### Postgraduate Student Handbook - contents

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East 15 Acting School
Postgraduate Student Handbook

About your Student Handbook
This handbook gives you essential information about your school and the University.

Other helpful sources of information include:-
The East 15 webpage for current students
MyEssex
Essex University student pages

Our friendly departmental staff are also here to help and you can find their contact details in this handbook.

Welcome to East 15
Congratulations to all new students on gaining your place at East 15. We are delighted to welcome you to both our Southend and Loughton campuses. And to all returning students – welcome back!

East 15 draws on its long and successful traditions and combines this with a keen sense of the changing world of theatre today. We train and educate students who will go and work successfully when they graduate, whether it be in the UK or overseas. Training is by professionals for professionals.

There are many processes, procedures, rules and regulations that you should be aware of. To enable you to make the most of your training and fully understand how East 15, the University of Essex and your course work (including how your work is assessed), we strongly recommend that you spend some time reading both the Student Handbook and your Course Handbook (both of which you will find on this page).

We wish you every success.

Professor Leon Rubin
Director of East 15 Acting School

Our Staff
Details about teaching staff can be found here.

If you need to contact a member of staff, please use your University of Essex email account to find their contact details using the address book. You webmail account can be accessed here. Due to the intensive teaching commitments of staff at East 15, we strongly recommend that you utilise email as the next best means of communication (if you are unable to see staff face-to-face).

Our student-facing administrative team consists of:-
Owen Gillham – Academic Administrator
Amanda Nelson – Administration Officer (Loughton)
Marianna Vlas – Administrator (Southend)

Again, please use email to make contact with Administration staff should you not be able to speak with us face-to-face.

The conservatoire training offered at East 15 can be demanding so all students have a personal tutor assigned to them. Personal tutors are normally permanent members of staff who do not
teach you on an academic level. You’ll meet soon after you’ve arrived, and you’ll meet regularly throughout your course. Your personal tutor is there to help you 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. Please check the lists provided on Moodle to find out who your personal tutor is and how to contact them.

All first-year students are allocated a ‘buddy’ at the beginning of the year. Your buddy is an existing East 15 student there to offer help if you feel you need any guidance on acclimatising to University life. Check the lists on your course noticeboard to find out the name of your buddy. You can contact your buddy via the student pigeon holes.

**Use of phones and tech**

Students are not allowed to make or receive calls or messages using their mobile phones during a class, rehearsal or performance unless prior permission has been granted by the course leader, director or tutor. Course leaders and tutors will tell you what electronic devices are acceptable to use during their class. A student who regularly disregards class etiquette with regards to the use of mobile phones or electronic devices will be considered to be in breach of the Professional Code of Conduct.

Please be mindful that no class or performance should be recorded without permission.

**Communication and correspondence**

**myEssex**

myEssex is your online student portal. You may have used it during your application process. Once you’re a registered student, you can use myEssex to update your personal details and as a quick reference guide to other student webpages. You can access this from your own PC or device, on or off campus (if you have internet at home) and from any PC on campus.

**@essex.ac.uk email account**

Your user name for your University email account appears on your Registration Card. Your email address will be your *username@essex.ac.uk*. It is important that you use your email account regularly as your tutors, the School and the University will use this email to send you important information. It is essential you check your University email regularly and empty your inbox or you may miss vital messages.

**Staff**

There are a number of permanent academic and administrative staff at the school. You will also be taught by various visiting teaching staff and theatre practitioners. The contact details of all permanent staff can be found in the appendix at the back of the Student Handbook.

**Contacting academic staff**

You will normally have access to your tutors on a daily basis during your classes and you are encouraged to speak to them at that time, rather than outside of class hours. Our staff are happy for you to email them using their @essex email addresses. However, please take into account that staff are not likely to respond to emails or phone calls outside of school hours or term-time.

**Your telephone number**

Where you provide a mobile telephone number, we may use this number to call you or contact you by text message with relevant information. Please ensure we are informed if you change your telephone number.

**Your term-time address**

Your term-time address will not be disclosed to anyone outside of the University unless it is required by law. You must inform family and friends yourself of your term-time address. You should also keep us informed of you change your address to ensure that the University is able to contact you during your period of study.
Digital signage and noticeboards
Timetables and room changes are displayed on course noticeboards and the digital signage around campus. Other course specific information and cast lists can also be found on the noticeboards, which are located by the Reception area in Hatfields House. Please make sure you check them regularly as changes will occur. A change of class location is not sufficient excuse for being late.

Student pigeon holes
Student pigeon holes are located by the main Reception in Hatfields House. We will use your pigeon holes frequently to communicate important information so please check yours regularly. Mail that has been sent to students by external post will be placed in the pigeon holes for collection. Any mail left in pigeon holes at the end of every term will be cleared and binned.

East 15 campuses
East 15 is located on two uniquely intimate campuses which 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. For more information about facilities and provision on each of our campuses, please click here.

All Postgraduate provision is based at our Loughton Campus:-

Hatfields
Our main site in Loughton is Hatfields, a beautiful Georgian dower house. As well as a number of teaching spaces which a located on this site, you will also find our Senior Management Team, Administration Team, Heads of Course and teaching staff and the Student Services Hub.

Please note that Hatfields is a grade 2 listed building. This means that we are unable to modify the building to make the 1st and 2nd floors accessible. If you are unable to use stairs and need to speak to someone located on these floors, please let our Reception staff know.

On the same site you will also find the Library and IT Suite.

The Corbett Theatre
The Corbett is our 125 seat on-campus theatre. It's a space with a unique atmosphere based in a medieval tithe barn, It has full technical facilities and fitted dressing rooms, plus a newly refurbished cafe and bar which is run by the Students' Union.

Roding House
Roding House is located 10 minutes from Hatfields and contains ten rehearsal rooms, a green room/cafe, a sound recording studio and a video editing suite. East 15's extensive costume department is also based here.

Unit Four
Unit Four is situated next to Roding House and is home to East 15's Stage and Production Management Department. The Unit contains a large workshop, paint shop, prop shop, prop storage and teaching spaces.

Your Terms and Timetable
Term dates for East 15 provision can be found here.

The teaching timetable at East 15 is very intensive. You should expect to be working more or less from 9.00 am to 6.10 pm (includes some scheduled independent study periods). Classes are usually scheduled in 1½- 2 hour timetable slots with half-hour mid-morning breaks and 20 minute mid-afternoon breaks and an hour for lunch.

Class timetables and room allocations are posted on the digital noticeboards and course noticeboards on the ground floor of Hatfields House (Loughton) and on the 3rd & 5th floors.
of the Gateway Building (Southend). Timetables are also sent to students via Moodle. Please make sure you know where you are supposed to be and when - failure to read the timetable is not an acceptable reason for lateness.

During ‘Priority Weeks’ (during periods of intensive rehearsal or preparation for practical performance projects) the normal teaching timetable may be partially suspended. Please make sure you know what you are called for and where you are supposed to be – check your year noticeboard regularly during Priority Weeks.

**Professional Code of Conduct (PCC)**

Please ensure that you read and understand the PCC which can be accessed [here](#).

The Professional Code of Conduct (PCC) is applied to all modules and all programmes of study at East 15 Acting School and sets out clear expectations in relation to attendance, engagement, professional behaviour, and conduct. The PCC also seeks to ensure that the academic progress and learning experience of the generality of students is not impeded by their peers.

To this end, the PCC provides a framework for supporting progress and positive outcomes through managing the following:

- Punctuality
- Full Attendance (see further guidance below)
- Preparation for classwork and rehearsals including learning of roles
- Co-operation, team-working, professional behaviour as an essential part of the learning and rehearsal process

Failure to adhere to the PCC in a module may result in an overall fail mark being awarded for the module. As a result, this is likely to have implications on a student’s ability to progress to the next academic stage or graduate.

**Learning and Teaching**

**Group practical classes**

In class, you will work in groups. These are practice-based sessions in which students receive instruction and are given opportunities to put into practice what they have learned and to test techniques, theories and methods. Classes are tutor-led and are normally 2-4 hours long.

**Workshops**

Workshops are also practical sessions but the tutor’s role is more that of facilitator than teacher. Workshops enable students to experiment in a safe and supported environment. Ensemble workshops tend to be student led, though guided and supervised by the tutor. Some workshops will conclude with studio performances followed by formative feedback from tutors and student peers. Workshops range from 2 hour sessions to whole day events.

**Lectures**

Lectures are used mainly in contextual studies and will typically be 1 – 2 hours long.

**Seminars and masterclasses**

Work in seminars and masterclasses may be related either to lecture material or may be given by guest tutors on specific genres or skills. Students may be asked to prepare presentations for seminars. Tutor-led discussions encourage critical thinking and analysis as well as developing students’ oral communication. Seminars are normally 2 hours long.

**Presentations**

Presentations may be either practice-led or lecture-style. Students may be asked to work in
groups to devise a presentation on a topic set by the tutor. Students may be assigned a particular research topic and will be individually marked on their contributions.

**Tutorials**
One-to-one tutorials are sometimes used to provide individual coaching for students on specific aspects of their performance preparation e.g. dialect or accent coaching. Tutorials are also used to assist students with the preparation professional auditions and showcase pieces.

**Independent study**
Students are expected to undertake background reading, contextual research, unsupervised rehearsal (including memorising parts and lines) and skills practice (voice, movement, music and singing) in independent study time, as well as preparing for seminars and tutorials.

**Supervised rehearsals**
Tutors and guest directors lead students through the process of preparing for performance in a variety of genres and using a range of working methods. During supervised rehearsal periods (Priority Weeks) other classes are suspended to allow students to concentrate on their production work.

**Overseas study**
Some of our postgraduate programmes offer students the opportunity to study a module overseas in Russia, at the Russian Academy of Theatre Arts (GITIS), and in Bali and Thailand. Field study options are course specific and offered a various times during the academic year. Postgraduate Heads of Courses normally update their students during the autumn term on the options available. Students are required to pay for their own air travel, accommodation and subsistence during the module. Students are not required to undertake an overseas module in order to complete their degree.

**Costumes, props, musical instruments and other specialist equipment**
You are personally responsible for seeing that all the props, costumes, instruments and specialist equipment that you use, are returned to where they came from at the end of a project or rehearsal. You must book an appointment for both taking and returning specific items particularly costumes. You should never take any items without permission. You will have access to our Costume Department facilities in your final year. Our costume stores and work rooms at both campuses also contain costume fitting rooms and maintenance wardrobe rooms.

**Care of studios and public areas**
It is an important part of your professional training that you become accustomed to treating your own and others' working environment with respect. You are required to clean up studios after your classes and rehearsals and to leave them in a fit state for the next user. This discipline should also apply to the public areas of the building. Please be considerate of other students and staff working in adjacent areas when you are entering and leaving classrooms and studios and using the public areas of the buildings.

**Requesting leave to undertake professional engagements**
Students are not permitted to undertake or seek professional engagements without the prior permission of the Director or Deputy Director of the School. Such requests are normally granted to students on 1 year courses or final year undergraduate and postgraduate students only. Remember to apply sufficiently far in advance of the engagement as the following process may take time:

1. Discuss your plans with your Head of Course/Year whose support you must have for your application to be considered.
2. Fill in the application form which you can obtain from the East 15 Administration Office (Southend) or the Academic Administrator (Loughton).

3. Give the completed application form to your Head of Year/Course who will discuss your request with the Director, Deputy Director and/or other relevant staff.

4. If necessary, because you will may miss part of your course, a request for an alternative method of assessment may have to be put in place and submitted for approval to the Faculty’s Deputy Dean for Education.

5. You will be informed in writing of the outcome of your application and of any terms or conditions attached.

**Moodle and FASER**
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.

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

**Changing your degree**
If you want to change your course, you should first speak to someone in your department, such as your current Head of Course or your Personal Tutor. Also, be sure to check the deadlines for course changes with the Student Services Hub.

You should discuss your thoughts about changing course with someone in your school/department/centre. If your new course is in a different department, you should also speak to someone in that department.

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

Please note, it is not always possible for East 15 to agree requests to change course.

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

**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.

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

**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.

The University of 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 East 15.
You can find helpful information [here](#).

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

**Student representation, Student Staff Liaison Committees**

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

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

Information about the University of Essex infrastructure for student representation can be found [here](#) and [here](#).

East 15 also hold information about SSLC (including meeting dates and minutes of previous meetings) [here](#).

Lastly, the Student Union also provide some information about student representation [here](#).

**Student Assessment of Modules and Teaching and Student Surveys**

At least once a 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. More detail about SAMT can be found [here](#). Come the time, your teachers will show you where to access the online survey and/or you will receive an email which links you directly to it.

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. Students 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 Loughton our new Library and IT Centre is a modern, stylish, spacious study area accessible over long hours, providing resources tailored to your needs as a student. IT facilities are available, and you also have access to a vast array of online resources via the Library website.

Our Southend Campus Library & Learning Hub is located within The Forum, and offers a variety of silent and group study areas as well as access to all the resources you need for your studies, either on the shelves of the Library or online via the Library website. You can access computers in the Learning Hub, which is a pleasant and safe environment that is permanently open, with help available from the InfoPoint. You can also use the Albert Sloman Library at our Colchester Campus - and your library card gives you access to all public libraries in Essex.

Reading lists for every course can be accessed through Talis which is linked from the Student Handbooks section of Moodle.

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

For guidance in relation to third-party proofreading of student work please read this information.

**Attendance monitoring and absence from sessions**
Your attendance at lectures and classes has a significant impact on how successful you are in your studies.

Please be aware that, in accordance with the [East 15 Professional Code of Conduct (PCC)](http://www.east15.ac.uk), you are required to attend ALL sessions. Failure to attend may result in failure of the Part A of the PCC and therefore failure of a module. In many cases this may result in you needing to retake an entire year of study. Please ensure that you have read and understood the PCC.

Further details of our Absence Procedure, around how we manage attendance monitoring, and the process for notifying us of unavoidable absence, please visit our [Student Information page on Moodle](http://moodle.east15.ac.uk).

If you are likely to be unavoidably absent for a period of time, we strongly recommend that you contact your Head of Course, Personal Tutor or the Student Services Hub for advice and support.

**Assessment**

**Rules of Assessment and Credit Accumulation**

The [Rules of Assessment](http://www.east15.ac.uk) are the rules, principles and frameworks which the University uses to calculate your course progression and final results. These decisions are made by the Board of Examiners who use the Rules of Assessment to decide:

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

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

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

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

**Extenuating Circumstances, withdrawing and intermitting**

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.

Further information about how East 15 deal with Extenuating Circumstances, as well as the form you would need to submit, can be found on our Student Information page on Moodle.

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

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 or the Student Services Hub.

Courseswork
Continuous assessment and feedback
During your time in class there will be continuous verbal guidance and feedback flowing between tutors, directors and students both while work is in progress, by way of formative assessments (i.e. informal assessments conducted during the learning process) and at the point at which work is formally evaluated and assessed (summative assessment). The ability to accept critical feedback and use it to improve performance is a vital part of your training and a skill you will use throughout your working life.

It is important for you to realise that as well as delivering teaching and learning in practise-based sessions, your tutors and directors are also engaged in continuously assessing your progress towards achieving the stated learning outcomes of the modules you are studying. This is based on the observation of students’ contributions to class work, practical projects and performance. The continuous assessment process is rigorously undertaken by a team, never an individual member of staff, consisting of Head of Year/Course, acting and skills tutors (voice, movement, music & singing) and, where students are working on productions, with directors.

In addition to the continuous verbal feedback you receive in a workshop, class or rehearsal, you will receive written reports for some of your modules either at the end of a term or at the end of a module. Written reports will contain tutor comments and you will be able to tell where you are doing well and which areas you need to work on from the reports. The content of the reports on which the assessments are based, will obviously vary but are consistent with the stated learning outcomes for the module being assessed – these are listed in the module outlines in our subject-specific Course Handbooks.

Mid-term reports will be issued to individual students if progress in a particular area is causing concern. The report will give full written details of the area of concern and what the student must do to remedy it.

You will normally have at least one meeting at which a formative discussion of the term’s work is conducted in group session with the team of tutors responsible for continuous assessment.

Anonymous marking in coursework policy
The policy for anonymous marking can be found here.

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.
Marking Schemes
The marking schemes which are used by tutors for the assessment of both practical and written work can be found in your subject-specific Course Handbook.

Assignment, essay length and dissertations
Information about your assignments and written work, including essay length, is detailed in full, within your Course Handbook.

Handing-in procedure for coursework
- Written work should be handed in to the Librarian in the Hatfields Library on the first floor of Hatfields House.
- You will be given a written receipt for your work. The work will then be passed on to the marker(s).
- You must submit two copies (unless otherwise stated)
- In some cases you may be given the option to submit work electronically using FASER – details will be provided by teachers where this is the case
- **The deadline is 4:30 pm** (unless otherwise stated). **No exceptions.**

Please note: handing in procedures can change during the year and from course to course. Your course leader will notify you of any changes when confirming the coursework deadlines with you.

It is your responsibility to hand in your work properly stapled together. Staff are not responsible for providing staplers or binders, and are not responsible if, because your work is loose, it becomes mixed with the work of other students or lost. If you are using campus printers and copiers, make sure you have enough time to print out your work before the deadline.

It is also your responsibility to include a title page giving YOUR NAME, the tutor for whom the work is for, the date it was handed in and the course/module. Otherwise, we may not be able to ascribe a mark to you.

If you have been diagnosed by the University as having a specific learning difficulty, please make sure you have attached the Cover Sheet to your work, and have signed it (Cover Sheets are available through FASER and advice can be sought from the Student Services Hub on the ground floor of Hatfields House, Loughton).

If you are obliged to send written work by post, keep a copy of it, and send it by Recorded Delivery.

Assignments may be emailed but this can only be in addition to hard copy or submission through FASER (in some instances). If for any reason your email is not received and no hard copy has been received, your work will be treated as a non-submission and will receive a mark of zero in accordance with the coursework deadline policy.

IT failures such as computer crashes, document corruption or broken printers are not acceptable grounds for claims of extenuating circumstances for late submission or non-submission of work.

Return of marked coursework
We aim to return written work back with written comments within four weeks so that there is sufficient time for you to consider and act upon it in your next similar piece of assessed work in that module.

Late submission of coursework
Each piece of coursework must be submitted by the deadline published in order to gain a mark. However, there may be occasions when you are unable to undertake, complete or
hand in a piece of coursework due to circumstances beyond your control. The University has put in place policies for dealing with such extenuating circumstances and you can find these [here](#).

Claims should be submitted to East 15’s main administration offices at the Loughton.

**Samples of coursework**
Your course leader may choose to provide students with samples of past coursework. Samples of marked coursework are also routinely sent to other members of staff for moderation and to External Examiners for Quality Assurance purposes. You may be asked to return your work to the School at the end of the year to form part of the sample of work reviewed by the External Examiner. Your work will be returned to you after the Exam Board at the end of the summer term (undergraduates) or autumn term (postgraduates).

**Remarking of essays and assignments**
Where coursework has been marked once (and has not been moderated), 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](#).

You will need to complete a form and be aware that marks can go down as well as up. Further information can be found [here](#).

**Reassessment in coursework**
If the Board of Examiners has required you to complete essays or assignments over the summer holiday, the Registry will send you a letter by email with further information. Please check your Essex email account regularly once your results have been published. The School will send you details of the assignments which you are required to undertake. If you haven’t received anything within three weeks of the results being published, you must contact your department or the Registry. Remember that reassessment in examinations (and coursework) carries a fee. You can find information relating to resitting exams and coursework [here](#).

**End of year results**
You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule [here](#).

**Academic offences**
One of the most serious of all academic offences is to make it seem that the work of others is your own. This, and any other form of academic offence, is taken very seriously by the University and the penalties are severe. For example, this can mean receiving a mark of zero for a piece of work, or in certain circumstances being required to withdraw from the University. In the case of many Masters degrees, the rules of assessment are such that a mark of zero on a single assignment means that you will fail the degree. Therefore it is not in your interest to cheat in any of your submitted work or in any test or in any examination. Students are required to reference their sources properly, and failure to do so can lead to an allegation of an academic offence. When submitting any piece of work (e.g. essay, report, dissertation, or thesis) you will be required to acknowledge any assistance received or any use of the work of others.

**What do we mean by an academic offence in coursework?**
An academic offence in coursework includes using the work of others (whether written, printed or some other form) without acknowledgement, whether this has been the result of negligence or of intention to deceive. It is therefore very important that you learn how to reference your work properly, and that you familiarise yourself with your departmental guidelines on referencing. If, after having read the guidelines, you are still unclear about
referencing, you must talk to your tutor before you submit your assignment, and/or contact the University’s skills centre for support. Ignorance of the regulations will not be accepted as a defence against an allegation of an academic offence or negligence in referencing.

**Repeated work**
You may also be accused of an academic offence if you repeat work previously submitted for an assessed assignment without full acknowledgement of the extent to which that previous work has been used: in other words, if you hand in the same or a very similar essay to one that you have already submitted. You should note that it is also an offence for a student knowingly to assist another student to commit an academic offence, whether in an examination, or in any other piece of work.

**Group work**
Sometimes students who have been working together end up submitting almost identical work and are accused of an academic offence. While we do not want to dissuade you from working with or discussing your work with another student, you must be careful that you do not collaborate too closely, and it would be wise to seek advice from your tutors on the limits of collaboration before you submit your work.

**How to avoid plagiarism**
To avoid plagiarism give yourself enough time to plan, draft, write, edit and proof-read your work. Make sure you print or save full details of all sources, so that you can reference them easily once you have used them. Do not copy and paste large chunks of text from the internet – look at the source, read it critically, identify the main themes, and then paraphrase or present as a direct quote. NB: paraphrasing does not mean changing the odd word within a sentence. You need to re-phrase the entire sentence in your own words, thus demonstrating your understanding.

**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 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 also allows you to give credit to authors’/researchers’ concepts and ideas/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, Harvard ‘Cite Them Right’, and for help with referencing, visit the library website. Please remember, you have an obligation to credit ALL sources (both written and digital/online) and are responsible for ensuring that they follow the guidance offered on the Cite Them Right website.

**Intellectual property rights**
Intellectual property rights relate to the legal ownership of ideas and information. All students own the intellectual property rights of the work they produce whilst at the University. There may be exceptions to this rule if a student’s work has been sponsored by a commercial organisation. Students can contact the Research and Enterprise Office for advice about intellectual property rights.
**Academic conduct**
You may not make a personal recording of a teaching event, performance, showing, supervisory meeting, oral examination or other formal event, meeting or committee (which considers students’ academic progress or performance) without the permission of other individuals present. If this permission is granted, the recording may be made for your personal use only, to support your own study, professional practice and learning, unless otherwise instructed by your tutor. The recording must not be made publicly available or shared for other purposes, without the consent of those present. Students with learning difficulties who may find note-taking difficult are encouraged to contact Student Support for further advice.

**Good academic practice**
Respecting authorship through good academic practice is one of the keys to academic integrity, and a key value of higher education in the United Kingdom.

The Talent Development Centre provides online courses and guides to help you fully understand what is required from you. You can find out about the full range of workshops and resources that are available to you [here](#). You can also complete the online Academic Integrity course.

Failure to understand the academic conventions may result in you being found to have committed an academic offence

**Academic Integrity and Academic Offences**
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, which is a matter the University takes very seriously.

It is your responsibility to make yourself aware of the regulations governing 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 or falsifying evidence.

If you aren’t sure what the conventions are, particularly in relation to referencing, you should ask your department, contact the Talent Development Centre, and also refer to 7: Referencing and good academic practice in this handbook.

More information about academic offences and getting support can be found on the University of Essex website and our Student Information page on Moodle.

**Ethics, appropriate conduct and safety considerations**
We encourage you to be bold, push boundaries and innovate, but we also require that you think about how your work may impact upon you and other people you are working with, our staff and/or your audience.

Be aware of how others may interpret your actions and your work – sometimes it is appropriate to challenge audiences, perceptions and values through art, but sometimes it is also possible to cause unreasonable offense to others by doing so. Please think about how your work may affect people and consider your conduct and work with reference to the University’s Policy on Academic Freedom and Freedom of Speech, the East 15 Professional Code of Conduct and the Student Code of Conduct.
Nudity and simulated sexual activity within performance is sometimes appropriate and may form a necessary part of the work you are studying. If this is the case, your Head of Course will refer to (or refer you to) the school's Policy and Guidance for Nudity and Simulated Sex Acts, information about which can be found on the Student Information page on Moodle.

It is clearly very important that, through undertaking your work, you do not put yourself or others at risk of harm. This statement may seem to be more relevant to some courses or modules than others, but please be mindful of it nevertheless. Take advice from teaching staff and technicians, and if you think something may pose a risk to you or others, take advice before acting.

Be mindful that you MUST NOT use potentially hazardous materials within your work without first seeking professional advice and authorisation.

The University Academic Offences Policy
Please remember that the Academic Offenses Policy applies to all students.

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

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

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

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

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 Head of Course, Personal Tutor or the Academic Administrator at East 15. You can also discuss your concerns with the Student Rep for your course or the Students’ Union.

Re-marking of coursework
You have the right to request a re-mark of your coursework under certain circumstances which East 15 can advise you on. The University Marking Policy can be found here. You will need to complete a form and be aware that marks can go down as well as up as a result of re-marking.

Appeals and complaints
Appeals on academic grounds can be made following the meeting of the Board of Examiners and the publication of your results. Be aware that there are strict deadlines for the submission of the appeal form and your evidence.
We strongly advise all students thinking about making an appeal to contact the Administration Team at East 15 or Student Services HUB for advice.

You may not appeal against academic judgements. 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.

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.

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, 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 Head of Course, Personal Tutor and your Student Services Hub to talk through your options. You should also read our guidance on intermitting very carefully. If your intermission is agreed, we will also give you the advice and support you need to help you carry on with your studies on your return.

Withdrawing is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, once again you should seek advice from your Head of Course, Personal Tutor 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 here.

Practicalities: Getting started and 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 can access more information about registration here.
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.

Returning students can access more information about registration here.

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.

IT support, wifi, email account, free MS office, computer labs, m:drive
Visit the IT Services website to set up your IT account and password, register an external email address and passphrase and request a reminder for a forgotten passphrase.

You must change your password within four weeks of your account being created, and then once every four months after that. The easiest way to change your password is online here.

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

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

Visit the IT Services website for helpful information, including how-to guides, answers to frequently asked questions, and links to video screencasts.

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.

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.
Skills, Employability and Experience

Employability and Careers Centre
The Careers and Employability Centre offer advice and guidance, job-hunting information, CV and job application reviews, and online services for creating CVs, interview preparation and job vacancies.

East 15 also employ dedicated Professional Liaison staff to support you in finding work as an actor or director and they, along with your Head of Course, can provide you with ongoing advice during your time at East 15.

CareerHub+
Log in to CareerHub+ whether you have one hundred questions or just don't know where to start with researching your future career! 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.

Learning Languages at Essex
Learn a language at East 15 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.

Talent Development Centre
Specialist academic skills advisors can give you guidance on all aspects of study skills such as assignment planning; essay writing; English language and academic style. To find out more about the Talent Development Centre, click here.

Frontrunners
Frontrunners is the University'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. Your Head of Course will advise you when opportunities are available with East 15, but you can also check by clicking here.

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.

You Matter: Health, Welfare, Support and Safety
Wellbeing, counselling and confidential issues
If you need practical advice, a confidential conversation, or general information and guidance on life at East 15, no matter what the issue is, the Student Services Hub is the place to go. Having problems with your funding? Struggling with exam stress? Your questions matter and you'll get answers from our team of experts.

Loughton email: askthehub-lc@essex.ac.uk

Financial Support
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.
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.

To find out more about the support available, visit our Equality and Diversity page.

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. To find out more about and link with faith-based groups in Loughton, please visit the Chaplaincy website.

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. You can contact Nightline by phone on 01206 872020/2022 or by email at nlhelp@essex.ac.uk

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.

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) and should speak to the Campus and Facilities Manager at Loughton (Hatfields House).

Health Care
If you’re studying on a course for more than six months, you’re required to register with a local doctor.

Students’ Union Advice Centre
Our SU advice centre offers free, confidential, independent and impartial advice on any issue that might be affecting you. Friendly, trained staff are on hand to support you throughout your time at East 15. Visit the Student Support Hub at Loughton to find out more about how to contact the SU Advice Centre or, in Southend, visit the Student Union office in the Forum.

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’.

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.
Freedom of speech policy and Code of Conduct
For regulations relating to freedom of speech and the Code of Student Conduct, see the University's website.

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. Say hello at essex.su

East 15 and social media
Keep up-to-date with important news, events and offers from East 15 and across the University with our East 15 Messenger Facebook page, @East15ActingSchool on Twitter and the Essex Spirit blog.

You are also likely to find that your course has a specific Facebook page, so get busy on Social Media to keep up with the latest!

In addition, to find out what East 15 graduates are up to, please check out our alumni website.