5 FY or HR231-5-SP and History option	Researching Social Life II (30 credits) or Choosing Your Past: How to Design and Manage a Research Project and History option (2 x 15 credits)	30	Optional
	<u>History option from list, level 5.</u>	30	Optional

YEAR 3

Module Code	Title	Credits	Status in Award
SC301-6-FY	Current Disputes in Sociology – Sociological Analysis III	30	Compulsory
--	History module option (1 x 30 credits)	30	Optional
--	History module option from designated list or level 6 Sociology option (1 x 30 credits) or (2 x 15 credits – 1 Autumn and 1 Spring term module)	30	Optional
HR831-6-FY or SC831-6-FY	Independent Research Project: History or Research Project: Sociology	30	Compulsory with Options

All final year students have to submit an independent research project or dissertation which may be supervised in either the Department of History or the Department of Sociology.



BA ENGLISH LANGUAGE AND SOCIOLOGY

Department Language and Linguistics

YEAR 1

Module Code	Title	Credits	Status in Award
LG110-4-AU	Sounds	15	Compulsory
LG113-4-AU	Skills for Linguists	15	Compulsory
LG111-4-SP	Words and Sentences	15	Compulsory
LG114-4-SP	Language in Society	15	Compulsory
SC101-4-FY	Researching Social Life I	30	Compulsory
SC111-4-FY	The Sociological Imagination	30	Compulsory
LA099-4-FY	Careers and Employability Skills for Languages and Linguistics	0	Compulsory

YEAR 2

Module Code	Title	Credits	Status in Award
SC201-5-FY	Continuity and Controversy in Sociology: Sociological Analysis II	30	Compulsory
LG210-5-AU	Phonology	15	Compulsory
LG212-5-AU	Analysing the structure of English	15	Compulsory
LG211-5-SP	Semantics and Pragmatics	15	Compulsory
LG213-5-SP	Research methods for language and linguistics	15	Compulsory
	Sociology option(s) from list	30	Optional
LA099-5-FY	Careers and Employability Skills for Languages and Linguistics	0	Compulsory

YEAR 3

Module Code	Title	Credits	Status in Award
SC301-6-FY	Current Disputes in Sociology: Sociological Analysis III	30	Compulsory
	Sociology option(s) from list	30	Optional
	English Language option(s) from list	30	Optional
LG831-6-FY	Project: Linguistics	30	Compulsory
LA099-6-FY	Careers and Employability Skills for Languages and Linguistics	0	Compulsory



BA LITERATURE AND SOCIOLOGY

Department of Literature

YEAR 1

Module Code	Title	Credits	Status in Award
LT111-4-FY	Literature: Origins and Transformations	30	Core
SC111-4-FY	The Sociological Imagination	30	Core
LT705-4-SP or AR150-4-SP	Writing in Society: The Art of Communication or Essex Cultural Outreach	15	Compulsory
	Humanities or Social Science option(s) from list	30	Optional
	Humanities or Social Science option from list	15	Optional

YEAR 2

Module Code	Title	Credits	Status in Award
SC201-5-FY	Continuity and Controversy in Sociology: Sociological Analysis II	30	Compulsory
--	Level 5 Sociology option (1 x 30 credits) or (2 x 15 credits – 1 Autumn and 1 Spring term module)	30	Optional
One from: LT201-5-FY LT202-5-FY LT203-5-FY LT204-5-FY	One from: Early Modern Literature Versions of Modernity United States Literature since 1850 Approaches to Text	30	Optional
One from: LT201-5-FY LT202-5-FY LT203-5-FY LT204-5-FY	One from: Early Modern Literature Versions of Modernity United States Literature since 1850 Approaches to Text	30	Optional

YEAR 3

Module Code	Title	Credits	Status in Award
SC301-6-FY	Current Disputes in Sociology: Sociological Analysis III	30	Compulsory
LT831-6-FY	Independent Literature Project	30	Compulsory
--	Level 6 Sociology module option	30	Optional
--	Level 6 Literature or Film module option	30	Optional



BA JOURNALISM AND CRIMINOLOGY
Department of Literature

YEAR 1

Module Code	Title	Credits	Status in Award
LT135-4-FY	Journalism in Practice	30	Core
LT136-4-FY	Journalism Past and Present	30	Compulsory
SC101-4-FY	Researching Social Life I	30	Compulsory
SC104-4-FY	Introduction to Crime, Law and Society	30	Core

YEAR 2

Module Code	Title	Credits	Status in Award
LT231-5-FY	Intermediate Journalism	30	Compulsory
LT232-5-FY	Production Techniques	30	Compulsory
SC224-5-FY	Digital Society	30	Compulsory
SC204-5-FY	Sociology of Crime and Control	30	Compulsory

YEAR 3

Module Code	Title	Credits	Status in Award
LT431-6-AU	International Media Law	15	Compulsory
LT432-6-SP	International Institutions	15	Compulsory
LT433-6-FY	Journalism Project	30	Compulsory
SC304-6-FY	Globalisation and Crime	30	Compulsory
SC382-6-FY or SC382-6-AU & spring option	Crime, Policy And Social Justice (full year) or Crime, Policy And Social Justice (autumn term) and spring option from list	30	Optional



BA JOURNALISM AND SOCIOLOGY
Department of Literature

YEAR 1

Module Code	Title	Credits	Status in Award
LT135-4-FY	Journalism in Practice	30	Core
LT136-4-FY	Journalism Past and Present	30	Compulsory
SC101-4-FY	Researching Social Life I	30	Compulsory
SC111-4-FY	The Sociological Imagination	30	Core

YEAR 2

Module Code	Title	Credits	Status in Award
LT231-5-FY	Intermediate Journalism	30	Compulsory
LT232-5-FY	Production Techniques	30	Compulsory
SC224-5-FY	Digital Society	30	Compulsory
SC201-5-FY	Continuity and Controversy in Sociology: Sociological Analysis II	30	Compulsory

YEAR 3

Module Code	Title	Credits	Status in Award
LT431-6-AU	International Media Law	15	Compulsory
LT432-6-SP	International Institutions	15	Compulsory
LT433-6-FY	Journalism Project	30	Compulsory
SC301-6-FY	Current Disputes in Sociology: Sociological Analysis III	30	Compulsory
SC364-6-FY	Mass Media and Modern Life	30	Compulsory



BA PHILOSOPHY AND SOCIOLOGY

Department of Philosophy

YEAR 1

Module Code	Title	Credits	Status in Award
PY111-4-FY	Introduction to Philosophy	30	Core
SC111-4-FY	The Sociological Imagination	30	Core
PY113-4-FY or option(s) from List A	Death, God and the meaning of Life or Social Science module(s) from List (1 x 30 credits) or (2 x 15 credits – 1 Aut and 1 Spr term module)	30	Optional
CS101-4-FY or option	The Enlightenment or Social Science or Humanities option(s)	30	Optional
CS711-4-FY	Co-Curricular Employability Module (Year 1)	0	Compulsory

YEAR 2

Module Code	Title	Credits	Status in Award
SC201-5-FY	Continuity and Controversy in Sociology: Sociological Analysis II	30	Compulsory
PY429-5-AU or option	Capitalism and its Critics or Philosophy option from list. (1 x 15 credit)	15	Optional
PY437-5-SP or option	Modern Social and Political Thought or Philosophy option from list.	15	Optional
--	Level 5 Sociology option from list.	30	Optional
PY408-5-SP or option	Ethics or Philosophy option from list.	15	Optional
CS200-5-AU or CS712-5-FY	Social Entrepreneurs, Sustainability and Community Action or Co-Curricular Employability Module (Year 2) and Philosophy option	15	Compulsory with options



YEAR 3

Module Code	Title	Credits	Status in Award
SC301-6-FY	Current Disputes in Sociology: Sociological Analysis III	30	Compulsory
PY453-6-SP or Philosophy option from list	Feminism or Philosophy option from list.	15	Optional
PY428-6-SP or Philosophy option from list	Philosophy and Medical Ethics or Philosophy option from list.	15	Optional
PY413-6-AU	Contemporary Political Philosophy or Philosophy option.	15	Optional
	Level 6 Philosophy module option(s) or Level 6 Sociology Module. (1 x 30 credits) or (2 x 15 credits 1 Autumn and 1 Spring term module)	30	Optional
PY426-6-SP	Philosophy Capstone: PY426-6-SP	15	Compulsory



Applied Quantitative Methods (AQM) Pathway

What is the Applied Quantitative Methods Pathway?

The Applied Quantitative Methods pathway will take effect for selected students registered on applicable courses from academic year 2015-16.

You will be able to take designated Quantitative Social Science modules and if you successfully pass these modules, you will be entitled to receive the qualifier '(Applied Quantitative Methods)' at the end of your degree title, for example BA Sociology (Applied Quantitative Methods).

The Board of Examiners will confirm whether you have passed the appropriate modules in order to be eligible to have (Applied Quantitative Methods) shown at the end of your degree title.

In order to be eligible, you must successfully complete the following modules:

- SC101-4-FY (30 credits) 'Researching Social Life I'
or
GV110-4-AU (15 credits) 'Scientific Reasoning for the Social Sciences'
and
- SC208-5-FY (30 credits) 'Stratification Across the Life Course: Inequalities From Cradle to Grave'
- SC385-6-FY (30 credits) 'Models and measurement in Quantitative Sociology'
- SC831-6-FY (30 credits) 'Research Project: Sociology' (students must choose a quantitative project)

At least one of the following:

- GV205-5-SP (15 credits) 'Measuring Public Opinion'
- SC338-6-SP (15 credits) 'Religion in Modern and Post Modern Societies'

What do I need to do now?

You will need to choose the relevant modules on eNROL www.essex.ac.uk/enrol in your second and final year. You will then need to complete a form in your second year, indicating that you wish to be considered for the AQM pathway qualifier. The form must be submitted to the Department no later than Friday in week 11 of your second year. The form can be obtained on the Department's webpage under Current Student Information or from the Departmental Office 6.339.

If the modules are not available to you on eNROL you will need to complete a Special Syllabus form which can be found at <https://www.essex.ac.uk/efs>.

In the box which asks you to provide your reasons for requesting the Special Syllabus, please state: I am undertaking the Applied Quantitative Methods Pathway in the Department of Sociology and am required to undertake specific modules for this. Please contact Nick Allum/Jane Harper for further information.

Alternatively, you may wish to change to BSc Sociology with Quantitative Research Methods, which includes all of the qualifying modules. Please ask an Administrator for more information or see information on how to change course on page 49.

What will Happen if I do not Successfully Complete the Modules?

If you do not successfully complete the modules, you will not be eligible to receive the qualifier. However, you will be able to graduate under your standard degree title provided that you have satisfied the requirements of the course in line with the Rules of Assessment.

Further Questions...

If you have any questions about the content of the modules, please contact Professor Nick Allum in the Department of Sociology (nallum@essex.ac.uk).

Learning Outcomes

Your course's learning outcomes are set out in Programme Specifications. They are linked to the aims, learning outcomes, and assessment on the modules you take. You can measure your progress against the outcomes, for example when reviewing coursework feedback, and they can be used to guide you when undertaking independent study. You can find a copy of the module map showing how your course learning outcomes are connected to the modules on the department's website:

<https://www.essex.ac.uk/sociology/current-students/default.aspx>

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. Your Department can provide you with a copy of the module map showing how your course learning outcomes are connected to the modules.

Changing your Degree and Maximum Period of Study

Changing your course

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 department. 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/

Maximum period of study

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

Module Enrolment

Dependent on the structure of your degree, you can choose a module offered by the Department of Sociology or one offered by another Department. Further information is available at:

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



Undergraduate students are required to enrol for optional modules annually. First and second year students will receive information on module enrolment at the beginning of the Summer Term and will be required to select their optional modules on-line for the following academic year.

eNROL will be open to returning full time taught students from mid-April and you may request changes until the end of **Week 3** in the Autumn Term.

Students seeking advice about their choice of modules should contact their Personal Tutor in the first instance. Your choice of optional modules may be subject to timetabling constraints.

It is essential that you complete module enrolment as this will form the basis of your examination entry. To enrol or change your module selection, log at: www.essex.ac.uk/enrol. Students may request changes to optional modules until the end of the second teaching week. No changes will be considered after this date for Autumn Term modules.

For a full list of modules please consult the Module Directory: www.essex.ac.uk/module/

Full module outlines including reading lists can be found on Moodle:
<https://moodle.essex.ac.uk/>

If you wish to choose a module which does not appear on your option list, you may request a Special Syllabus online which is subject to approval by the Department and by the Deputy Dean (Education).

Changing Optional Modules

By the start of your course or a new academic year, you will already have made an initial choice of modules. If you are in any doubt as to whether you have made the right choice, try to talk it over with your Personal Tutor or Course Supervisor(s). 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. For more information go to information on changing modules at the start of the academic year:

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

Requesting a Class Change

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 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.



Credits

Full year modules are worth 30 credits (15 ECTS credits). Half year modules taught in Autumn and Spring Terms are worth 15 credits (7 ECTS credits). Students must attempt 120 credits for each year of study (apart from study abroad years where students normally undertake 60 credits). Students must pass all core modules and at least 90 credits at level 6 in order to be eligible to graduate. Students cannot graduate with more than 30 failed credits in non-core modules during the course of their degree. Modules are normally categorised as follows:

- Core – must be taken and must be passed;
- Compulsory – must be taken, but some condonement of fails may be possible;
- Optional – you have a choice of which module to take from a designated list. Some condonement of fails may be possible.

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.

<http://listenagain.essex.ac.uk/>

Personal Recordings of Teaching or Other Meetings

A student may not make a personal recording of a teaching event, supervisory meeting, oral examination, or other formal meeting or committee which considers the student's academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of those present. Disabled students who have difficulty with note-taking are encouraged to contact Student Support for further information on when recording is permissible and other access strategies.

Final Year Research Project

The Undergraduate Project offers students the opportunity to undertake a piece of work focused on a topic of their choice. The project may take various forms, ranging from empirical research employing different kinds of methods such as interviewing, content analysis, or processing secondary data to library-based theoretical work.

Students must obtain ethical approval before starting their research.

Final Year Students

The Undergraduate Sociology Research Project is the equivalent of one full year module in your degree and is worth 30 credits. It runs in parallel with your other final year modules. Each student will have an individual supervisor and you must arrange to meet with your academic supervisor at least twice in each of the Autumn and Spring terms to ensure that your progress is satisfactory.

It may be possible for you to change the supervisor that you have been allocated for your project.

Any requests for a change of supervisor should be made to Anna Sergi prior to the end of Week 9 in the Autumn term.

Supervisors will only be available to read material for your project prior to the end of Spring term. After that date, staff supervisors may be able to respond to questions related to your project, depending on their availability.

There are six Project lectures scheduled in weeks 2-6 and 16 to provide support for final year students with project planning, research skills, data analysis, and writing up. Attendance is compulsory at these lectures (see your personal timetable for further details).

Second Year Students

You should begin thinking about your Undergraduate Project before the summer term of your second year and arrange to consult the Project Director, Dr Anna Sergi (asergi@essex.ac.uk).

As an undergraduate student, you must undertake a final year project which reflects your area of study.

Every student will be assigned an academic supervisor. First you must submit your ***half-page proposal (225 to 300 words) on FASER***. The proposal should be submitted by Friday 4th May 2018 the deadline given **in your second year** as part of the SC203, SC208 and SC277 modules. You should arrange to meet your supervisor either in summer term or early in October 2018 **in your second year**.

Attendance is compulsory at the following two events. Details of the date and time for each event will be confirmed to all second year students by email:

- A Project meeting in week 23
- An all-day Project conference to be held on campus in week 30

The Objectives of the Project

You are not expected to produce major original findings although you may be lucky and do so. However, we will be looking for demonstration that you are able to:

- formulate your problem in a sociologically interesting way, using relevant sociological concepts and theories;
- review any relevant literature - these may be theoretical papers, research studies, official statistics, or policy documents;
- follow through your investigation, which may involve designing a piece of empirical research including a consideration of the key methodological problems, risks, and ethical issues;
- adopt a systematic approach to library-based work;
- produce an in-depth analysis of any empirical data gathered;
- incorporate relevant knowledge and skills from other parts of your degree. In other words, show how your theoretical, analytical, and methodological understanding works in practice;
- marshal evidence, develop an argument, and write up your material in a coherent and well-presented report;
- plan the organisation and timing of your work with a degree of independence and self-motivation.

Overall, the Undergraduate Project is intended to provide you with the experience of how sociologists apply their skills and knowledge to the empirical or theoretical investigation of topics they find interesting.



Preparation of the Project Manuscript

Two securely fastened or bound copies of the project are required for submission*. These should be produced to the following specifications:

- use A4 size paper.
- type on one side only and, if possible, double spaced.
- number pages consecutively.
- remember to include the bibliography.
- the Department will pay for this if you use the Copy Shop on square 4. You will need to take your registration card with you to take advantage of this offer. We will only pay for two copies if you require extra copies you will have to pay for them. Please allow sufficient time if using this service as the Copy Shop may be dealing with a high volume of printing which may cause a delay.

Word Limit

The project is the equivalent of one full module in the degree, i.e., 3 essays or equivalent and a 3-hour examination. In view of this, projects that are seriously short of the lower word limit of 10,000 words will not be considered to have fulfilled the assessment requirement. Students should also bear in mind that there is a difference between length which comes from enthusiasm and hard work, and length which merely expresses redundancy and circularity arising from a student's inability to select and precise relevant material, and projects that are seriously over the 12,000 word limit will be marked accordingly.

The Project Deadlines

Your project must be submitted online by **13.00 hours on the Wednesday of Week 30** in the summer term (i.e., 25 April, 2018).

Two watermarked word-processed copies of your project must also be submitted to the General Office by the deadline above – for further information about the process of submitting your coursework, refer to the section headed 'Coursework' on page 63.

In order to produce a watermarked paper copy you must first upload your work onto the system at: <http://faser.essex.ac.uk/> .

REMEMBER:

IT IS IMPORTANT TO SUBMIT YOUR PROJECT BY THE PUBLISHED DEADLINE.

THE UNIVERSITY'S POLICY ON LATE SUBMISSION OF WORK WILL APPLY TO THE PROJECT MODULE.



Essex Abroad

There are many opportunities for Essex students to spend a year or a term studying in the United States, Australia, Canada, Europe, Hong Kong, Japan, Korea, the Middle East, Latin America, New Zealand, and Russia. The University has exchange agreements with a wide variety of universities and can help students to choose the most appropriate destination.

Studying abroad can enhance your CV and gives you valuable experience of another culture and way of life. Spending an extended period of time in another country provides an unparalleled opportunity to see a side of life which tourists can never encounter.

You can study abroad in the third year of a 4-year degree or in the second year with special permission. The marks you obtain abroad will contribute towards your final degree results. Currently, there are no tuition fees for a full year of study abroad within a 4-year degree and if you spend a full year in the European Union you may be eligible for Erasmus funding. If you receive permission for a term or year abroad within a 3-year degree you will pay your tuition fees to Essex as normal (no discount).

Tuition fees are not normally payable to the host university; only in very few circumstances will Essex students be charged tuition fees at the host university. Details of these universities can be found on the [exchange partner list page](#) on the Essex Abroad website.

In many cases the cost of living elsewhere is lower than in Colchester, so you should not assume that a period abroad is an expensive proposition. Students on the majority of Essex undergraduate degrees are eligible to participate in exchange programmes subject to the approval of their department and the relevant Dean.

Any student interested in applying should consult Dr Anna Sergi, the Department's Study Abroad Officer (email: asergi@essex.ac.uk), in the first instance to discuss approval in principle. For further information on this exciting opportunity you can also contact the Essex Abroad team, located off Square 2, or e-mail: saoadmin@essex.ac.uk :

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

Term Abroad Students

Students who spend a term abroad and take a single term variant of a full-year module should note that the module outline has been written for full year students. You should consult your student administrator for clarification regarding the assessment required.

Placement Information

The Faculty Placements Team can help you find a placement. See the Employability and Careers website for further details: <http://www.essex.ac.uk/careers/placements/default.aspx>. For more information about the placement, year please see the details of SC700 on the Module Directory: <http://www.essex.ac.uk/modules/Default.aspx?coursecode=SC700&level=6&period=FY&campus=CO&year=17>.

You can find more information about developing your skills and opportunities for work experience in the Skills, Employability, and Experience section on page 72.

The department offers an inclusive learning experience, ensures the quality of opportunities, and responds to the diverse needs of students.



Disability and Emotional Wellbeing

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

You can find out about the support we offer here:

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

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

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

For more information on wellbeing and student support see pages 54 and 74.

The Departmental Disability/Inclusion Liaison Officer, Rowena Macaulay, can also offer support and advice (see Departmental Support, on page 17).

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 the section on **Tier 4 Information** of this handbook on page 70 which has further information and links.

Mature and Part-Time Students

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

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

You can find more information here: <https://www1.essex.ac.uk/students/groups/mature-students.aspx>

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

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

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.

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.

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

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 your registration card and 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.

All students are required to re-register upon return to the University following a period of intermission.

Any student who fails to do so within 28 days will be deemed to have withdrawn permanently and may be re-admitted only with the permission of the Academic Registrar.

Late requests

Special procedures apply to students applying to intermit after the sixth week of the Spring Term (i.e., week 21) of a final year undergraduate course, or week 30 in the first and second year of an undergraduate course (see Regulation 5.19). Students following a final year undergraduate course will be permitted to intermit from the University only if the request has been made to the relevant Head of Department, his or her nominee or the Dean/Associate Dean, before the Monday of the sixth week of the Spring term (i.e., week 21) in the year in question.



The final deadline to request permission to intermit in the first and second years is 4pm on Friday of week 30 (or the working day two weeks immediately prior to the first day of the examination period). Exceptionally the Dean/Associate Dean may approve requests after this date. If permission is not given, students must submit themselves, or will be deemed to have submitted themselves, for assessment in the main examination period in the normal way

Regulations also state that a student who is permitted or required to intermit from the University is not entitled to attend any teaching and is not expected to be present at the University. However, students' computing accounts will remain active throughout the intermission period and limited library borrowing rights are available.

All decisions to grant intermission are governed by a set of guidelines that are published by the Academic Section. Further information at: www.essex.ac.uk/students/course-admin.



Assessment

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.

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.

Extenuating Circumstances, Withdrawing, and Intermittent

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.

Departmental Progress Policy

- If a student has failed to submit coursework or has been absent from a coursework test, where the coursework counts (either cumulatively or individually) for 25% or more of their module aggregate and where there are no extenuating circumstances, the student will be referred to their Personal Tutor for a progress meeting. If the student fails to attend this meeting, they will be referred to the Progress Officer (First Year or Undergraduate Director).
- If a student has failed to submit coursework or has been absent from a coursework test, where the coursework counts (either cumulatively or individually) for 40% or more of their module aggregate and where there are no extenuating circumstances, the student will be referred to the Progress Officer (First Year or Undergraduate Director) for a progress meeting. If the student fails to attend this meeting, they will be referred to the Deputy Dean (Education). Student progress will also be reviewed at the end of Autumn and Spring Term. Students who fail to achieve pass marks in coursework counting for 25% of the module aggregate will be required to discuss this with a Personal Tutor.

Re-Marking of Coursework

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy.

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

There are two steps involved in requesting a re-mark:-

1. You need to meet with the initial marker to obtain further feedback on the reason for the initial mark before making a formal request for a re-mark. You need to make contact to arrange this meeting within one week of the date when the initial mark was released.
2. If you still want to request a re-mark following this meeting, you need to complete the relevant form, which is available from the Sociology Office. This form should be signed by the initial marker and needs to be submitted within two weeks of the date when the initial mark was released.

In response to a request, the work will be second marked by another member of staff and the marks will be reconciled.

Students should be aware that the new mark may not change, or it may be higher or lower than the original mark, and that the new mark will replace the original mark.



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 when 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.

Appeals, Complaints, and Fitness to Practise

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

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

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

More information about appeals, including the deadlines and forms to complete, can be found online at: www.essex.ac.uk/see/appeals

Making a Complaint: The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination.

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



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

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

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.

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 **page 68 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

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 foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.'



Coursework

Assignment and Essay Length

The Department does not apply a universal penalty to work that is over or under the recommended length, and assignments that are within 10% of the stipulated word limit will be acceptable. However, where work is more than 10% over or under the stipulated word limit, markers may take length into account when awarding marks.

Coursework Submission

The deadlines for submission are published on the front page of each module outline. All coursework must be uploaded and submitted to the University's Online Coursework Submission system at FASER (Feedback, Assessment and Submission Electronic Repository): <http://faser.essex.ac.uk>

Students are strongly advised to familiarise themselves with the online submission process well in advance of the deadline. Do allow sufficient time to upload your work (particularly when you use the system for the first time), as it can take some time depending upon the size of the document. Guidance on how to upload your work is available through the submission system.

Important: When saving drafts of essays on the system, please ensure that all drafts show clear referencing to help to avoid any suspicion of plagiarism.

Each electronic copy of the essay must include a copy of the Undergraduate Assignment Feedback Sheet as your first page before you upload it. The **feedback cover sheet will be available on all module Moodle pages**. <https://moodle.essex.ac.uk/>. You must complete the following information on the coversheet:

Registration No:

Module Code and Title:

Class Teacher:

Title of Essay: *(in full)*

Degree Course and year: *(e.g., BA Sociology year 1)*

Academic Year: *(e.g., 2016-17)*

All assignment marks are recorded in a University database. With the exception of the project modules, students will receive their coursework marks by email as soon as the marks have been entered. **You must check your coursework marks carefully against your records, and report any discrepancy immediately to the General Office.** The final mark for the undergraduate project will not be released until after the meeting of the Board of Examiners.

Assignments and Deadlines

The module outline published on Moodle will include the information about your coursework deadlines.



Details of Samples of Coursework

Samples of coursework will be made available to external examiners before the Boards of Examiners' meetings. If you are taking an outside option, you are strongly advised to check with the relevant department to find out if you are required to hand back your marked work for the External Examiner. It is always advisable to keep a copy of your assignments for your own records. In the Department of Sociology, we will take a sample of coursework before it is handed back to students so there is no need for students to supply copies of their work to the office unless notified.

Return of Marked Coursework

Your assignment will normally be marked within three weeks following the deadline, provided that it has been submitted by the deadline (see the module outline for further information). Essays submitted for the early autumn term deadline will be returned in class during week 10. You should let the Student Administrator know if coursework is not returned within the agreed period. You can expect written comments on your coursework, unless the essay was handed in after the final deadline.

Students are advised to manage their workload and submit essays before the deadline.

Please see the following link for a flowchart showing how the marking policy is implemented:
<https://www1.essex.ac.uk/sociology/documents/MarkingPolicyflowchart.pdf>.

Conceptual Marking

The Department has a policy of conceptual marking for First Class marks. With the exception of marks which are numerically derived, such as tests etc., only three marks will be awarded in the First Class range: 75%, 80%, and 85%. This does not preclude the award of marks above 85% for truly exceptional work.

Marks in the 2.1, 2.2, 3rd, and fail ranges are not subject to this provision and any mark within that degree class can be given.

This policy also applies to marks awarded for individual questions in those examination papers where each question is marked out of 100.

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 after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the University's and department's arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline. More information about extenuating circumstances relating to late submission of coursework is available at:

www.essex.ac.uk/dsh/latesubmission

Essay Writing Support

All incoming first years have the benefit of writing skills classes embedded within the core 1st year module. These cover many aspects of academic skills, but are principally focused on essay-writing and aligned to your respective assignments. Workshops are also offered around the year in the department's Student Resource Centre (see Departmental Support on page 74)



For further information and support, see the Student Resource Centre 'Academic skills support' web page where downloadable materials on essay-writing in coursework and exam settings are available: <https://www.essex.ac.uk/sociology/current-students/resource-centre.aspx>

The *Departmental Style Guide* on Referencing and Essay Presentation (also available at the above url).

Anonymous Marking in Coursework 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

If you take optional modules outside your home department, you should make sure you are aware of the policy on whether coursework is marked anonymously or not, and how to submit coursework.

Reassessment in Coursework

If the Board of Examiners has required you to complete essays or assignments over the vacation, the Assessment Team 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 Assessment Team. The Department's policy is set out below:

- (i) if a student is required to undertake reassessment and has Extenuating Circumstances which have been accepted by the Board of Examiners, the student may be given the opportunity to revise and resubmit his/her coursework, or alternatively select a new essay question;
- (ii) Students who are required to undertake reassessment for capped marks will normally be set a new piece of coursework;
- (iii) in the case of the final year project, a journal, or coursework which cannot be replicated over the summer, a student may be permitted to revise and submit the original work or may be set alternative coursework.

Referencing in Coursework

Please see page 68.



Exams

Examination Regulations

The General Regulations which govern examinations can be found via the website here: <https://www.essex.ac.uk/about/governance/regulations/affairs.aspx#exams>

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

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.

Calculators

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

The only exception is for certain **Finance** exams that require a **financial** calculator, in which case you may use the **Hewlett Packard 12c** (all variants) or the **Texas Instruments BAII Plus** (including the BAII Plus Professional).

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

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



Anonymous Marking Policy in Examinations

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

Reassessment in Examinations

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

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

Department Policy on the Use of Dictionaries/Calculators

Dictionaries may only be used where the rubric of the examination paper permits that a dictionary of a specified type may be used by all students taking the exam. These are normally English language dictionaries with the title in English. Sociology dictionaries are not permitted in the examination unless specified on the rubric.

Electronic dictionaries are not permitted in the examinations and if you take one to the examination you will be reported on suspicion of committing an Academic Offence.

For information about the use of calculators in examinations please see page 66



Referencing and 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 academic/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 authors'/researchers' concepts and ideas/ideas and results, 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, and for help with referencing, visit the library website: <http://libwww.essex.ac.uk/referencing.htm>

Departmental Style Guide and Referencing Support

The Sociology Department produces its own Style Guide to referencing and essay formatting and this is our recommended starting place, especially if you have not previously used referencing systems. It explains all you need to know, in straightforward terms, supported by examples. All 1st years will receive a hard copy in class, early in the autumn terms, but you can also find it online here:

<http://www.essex.ac.uk/sociology/current-students/resource-centre.aspx>

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

You should read the sections of this handbook which refer to referencing, coursework, and examinations very carefully. Failure to understand the academic conventions may result in you being found to have committed an academic offence (see section on **Academic Offences Procedures** on page 62, and also **The University's Academic Offences Policy**: www.essex.ac.uk/see/academic-offence)

Further Support

If you remain unclear or would like further support with any aspect of your writing, you may also contact Rowena Macaulay, Student Support Services Officer, at any time for individual advice (rowena@essex.ac.uk).

The University Academic Offences Policy

Please see page 62 and remember that the Academic Offences Policy applies to all students for coursework and exams www.essex.ac.uk/about/governance/policies/academic-offences.aspx.



Practicalities: Getting Started & IT Matters

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

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.

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

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.

IT Support,

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

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

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 300MB 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

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/



On-Campus Facilities

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

www.essex.ac.uk/students

www.essex.ac.uk/welcome

Graduation

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

www.essex.ac.uk/students/graduation



Skills, Employability, and Experience

Employability and Careers Centre

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

Learning Languages at Essex

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

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

Talent Development Centre

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/

Career Hub

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

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

Student Ambassadors

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

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

Volunteering

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



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

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



You Matter: Health, Welfare, Support, and Safety

Student Services Hub,

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.

Colchester email: askthehub@essex.ac.uk

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

See also page 54.

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/

Harassment Advisory Network, Dignity, and Respect

We are Essex. We encourage a culture of dignity and respect. We're committed to upholding an environment that's free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our network of trained harassment advisors are on hand to help.

www.essex.ac.uk/equality

www.essex.ac.uk/equality/harassment

www.essex.ac.uk/students/new

Faith Groups

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

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

Nightline

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

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



Health and Safety on Campus

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

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

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

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

www.essexstudent.com/services/safety_bus

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

www.essex.ac.uk/ohsas/fireSafety/peep.htm

Residence Life

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

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

Health Centre

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

www.rowhedgesurgery.co.uk

www.nhs.uk

Students' Union Advice Centre

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

University Privacy Statement

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

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

www.essex.ac.uk/records_management/request



The Essex Experience

The Essex Student Charter

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

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

Freedom of Speech Policy and the Code of Conduct

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

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

www.essex.ac.uk/governance/regulations

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/students/new

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

www.facebook.com/uniofessex/

https://twitter.com/Uni_of_Essex

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

www.essex.ac.uk/events

Students' Union

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

Say hello at essex.su



Alumni

Your time will fly by. But Essex is forever, not just for a few years, and you'll be part of this place for life. When you graduate, you'll get an alumni card, which gets you access to all alumni events, like our popular Sports Weekend, and allows you to keep using the gym and the library, so stay in touch.

alumni.essex.ac.uk/home

What Comes Next?

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/coursefinder

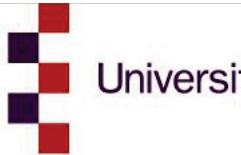
HEAR

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

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

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

www.essex.ac.uk/see/hear/



Further Useful Information and Links

Departmental website address

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

Departmental Facebook page

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

Departmental Twitter feed

<https://twitter.com/essexsociology>

Linked-In groups

<http://goo.gl/ZKBz3O>

Useful websites and further links

IDEATE: Undergraduate Student Journal

http://www.essex.ac.uk/sociology/research/publications/student_journals/ug/default.aspx

Department of Sociology Research Centres:

<http://www.essex.ac.uk/sociology/research/centres/default.aspx>

Essay referencing and style guides available from:

http://www.essex.ac.uk/sociology/current_students/student_resource_centre/academic_skills.aspx



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