DEPARTMENT OF GOVERNMENT
Postgraduate taught
About your Student Handbook

This handbook has been designed to give you essential information about your Department and the University.

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

Remember that at Essex, we don’t separate our students and academic staff, or our professional services staff from our alumni. Everyone is a member of our community for life. Our three uniquely intimate campuses encourage an inter-weaving of people, ideas and disciplines. We celebrate diversity and challenge inequality. Whatever your background, race or sexual orientation, you are part of a vibrant community that lives, learns and plays together.

Section 1: INTRODUCTION

1. Welcome to the Department of Government!

We are very pleased that you have chosen to study in the Department of Government for a Masters degree. We look forward to getting to know you over the next few months.

This handbook is your guide to postgraduate taught (PGT) study in the Department of Government. It covers all the important procedures and policies and so, if you keep it to hand, you will be able quickly to find the answers to most if not all of your questions.

Of course things do change and it may be necessary to update some aspects of the information you can find here. We will let you know directly about anything that might affect the progress of your studies but there are other places to look for more information: the Department’s website (www.essex.ac.uk/government), the Online Resource Bank (ORB) (https://orb.essex.ac.uk/) which has additional material relevant to each of your modules and there is a PGT Moodle course area. If you still cannot find the answer to your question you can always talk to Alex West, our Graduate Administrator.

This will be a year of hard work. We have high standards and the various deadlines come thick and fast. However, it also has the potential to be an exhilarating year in a stimulating working environment. The Department of Government is a lively community with a lot of things going on. There is the Departmental Seminar, held every Tuesday, to which we invite colleagues and practitioners from inside and outside the University to report on their research in progress. The thriving Politics Society organises numerous speakers, debates and social events. Those seeking intellectual discussion, coffee, or refuge from the weather can find it in the Department Common Room, a social setting for students and staff alike. These and other opportunities are all part of making the most of your time here.

May we wish you every success in your studies!

Professor Lawrence Ezrow
Head of Department

Dr Tom Parr
Graduate Director, PGT
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1.1 Term dates, calendar and academic week numbers

Term Dates 2017-18
Autumn Term  Monday 02 October 2017 – Friday 15 December 2017
Spring Term  Monday 15 January 2018 – Friday 23 March 2018
Summer Term  Monday 23 April 2018 – Friday 29 June 2018

Teaching Weeks 2017-18

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<th>Spring Term</th>
<th>Summer Term</th>
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<td>9 October</td>
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<td>3</td>
<td>16 October</td>
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<td>23 October</td>
<td>18 29 January</td>
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<td>5</td>
<td>30 October</td>
<td>19 05 February</td>
<td>33 14 May</td>
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<td>6</td>
<td>06 November</td>
<td>20 12 February</td>
<td>34 21 May</td>
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<td>7</td>
<td>13 November</td>
<td>21 19 February</td>
<td>35 28 May</td>
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<tr>
<td>8</td>
<td>20 November</td>
<td>22 26 February</td>
<td>36 04 June</td>
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<tr>
<td>9</td>
<td>27 November</td>
<td>23 05 March</td>
<td>37 11 June</td>
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<tr>
<td>10</td>
<td>04 December</td>
<td>24 12 March</td>
<td>38 18 June</td>
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<tr>
<td>11</td>
<td>11 December</td>
<td>25 19 March</td>
<td>39 25 June</td>
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Vacations and Bank Holidays
Whilst we understand that you will be eager to return home to be with your families for the vacation periods (especially after submitting your final assignments of the term) we do want to stress that you MUST still be attending classes up to your final class in the last week of the term.

Christmas Vacation  Monday 18 December 2017 – Friday 12 January 2018
Easter Vacation  Monday 26 March 2018 – Friday 20 April 2018
Summer Vacation  Monday 02 July 2018 – Friday 28 September 2018

Bank Holiday Dates for 2017/18
Boxing Day  Tuesday 26 December 2017
New Years Day  Monday 1 January 2018
Good Friday  Friday 30 March 2018
Easter Monday  Monday 2 April 2018
Early May Bank Holiday  Monday 7 May 2018
Spring Bank Holiday  Monday 28 May 2018
Summer Bank Holiday  Monday 27 August 2018

Please note that the University will shut down for Christmas from 23 December 2017 – 02 January 2018
1.2 Timetables

After you have chosen your modules and they have been confirmed, you will be able to access your timetable online through myEssex.

You can view your timetable at https://www1.essex.ac.uk/timetables/timetable.aspx (you will be prompted to login using your Essex username and password). This will show you on a week-to-week basis what time your classes are and what rooms they are in (if you don’t know how to find your rooms, refer to the findyourway app. http://findyourway.essex.ac.uk/ or ask your administrator).

Once you have chosen all your modules and received confirmation, they will appear on your personal timetable. You may find that the first week of your timetable is blank if you do not have any course commitments in Welcome Week.

You may find that you have a clash of classes (e.g. one class has been scheduled to begin on the same day and at the same time as another, or there isn’t enough time to get from one class to another because they overlap). Should this happen, if you scroll down to the bottom of the timetable there are two buttons that you can use:

- **Report a timetable problem** is used for just that – reporting clashes or any other problem with your timetable. This will be submitted electronically to your administrator who will be able to request your reallocation.
- **Request a class change** is again used for just that. Say for example you work regular hours in the campus shop, have childcare needs or other commitments that mean you are unable to be here for a class. You would request a class change via this button and your request would be sent to the administrator, who will (if it is possible and your reason is valid) request to have you reallocated to a different time slot.

**PLEASE NOTE**: There is a deadline for changing classes and reporting timetable issues. It is not always possible to move students to a preferred time and day as class sizes are restricted.

1.3 Link to myEssex

myEssex is a resource that provides a wealth of academic and support information. You can find your myEssex portal by going to www.essex.ac.uk/myessex/ and logging in with your campus username and password.
### 2. About the Department of Government

#### 2.1 Details of academic staff including contact details

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<tr>
<td>Dr Baerg, Nicole Rae</td>
<td>nicole.baerg</td>
<td>5.422</td>
<td>3021</td>
<td>Division Officer: Political Economy</td>
<td>Research Interests: International Political Economy and Comparative Political Economy; Central Bank Committees; Monetary and Fiscal Policy; Political Methodology; Text Analysis; Machine Learning.</td>
</tr>
<tr>
<td>Dr Bakaki, Zorzeta</td>
<td>Zbakak</td>
<td>5.304</td>
<td>2651</td>
<td>Plagiarism Officer</td>
<td>International relations; the quantitative and qualitative analysis of conflict management and resolution; international cooperation; environmental politics</td>
</tr>
<tr>
<td>Dr Bartle, John</td>
<td>jbartl</td>
<td>5.023</td>
<td>3717</td>
<td>Plagiarism Officer</td>
<td>Research interests in: voting behaviour; British political parties; the British judiciary.</td>
</tr>
<tr>
<td>Dr Böhmelt, Tobias</td>
<td>tbohmelt</td>
<td>5.019</td>
<td>2288</td>
<td>*Director of Finance</td>
<td>Research Interests in: Quantitative Analysis of Conflict and Cooperation in International Relations, Environmental Politics, International Mediation, Military Effectiveness, Social Network Analysis.</td>
</tr>
<tr>
<td>Dr Bou-Habib, Paul</td>
<td>pbou</td>
<td>5.017</td>
<td>2509</td>
<td>*Director of Finance</td>
<td>Research Interests in: contemporary theories of distributive justice, the just distribution of resources between age groups, and the role of the concept of dignity in normative political theory.</td>
</tr>
<tr>
<td>Dr Carroll, Royce</td>
<td>r.carroll</td>
<td>5.306</td>
<td>3475</td>
<td>Co-Director of Essex Summer School</td>
<td>Research interests in: Democratic institutions; representation; coalitions; political parties; legislative politics; policy-making processes; measurement of preferences and ideology.</td>
</tr>
<tr>
<td>Dr Chiba, Daina</td>
<td>dchiba</td>
<td>5.004</td>
<td>2127</td>
<td>Webmaster &amp; Information Champion</td>
<td>Research Interests in: International and Civil Conflict, International Institutions, Political Methodology.</td>
</tr>
<tr>
<td>Dr Christensen, James</td>
<td>James.christensen</td>
<td>5A.22</td>
<td>2195</td>
<td>CISH co-ordinator</td>
<td>Research Interests in: Socioeconomic justice (at both domestic and global level), Egalitarianism, and Trade Justice.</td>
</tr>
<tr>
<td>Dr Crowley, Theresa</td>
<td>crowtx</td>
<td>5A.31</td>
<td>3486</td>
<td>*Study Skills Officer</td>
<td>Study Skills Officer / Senior Personal Tutor / Departmental Disability Liaison Officer</td>
</tr>
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</table>
| Prof De Vries,        | catherine.devries   | 5B.10| 6307| Director of Research                      | Political economy, public opinion, political parties, elections and European integration. | Catherine

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<tr>
<th>Name</th>
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<th>Office</th>
<th>Position</th>
<th>Research Interests</th>
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<tr>
<td>Prof Dorussen, Han</td>
<td>hdorus</td>
<td>5.417</td>
<td>2510</td>
<td></td>
<td>RESEARCH LEAVE 2017-18: The relationship between trade and conflict; the use of economic policies in international politics; peacekeeping operations and the governance of post-conflict societies; and policy convergence in the European Union. International relations; international and comparative political economy and applied game theory.</td>
</tr>
<tr>
<td>Dr Duell, Dominik</td>
<td>Dominik.duell</td>
<td>5.423</td>
<td>2211</td>
<td></td>
<td>Political Economy, Political Behavior, Political Psychology, Behavioral Economics, Experimental and Statistical Methods, Social Identity, Discrimination, Electoral Accountability, Representation</td>
</tr>
<tr>
<td>Prof Ezrow, Lawrence</td>
<td>ezrow</td>
<td>5B.310</td>
<td>3770</td>
<td>Head of Department</td>
<td>Research interests in: comparative political representation; Western European politics; elections; political parties; voting; party strategies; political institutions and quantitative methodologies.</td>
</tr>
<tr>
<td>Dr Ezrow, Natasha</td>
<td>nezrow</td>
<td>5.027</td>
<td>3346</td>
<td>Education Director</td>
<td>Research Interests in: Authoritarian Regimes, International Development, Third World Politics</td>
</tr>
<tr>
<td>Dr Genovese, Federica</td>
<td>Fgenov</td>
<td>5.425</td>
<td>4106</td>
<td>Eastern ARC Manager</td>
<td>Research interests in: global politics; international cooperation; international political economy; comparative politics; environment; economic interdependence; international crises.</td>
</tr>
<tr>
<td>Dr Getmansky, Anna</td>
<td>Anna.getmansky</td>
<td>5.006</td>
<td>3504</td>
<td>Departmental Seminar Organiser</td>
<td>Research Interests in: Quantitative analysis of conflict and cooperation, intrastate conflicts, democracy and war.</td>
</tr>
<tr>
<td>Dr Gizelis, Ismene</td>
<td>tig</td>
<td>5.008</td>
<td>2856</td>
<td>Division Officer: IR &amp; Conflict</td>
<td>Research interests in: International conflict and cooperation; peacekeeping and post conflict reconstruction; conflict management institutions; political and economic development; welfare and social policy; gender and development.</td>
</tr>
<tr>
<td>Prof Gleditsch, Kristian</td>
<td>ksg</td>
<td>5.415</td>
<td>2517</td>
<td></td>
<td>Research interests in: International Conflict and Cooperation; Intrastate Conflict, Protest, and Mobilization; Mathematical and Statistical Models; Democratization.</td>
</tr>
<tr>
<td>Dr Glynos, Jason</td>
<td>ljklyn</td>
<td>5A.320</td>
<td>2515</td>
<td>Employment Director</td>
<td>Research interests in: political philosophy; Lacanian and post-Marxist discourse theory; philosophy and methodology of social science; post-structural approaches to political studies; theories of democracy and ideology; grammars of freedom and equality in contemporary political discourse; cultures and discourses of the economy.</td>
</tr>
<tr>
<td>Dr Hennessy, Alexandra</td>
<td>alexandra.hennesy</td>
<td>5.421</td>
<td>2219</td>
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<tr>
<td>Name</td>
<td>Email</td>
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<tr>
<td>Prof Howarth, David</td>
<td>davidh</td>
<td>3403</td>
<td>5.014</td>
<td>Research interests in: poststructuralist theories of society, politics and public policy, focussing especially on the empirical study of political ideologies, discourses and rhetoric; the theoretical relationship between space, time and the political; and the intersections between identity, difference and subjectivity.</td>
<td></td>
</tr>
<tr>
<td>Prof Johns, Rob</td>
<td>rajohns</td>
<td>2508</td>
<td>5.021</td>
<td>Research interests in: Why do people think what they think about politics? Public Opinion</td>
<td></td>
</tr>
<tr>
<td>Dr Kern, Florian</td>
<td>Fkern</td>
<td>2745</td>
<td>5.302</td>
<td>Comparative politics, mixed methods inference, formal theory, field research design, Sub-Saharan Africa, indigenous governance, public goods provision</td>
<td></td>
</tr>
<tr>
<td>Dr Leemann, Lucas</td>
<td>l.leeman</td>
<td>2641</td>
<td>5A.316</td>
<td>My research centers around democratic institutions, representation, and data science</td>
<td></td>
</tr>
<tr>
<td>Dr Martin, Shane</td>
<td>Shane.martin</td>
<td>2185</td>
<td>5A.322</td>
<td>Research interests in: Parliaments; Legislatures; Electoral institutions; Comparative politics; Irish politics</td>
<td></td>
</tr>
<tr>
<td>Professor Mikhaylov, Slava</td>
<td>s.mikhaylov</td>
<td>2193</td>
<td></td>
<td>Advanced analytics, natural language processing, public policy, comparative politics, political economy</td>
<td></td>
</tr>
<tr>
<td>Dr Montanaro, Laura</td>
<td>lmonta</td>
<td>3980</td>
<td>5.010</td>
<td>Study Abroad Officer Research Interests in: democratic theory, political representation, social theory, critics of liberalism.</td>
<td></td>
</tr>
<tr>
<td>Dr Parr, Tom</td>
<td>tparr</td>
<td>3408</td>
<td>5A.217</td>
<td>Research Interests in: Theories of Social Distributive Justice, Public Policy, John Rawls and Ronald Dworkin, the Job Market, Discrimination, Legal Theory, and Moral Philosophy.</td>
<td></td>
</tr>
<tr>
<td>Dr Partheymueller, Julia</td>
<td>Julia.partheymueller</td>
<td>6580</td>
<td>5A.219</td>
<td>DAAD Research interests in: Voting Behaviour; Elections; Referenda; Political Participation; Social Captial; Political Parties; Comparative Politics; Political Representation; European Politics; German Politics; Democracy and the European Union; Survey Research; Quantitative Methods.</td>
<td></td>
</tr>
<tr>
<td>Dr Quinn, Tom</td>
<td>tquinn</td>
<td>2505</td>
<td>5.012</td>
<td>Research interests in: The British Labour Party; reform of the Conservative Party; political party organisation; political institutions; rational choice theory; British politics.</td>
<td></td>
</tr>
<tr>
<td>Dr Quiroz Flores, Alejandro</td>
<td>aquiro</td>
<td>2506</td>
<td>5.025</td>
<td>Recruitment Director Research interests in: International Relations (International Security, War Initiation and Duration, Links to Domestic Politics and Leader Survival, Foreign Aid); Methodology (Survival Analysis and Copula Functions); Political Economy (Political Effects of Natural Disasters).</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Email</td>
<td>Office</td>
<td>Phone</td>
<td>Position</td>
<td>Research Interests</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------</td>
<td>--------</td>
<td>-------</td>
<td>---------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dr Radean, Marius</td>
<td>mradean</td>
<td>5.018</td>
<td>2743</td>
<td>Recruitment Officer – PGT</td>
<td>Research Interests in: Democratic regime stability, Democratic processes and representation, electoral systems and political parties, political methodology.</td>
</tr>
<tr>
<td>Dr Reinhardt, Gina</td>
<td>gmyrei</td>
<td>5A.314</td>
<td>2648</td>
<td></td>
<td>Research Interests in: Political Economy of International Development and Foreign Aid, Disaster Recovery and Mitigation, Trafficking, Quality of Governance, and Stochastic Frontier Analysis.</td>
</tr>
<tr>
<td>Prof Slapin, Jonathan</td>
<td>jslapin</td>
<td>5.420</td>
<td>3070</td>
<td>Co-director Essex Summer School</td>
<td>Research Interests in: Political institutions, legislatures, parties, European politics, European integration and quantitative methods.</td>
</tr>
<tr>
<td>Dr Steinwand, Martin</td>
<td>Martin.steinwand</td>
<td>5.418</td>
<td>4146</td>
<td>Q-step Officer</td>
<td>International political institutions, foreign aid, civil war, and spatial econometrics. My work examines the conditions under which donors coordinate the provision of foreign aid, how volatility of aid flows affects political stability in recipient countries, and coalition dynamics in civil war.</td>
</tr>
<tr>
<td>Prof Whiteley, Paul</td>
<td>whiteley</td>
<td>5.024</td>
<td>3567</td>
<td>Division Officer: EPOP Internship Officer</td>
<td>Research Interests in: British political parties; electoral behaviour; political economy and the comparative analysis of citizenship and social capital.</td>
</tr>
</tbody>
</table>
2.2 Details of Administrative Staff

Administrative Staff
The administrative team in the department are your first port of call for any non-academic issues. If they are unable to help directly they will be able to point you in the right direction. The administrative offices are open from Monday to Friday, 10am – 1pm and 2pm – 4pm (closed on Wednesday afternoons).
The administrator for PGT matters is Alex West. For all administrative concerns from online coursework submission, enrolment on modules to dissertation progress checks and guidance about late submission of coursework, Sallyann is the person to speak to. Sallyann also keeps records of your marks and attendance so we can identify at the earliest opportunity if you are struggling. Sometimes students also find it convenient to report any personal difficulties they might be having through the administrative office. Sallyann is also able to guide you to appropriate University forms relating to extenuating circumstances, and will be able to advise on the appropriate person for you to talk to.

<table>
<thead>
<tr>
<th>Administrative Staff</th>
<th>Email</th>
<th>Room</th>
<th>Tel Ext</th>
<th>Roles/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex West</td>
<td>awestb</td>
<td>5B.318</td>
<td>2741</td>
<td>Graduate Administrator</td>
</tr>
<tr>
<td>Emma McClelland</td>
<td>Ejmcccl</td>
<td>5B.320</td>
<td>2982</td>
<td>Deputy Departmental Manager</td>
</tr>
<tr>
<td>Jodie Field</td>
<td>jodie.field</td>
<td>5B.322</td>
<td>2759</td>
<td>Departmental Manager</td>
</tr>
<tr>
<td>Nicola Rowley</td>
<td>nrowley</td>
<td>5B.314</td>
<td>2982</td>
<td>Undergraduate Student Administrator 1st year</td>
</tr>
<tr>
<td>Sallyann West</td>
<td>sawest</td>
<td>5B.316</td>
<td>2741</td>
<td>Undergraduate Student Administrator 2nd/3rd year</td>
</tr>
<tr>
<td>Sarah Lawson</td>
<td>slawson</td>
<td>5B.301</td>
<td>2757</td>
<td>Finance Assistant</td>
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</tbody>
</table>

Administrative Office Hours

<table>
<thead>
<tr>
<th></th>
<th>Morning</th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>10.00am – 1.00pm</td>
<td>2.00pm – 4.00pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10.00am – 1.00pm</td>
<td>2.00pm – 4.00pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10.00am – 1.00pm</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Thursday</td>
<td>10.00am – 1.00pm</td>
<td>2.00pm – 4.00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>10.00am – 1.00pm</td>
<td>2.00pm – 4.00pm</td>
</tr>
</tbody>
</table>

Please note that we are unavailable from 1-2 every day due to lunch.
Please be respectful of the office hours within the Department.
2.3 Resources supplied or maintained by the Department

Pigeonholes
You will be given access to a pigeonhole in the Common Room where any mail you get sent to the University will be held for you to collect. Please do not have anything too big mailed to the Department as we cannot accommodate it. Please check the pigeonholes regularly.

Departmental Common Room
Not only is the Common Room the perfect place for personal study or relaxation but we encourage you to use it to get together for student-led activities such as study and revision groups and round table discussions etc. Please use the TV to watch Prime Minister's Question Time, the Parliament channel and Question Time. We're even happy to support you in using the Common Room for more social activities from film nights to ethnic cuisine nights. The facilities are there for you, please use them!

To book the Common Room, please contact Nicola Rowley (nrowley).

2.4 Location of Departmental Offices, the Common Room and Noticeboards

You can find the Departmental offices by entering through either Square 2 (entrance 2NE) and taking the stairs up one flight. You will be on 5B, and this is where you will find the Common Room (5B.303) as well as the Administrators and the Head of Department. Up the next flight of stairs to level 5 you will find most of the Academic and GTA/PhD offices and also the Faculty. Up one last flight of stairs to 5A you will find a few additional Academic and GTA/PhD offices.

We post important messages on our departmental notice boards, which are located in the administrative office corridor, on level 5B. Keep an eye out for events, important notices and things to note that are pinned up here. If you would like to post any notices on our notice boards, please contact a member of the admin team.

2.5 Details of Departmental Support, such as Personal Tutor and Peer Mentoring.

Personal Tutor
All undergraduate and taught postgraduate students are allocated a personal tutor. Your personal tutor will be a member of staff from your department. If you are a postgraduate research student your research supervisor will take on this role.

Your personal tutor is there to help you feel connected to your department, school or centre and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. Your personal tutor can also recommend other support services on campus that might be able to help.

You can find the name of your personal tutor by logging in to your MyEssex student portal. Click on the ‘Education’ tab at the top and your personal tutor will be listed under the ‘Courses’ section. Alternatively, you can ask your departmental administrators.

What support can your personal tutor provide?
Your personal tutor can:

- answer your queries or direct you to the most appropriate source of advice
- support you with any difficulties you may experience which affect your studies or recommend other University support services that can help
• help you to make the most of the opportunities available at the University
• help you to understand your feedback from assignments and discuss your academic progress
• provide guidance and advice about choosing modules
• provide guidance on what you can do with your degree after graduating
• provide a reference for you for further academic study or employment
You can visit your personal tutor during their office hours.

Peer mentoring
The ‘Ask a Postgraduate Student’ scheme gives postgraduate students the opportunity to ask questions and discuss issues about living and studying as a postgraduate at Essex with current postgraduate students. The first few weeks may be the time when you have the most questions and may benefit from the opportunity to discuss issues with a mentor. But it is also likely that you will have questions as you approach the different stages of your studies. With this online scheme, you will not be allocated a mentor. As a postgraduate student you can simply:
• contact a mentor yourself at any point during your studies
• use this page to find a mentor who will have the knowledge and experience to answer your question(s)

Benefits
The scheme has the flexibility to accommodate the different stages and challenges of postgraduate study. A mentor could support you in different ways by:

• providing practical information about living in Colchester and on campus
• giving you an insight into postgraduate study and what will be expected of you at each stage of your studies
• discussing issues in the first few weeks of your studies
• discussing issues that are particularly relevant to your department
• talking about the particular demands of your stage of study e.g. writing your Masters dissertation, preparing for supervisory boards, moving into your completion year
• advising you about other services that are available to support your studies

Contact a mentor
• Meet our mentors and ask a question.

Who To Go To For What
You will probably find the answer to many of your questions in this handbook, so we encourage you to scan through it first. However, sometimes it is nice to be able to talk to a human being; therefore, we have created this handy who-to-go-to-for-what list:

<table>
<thead>
<tr>
<th>Graduate Administrator</th>
<th>Any administration needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class/Seminar Lecturer</td>
<td>First port of call for any academic concerns</td>
</tr>
<tr>
<td>Personal Tutor</td>
<td>Assigned point of contact in the Department</td>
</tr>
<tr>
<td>Graduate Director</td>
<td>Next port of call for academic problems students feel their lecturer has not been able to resolve</td>
</tr>
<tr>
<td>Head of Department</td>
<td>For serious academic matters, progress concerns and student dissatisfaction, the Head of Department is the highest authority and is the last port of call in the Department</td>
</tr>
<tr>
<td>Study Skills Advisor/DDLO officer</td>
<td>Any Academic Concerns, writing concerns, regarding a disability</td>
</tr>
</tbody>
</table>
**Study Skills Officer, Departmental Disability Liaison Officer**
Dr Theresa Crowley provides group study skills tutorials and learning support for individual students on a drop in basis or via appointment.

**Class/Seminar Lecturer**
Your class/seminar lecturer is the person with whom you should be in regular contact. All lecturers keep office hours if you need to speak to them face-to-face. Your lecturer is the first person to approach if you need academic guidance. Lecturers are also able to help you choose appropriate reading for your chosen essay titles and can offer guidance on the proposed structure of your essay.

**Division Managers**
All PGT courses are divided into Divisions: Comparative Politics; Political Theory; International Relations and Elections; Public Opinion and Parties. The times when you will have most contact with your division manager is at the introductory meeting during Welcome Week and when you start considering your dissertation topics at the end of the Autumn term. Division managers are also useful to speak to about your module choices, the requirements of your course and if you are thinking about changing courses.

**Graduate Director, PGT**
The Graduate Director, , has overall responsibility for the delivery of graduate courses and for the monitoring of student progress. The Graduate Director is a useful person to speak to if you are struggling generally with academic matters. If the Department is concerned with your performance, the Graduate Director will invite you to meet with him so we can resolve any concerns and help you get back on track. The Graduate Director is also the only person who can approve coursework extensions and dissertation extensions of up to four weeks.

**Head of the Department**
All students have the right to see the Head of Department, Professor Lawrence Ezrow, on matters where they are dissatisfied. All discussions will be in strict confidence. In order to see the Head of Department, you should make an appointment with Nicola Rowley (email: nrowley). The Head of Department also welcomes communications from students who have a compliment or wish to give comments and suggestions about the Department's teaching and activities.

**2.6 Departmental Policy on the use of Smart Phones, Laptops and Tablets**
As a courtesy to teaching staff and fellow students you are expected to NOT receive or make phone calls, or send text messages, during lectures or seminars. You may use laptops and tablets to take notes, providing that the module lecturer is happy for you to do so and that you are not using the device in any way that will distract you or your colleagues.
2.7 Details of how the Department will communicate with students

This might seem obvious, but we just wanted to make clear how we will get information to you.

Email
This is the preferred method of communication of the Department of Government and the University. It is especially useful during the vacation periods. Please check your email regularly, that is, at least once a day. See also Section 8.3 for more information regarding your Essex email.

Letter
The Department is taking steps to be as environmentally friendly as possible, but on occasion we may send a letter. Your final degree transcripts are also sent in the post, so please make sure that you keep your contact and home addresses up-to-date via your MyEssex student portal. It is your responsibility to make sure the information is accurate.

We also put some Departmental Community notices on our website, Facebook page and occasionally in the common room.

How You Should Communicate with the Department
Academic and administrative staffs have office hours designated for helping students during term time. These are posted on office doors. Please be respectful of office hours. Email is the best way for you to communicate with staff, especially outside of office hours.

Why it is Important for You to Keep in Contact With Us.
If you are going to miss a class, please inform your class lecturer via email. You should also fill in the Absence form on MyEssex. If the problem persists, you will be asked to see the Graduate Director or the Head of Department.

We realise that sometimes life does not go according to plan. If you are experiencing difficulties, please do not feel you have to keep them to yourself. Please talk to us and we, or another University member of staff or group will help you get through any issues that may arise. If we don’t know, we can’t help!
2.8 Departmental Prizes

The Eric Tanenbaum Prize for Best PGT Student
The Eric Tanenbaum Prize for Best PGT Student is awarded by the PGT Final Board of Examiners to the student with the best overall final grade. This student will have been awarded a distinction and have an outstanding dissertation mark. Where no clear highest achiever is found, the Board of Examiners may wish to bestow a joint award. The Prize is £100 worth of book tokens which will be shared if there is more than one prize winner. The prize is awarded at the Graduation Reception in July.

The Ernesto Laclau Prize for Best Theoretical PGT Student
The Ernesto Laclau Prize for Best Theoretical PGT Student is awarded by the PGT Final Board of Examiners to the student with the best overall final grade, where a mathematical element has not been taken. This student will have been awarded a distinction and have an outstanding dissertation mark. Where no clear highest achiever is found, the Board of Examiners may wish to bestow a joint award. The Prize is £100 worth of book tokens which will be shared if there is more than one prize winner. The prize is awarded at the Graduation Reception in July.

Section 2: ACADEMIC MATTERS

3. Learning and Teaching
3.1 A Brief Statement About Learning, Teaching and Independent Study

We aim to help students develop their capacity to think critically, analyse the meaning of key concepts in political science and their relevance and enhance their ability to apply theoretical constructs to empirical material.

We want students to learn how to make arguments, and supply evidence to support these arguments. We hope that students learn to write in an organized manner with clear writing. We aim to help students learn the proper citation methods, how to put together bibliographies and add footnotes.

We hope that students regularly attend classes and lectures and learn proper note taking skills. We hope that students learn to participate in class, become comfortable articulating and debating their thoughts and asking questions. We want students to learn how to present information and arguments succinctly and clearly.

We want students to show up on time and let the department know why and when they are absent.
3.2 What the Department Expects from its Students and What Students Can Expect from the Department

We strongly believe that your success as a student is a team effort. We will do all in our power to help you achieve your Masters degree and we expect you to do the same. We will give you the tools and skills, but you have to use them and do the things that we require of you.

What the Department Expects From You:

- You should attend all classes/seminars. Please arrive punctually; the University operates a swipe card system to automatically monitor attendance. If you know you will be absent you should inform your lecturer and administrator BEFORE the start of the class.
- You should take a responsible and professional attitude towards the lecturer in their efforts to administer the module.
- You must do the reading prior to the class and actively participate during classes to the best of your ability and honour all commitments to make any presentations required.
- You should spend approximately 32 hours per week reading and preparing for classes and working on coursework.
- Coursework is submitted on time and in the correct way, as a Word doc.
- Coursework is clearly expressed, word-processed, double-spaced, in Arial font, font size 10, properly referenced and entirely your own work.
- You should attend any meetings requested by lecturers, course directors, the graduate director and the head of department

What You Can Expect From The Department:

- For each module there is a clear module outline which contains readings and a week-by-week structure. Please be aware that for some class topics it may not always be possible to provide specific readings in advance but we will try our best.
- For each module, well-prepared lectures, as described in the outline, are delivered.
- For modules with assignments and tests, the marked work will be returned to students within three weeks of the submission deadline or test date or at the start of term where the deadline was the penultimate or last week of the preceding term.
- Students can expect around 100 words of feedback on coursework assignments which a) identifies strengths and weaknesses and; b) offers a broad rationale for giving the mark awarded.
- Lecturers (i.e. module supervisors, project supervisors and, where appropriate, class lecturers) will be available to see students during office hours.
- Changes to modules (the times at which they are taught, their coverage, assignment deadlines, assessment methods) will be given in class or through email.
- Students can expect their essay feedback electronically via the Online Coursework Submission system, FASER, two weeks after the essay deadline date.
3.3 Information about 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

3.4 Course structures and Programme Specifications

Divisions

All PGT Courses are grouped into Divisions as below:

**Political Economy**
**Division Officer:** Dr Nicole Rae Baerg  
**Courses:** MA / MSc Multilevel Governance; MA / MSc Political Economy; MRes Political Economy; MA / MSc Political Science.

**IR & Conflict**
**Division Officer:** Prof Ismene Gizelis  
**Courses:** MA / MSc International Relations; MA / MSc Conflict Resolution; MRes International Relations

**Political Theory**
**Division Officer:** Prof David Howarth  
**Courses:** MA Ideology and Discourse Analysis; MA Political Theory

**Elections, Public Opinion and Parties (EPOP)**
**Division Officer:** Prof. Paul Whiteley  
**Courses:** MA / MSc Politics; MA / MSc Public Opinion and Political Behaviour; Graduate Diploma in Politics; MRes political Science

Courses

When we talk about ‘courses’ we are referring to your degree, e.g. MA Politics. Each course has a set of Programme Specifications. These are made up of Core, Compulsory, and Optional Modules. Master students must take 180 credits in modules, of which 60 come from the Dissertation. In some instances a Special Syllabus may be requested to take Modules outside of the Department, and which do not already appear as ‘outside Options’ on your MyEssex account. These requests must be made via ESF before 21st October 2017.

You can access your programme specifications, and view the exit award status, via your MyEssex student portal in the MyStudy section. You can also find them by using this link: http://www.essex.ac.uk/programmespecs/#validated

Select the Department of Government and press ‘Go’. Select your desired course. The specifications can be found under ‘Course Structure’.

The rules of assessment may allow for limited condonement of fails in ‘compulsory’ or ‘optional’ modules, but ‘core’ modules cannot be condoned. The status of the module may be different in any exit awards which are available for the course. Exam boards will consider students’ eligibility for an exit award if they fail the main award or do not complete their studies. The rules of assessment can be found here: http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/assess-rules.aspx
# PROGRAMME SPECIFICATIONS 2017-18

**Key**

- **Core**: Must be taken and passed
- **Compulsory**: Must be taken
- **Optional**: Students can choose their modules from a designated list

## MA POLITICS

<table>
<thead>
<tr>
<th>No</th>
<th>Module Code</th>
<th>Title</th>
<th>Credits</th>
<th>Status in Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>GV993-7-FY OR GV991-7-FY</td>
<td>MA Dissertation or Project</td>
<td>60</td>
<td>Core (Opt)</td>
</tr>
<tr>
<td>02</td>
<td>GV900 or Government Option(s)</td>
<td></td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>03</td>
<td>Government Option(s)</td>
<td></td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>04</td>
<td>Government Option(s)</td>
<td></td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>05</td>
<td>Government Option(s)</td>
<td></td>
<td>30</td>
<td>Optional</td>
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## GRADUATE DIPLOMA IN POLITICS

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<th>No</th>
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<th>NQF Level</th>
<th>Credits</th>
<th>Status in Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>GV205-5-AU OR GV207-5-AU</td>
<td></td>
<td>5</td>
<td>15</td>
<td>Core with Options</td>
</tr>
<tr>
<td>02</td>
<td>GV217-5-SP</td>
<td>Conflict Analysis</td>
<td>5</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>03</td>
<td>GV250-6-AU</td>
<td>Principles of Social Justice</td>
<td>5</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>04</td>
<td>GV254-6-SP</td>
<td>Ethics and Public Policy</td>
<td>5</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>05</td>
<td>Government Option(s)</td>
<td></td>
<td>6</td>
<td>30</td>
<td>Opt</td>
</tr>
<tr>
<td>06</td>
<td>Government Option(s)</td>
<td></td>
<td>6</td>
<td>30</td>
<td>Opt</td>
</tr>
</tbody>
</table>

## MA POLITICAL SCIENCE

<table>
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<tr>
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<th>Module Code</th>
<th>Title</th>
<th>Credits</th>
<th>Status in Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>GV993-7-FY</td>
<td>MA Dissertation</td>
<td>60</td>
<td>Core</td>
</tr>
<tr>
<td>02</td>
<td>GV900-7-FY <em>(GV903-7-FY for MSC)</em></td>
<td>Political Explanation</td>
<td>30</td>
<td>Comp(*Opt)</td>
</tr>
<tr>
<td>03</td>
<td>GV958-7-FY</td>
<td>Theory &amp; Explanation in Political Science</td>
<td>30</td>
<td>Core</td>
</tr>
<tr>
<td>04</td>
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<td>60</td>
<td>Core</td>
</tr>
<tr>
<td>02</td>
<td>GV963-7-FY</td>
<td>United States Politics</td>
<td>30</td>
<td>Core</td>
</tr>
<tr>
<td>03</td>
<td>GV900-7-FY *(GV903-7-FY for MSC)</td>
<td>Political Explanation</td>
<td>30</td>
<td>Comp(*Opt)</td>
</tr>
<tr>
<td>04</td>
<td>GV958-7-FY</td>
<td>Theory &amp; Explanation in Political Science</td>
<td>30</td>
<td>Comp</td>
</tr>
<tr>
<td>05</td>
<td>Government Option(s)</td>
<td></td>
<td>30</td>
<td>Opt</td>
</tr>
</tbody>
</table>

You will find the entire module outlines on the Module Directory here: https://www1.essex.ac.uk/modules/

On the online resource bank (ORB) here: http://orb.essex.ac.uk/

Or via Moodle on the GVPGT Resources for Current Government PGT Students page.
3.5 Changing your degree

**Changing your course**
If you want to change your course, you should talk to someone in your department first. Theresa Crowley is an invaluable source to discuss these matters with, along with your Personal Tutor, and Administrator. Normally, you would be required to make a new application for admission. If your new course is in a different department, you should also speak to someone in that department.

Check the deadlines for course changes with the Student Services Hub.

[www.essex.ac.uk/students/course-admin/changing-course.aspx](http://www.essex.ac.uk/students/course-admin/changing-course.aspx)

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

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

Changing your mode of study may affect your immigration status if you have a Tier 4 visa and you may need to contact the Home Office or make a new Tier 4 application. [Please read carefully our guidance on Tier4 and course changes here:](#)

[www.essex.ac.uk/immigration/studies/changes](http://www.essex.ac.uk/immigration/studies/changes)
3.6 Information about Modules including: choices, core, optional, enrolling for modules, the location of the Directory, reading lists, changing modules, changing your class.

When we talk about modules, these are the components of your course, eg. GV900 Political Explanation. Modules can be core, compulsory or optional depending on your programme specification.

- 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.

When choosing your modules, you are strongly advised to consult the Module Directory which can be accessed here: [https://www1.essex.ac.uk/modules/](https://www1.essex.ac.uk/modules/)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Module Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>GV508-7-SP</td>
<td>The Analysis of Conflict &amp; Peace</td>
<td>Martin Steinwand</td>
</tr>
<tr>
<td>GV517-7-AU</td>
<td>International Security Studies</td>
<td>Tobias Böhmelt</td>
</tr>
<tr>
<td>GV517-7-FY</td>
<td>International Security Studies</td>
<td>Tobias Böhmelt</td>
</tr>
<tr>
<td>GV518-7-AU</td>
<td>International Negotiation</td>
<td>Daina Chiba</td>
</tr>
<tr>
<td>GV519-7-FY</td>
<td>Political Parties in Britain and Europe</td>
<td>John Bartle</td>
</tr>
<tr>
<td>GV538-7-SP</td>
<td>From Cradle to Grave: Social Justice in Childhood, Adulthood, and Death</td>
<td>Tom Parr</td>
</tr>
<tr>
<td>GV591-7-AU</td>
<td>Environmental Politics</td>
<td>Zorzeta Bakaki</td>
</tr>
<tr>
<td>GV900-7-FY</td>
<td>Political Explanation</td>
<td>Daina Chiba</td>
</tr>
<tr>
<td>GV902-7-FY</td>
<td>Theories of International Relations</td>
<td>Alexandra Hennessy</td>
</tr>
<tr>
<td>GV903-7-FY</td>
<td>Advanced Research Methods</td>
<td>Alex Quiroz Flores</td>
</tr>
<tr>
<td>GV906-7-FY</td>
<td>Conflict Resolution</td>
<td>Ismene Gizelis &amp; Zorzeta Bakaki</td>
</tr>
<tr>
<td>GV907-7-FY</td>
<td>Political Economy</td>
<td>Nicole Rae Baerg</td>
</tr>
<tr>
<td>GV908-7-FY</td>
<td>Political Theory</td>
<td>Tom Parr &amp; Paul Bou-Habib</td>
</tr>
<tr>
<td>GV909-7-FY</td>
<td>Research Seminar In Political Theory Methods</td>
<td>Jason Glynos &amp; Laura Montanaro</td>
</tr>
<tr>
<td>GV914-7-FY</td>
<td>Research Design</td>
<td>Anna Getmansky</td>
</tr>
<tr>
<td>GV915-7-SU</td>
<td>Applied Research Design</td>
<td>Anna Getmansky</td>
</tr>
<tr>
<td>GV917-7-FY</td>
<td>Public Opinion and Political Behaviour</td>
<td>Paul Whiteley</td>
</tr>
<tr>
<td>GV952-7-FY</td>
<td>Comparative European Politics</td>
<td>Julia Partheymüller</td>
</tr>
<tr>
<td>GV958-7-FY</td>
<td>Theory and Explanation in Political Science</td>
<td>Jon Slapin</td>
</tr>
<tr>
<td>GV963-7-FY</td>
<td>United States Politics</td>
<td>Royce Carroll</td>
</tr>
<tr>
<td>GV988-7-FY</td>
<td>Ideology and Political Discourse</td>
<td>David Howarth</td>
</tr>
<tr>
<td>GV993-7-FY</td>
<td>Dissertation</td>
<td>Tom Parr</td>
</tr>
<tr>
<td>GV995-7-FY</td>
<td>MRes Dissertation</td>
<td>Tom Parr</td>
</tr>
</tbody>
</table>
Having the Correct Amount of Credits
MA and MSc students are required to take 180 credits.
MRes students are required to take 180 credits in the first year and 180 credits in the second year. These include Summer School Credits. The MRes dissertation is taken in the second year.

Please make sure that you are enrolled in enough modules. If you are having problems enrolling please see the Graduate Administrator, Alex West.

REMEMBER: If you take a 15 credit module, please remember that you will need to take another 15 credit module to have enough credits. Please beware of choosing 2 autumn term or spring term 15 credit modules as it will give you a significant workload in that term.

Module Directory and Enrolment
The Module Directory is a useful tool that is available on the University website. You can find it here: http://www.essex.ac.uk/modules/.

By selecting Government from the drop down list and pressing ‘Go’, you will be able to see all of the modules that are offered by the department. You can also set a filter to include only undergraduate, postgraduate or outside options. This gives you full access to the teaching and assessment information as well as the full module description.

Reading Lists
Reading lists are available for download from ORB.

Enrol
Before beginning your course, some students will be expected to select optional modules depending on their programme of study. There are lists which show which modules are available as options on different courses. Students will be able to see from the online module enrolment system (eNROL) how many modules will need to be chosen, and which list to choose them from. eNROL will also show compulsory and core modules.

Students can only choose modules from the list specified on the drop-down list in eNROL. More information about choosing optional modules can be found here: http://www2.essex.ac.uk/academic/students/ug/schemes.html

When you arrive at the University, you may request changes until the end of week 3 (Friday 20th October 2017). No changes will be considered after this date for Autumn Term modules. If you have any problems with the online web pages, please email http://www.essex.ac.uk/enrol/home/home_phase1.asp.
Master of Arts (MA) Compared to Master of Science (MSc)

What is the Difference between the MA and the MSc?

Many of our courses have an MA and MSc variant. You will be taking one or the other. But what is the difference between the two? Well, it is determined by the methods module you take – Political Explanation (GV900) for the MA and Advanced Research Methods (GV903) for the MSc. You can learn about the Methods Capability Test on the next page.

MSc and GV903 Core Module

The MSc is targeted towards students who have either a strong background in statistics or, at least, a confidence in their mathematical skills. This is because a good deal of political science – particularly those types in which Essex specialises – has a strong quantitative component. As its name suggests, the Advanced Research Methods course takes students to a high standard in statistical analysis and econometrics, enabling them to understand research published in the most prestigious political science journals. It also provides an excellent preparation for students looking to do a PhD at leading political science departments in the USA and elsewhere in Europe.

In 2016/17 the GV903 Module will spend the first part concentrating on hypotheses testing, hypotheses testing using Least Squares, and some classic violations of the Gauss-Markov Conditions. The second part of the module will focus on more advanced models ubiquitous in political science.

The module places a strong emphasis on Least Squares, which is approached substantively, mathematically, and computationally. We will derive important results for Least Squares and replicate them using computer programs. The module makes extensive use of STATA, but we will also use R. Having covered Least Squares, the module focuses on more advanced models and particularly on recent political science applications. Hence, the number of readings increases in the second half of the course, as we will cover the methods and the actual applications to substantive questions. This is particularly important because students should familiarise themselves with the interpretation and presentation of empirical evidence.

MA and GV900 Core Module

Political Explanation, the methods class for MA students, is demanding by the standards of such degrees in British universities – any Essex Masters student will be very well trained in quantitative political analysis. However, it is less demanding statistically than GV903 and is thus more suitable for those sure that their interest in politics will not take a quantitative turn.

In 2016/17 this module offers an introduction to the theory and practice of quantitative data analysis techniques. The goals are to provide students with the skills that are necessary to: 1) read, understand, and evaluate the academic literature, and 2) design and carry out studies that employ these techniques for testing substantive theories.

The module serves three principal purposes. The first is to ground students in the language of social science research: research questions, independent and dependent variables, hypotheses, causality, etc. Students will come across these terms relentlessly in this module, in other modules, and throughout social science. It is thus important that you are able to use them readily and correctly. The second purpose is to familiarise yourself with the types of data and the practice of data analysis in the social sciences. Students are introduced to a range of sources from which they can access quantitative data. Students will also be introduced to the computer package Stata, which is widely used by academics and practitioners for the analysis of quantitative data. The third purpose is to introduce a series of statistical techniques for the analysis of quantitative data. Some of the techniques are fairly simple, while others (especially those covered in the final weeks of the module) are
advanced. The good news is that as the work becomes more challenging, the relevance of the techniques to modern social science research becomes more apparent.

**What is the Online Methods Capability Test?**
In the weeks leading up to Registration and Welcome Week, ALL Masters Students are required to take the online Methods Capability Test. We emphasise that **this is not a pass or fail test**; it is designed to help us, and you, gauge your capabilities in methods and statistics. The results of the test will help us advise you to either take the more introductory level statistics module (GV900) and obtain an MA or the advanced quantitative methods module (GV903) and receive an MSc. This test is simply to ensure that students are taking the module that best suits their abilities, and is NOT part of the assessment for your Masters course. The results help us to make a suggestion but the decision which module to take lies with you.

**What do I do if I want to change from an MA to MSc or vice-versa?**
If you are registered as an MA student and decide to take GV903 and change to the MSc (and vice-versa) you must request a ‘Change of Course’ through the Electronic Student File (ESF). It does not happen automatically. Once this is approved, Sallyann West will be able to change your module enrolment so please pay her a visit. The deadline for doing this is the end of **Week 3 (Friday 20th October 2017)**.

**Who does this apply to?**
It is easier to say who it does **NOT** apply to: This does not apply to any student enrolled on MA Politics, MA Ideology & Discourse Analysis or MA Political Theory since the Statistics based Modules are optional.

**What do I do if I do not feel able to take either GV900 or GV903?**
We have the MA Politics, which does not require GV900 or GV903 to be taken as Core or Compulsory Modules. If you are taking the MA in Ideology and Discourse Analysis or MA Political Theory then GV900 and GV903 are Optional.

**Who can I speak to about my concerns over these Modules?**
We strongly recommend discussing your options with the Module supervisors directly, either by email or in their office hours. In 2016/17 the Module Supervisor for GV900 is Dr Daina Chiba (Email: dchiba@essex.ac.uk), the GV903 Modules Supervisor is Dr Alex Quiroz-Flores (Email: aquiro@essex.ac.uk).

**MRes (Master of Research)**
The MRes is a 24 month programme designed to give additional training in Research Design and Research Methods. The MRes offers excellent preparation for PhD Research. You will learn how to develop theories, conduct research, and explore the empirical implications of theoretical models using the most appropriate empirical methods. From the very beginning we invite you to work on your own research, which will prepare you to study further at PhD level.

**What is the course structure for the MRes?**
Below is a template of the programme specification for MRes. You can find the full specifications for your chosen course on Pages 15-20.

In year 1 MRes students will take 180 credits. 60 of these Credits will be in the form of Essex Summer School modules. 30 will be Political Science (GV958), 30 will be a methods-
based module (GV900 or GV903), 30 will be your core course module and the remaining 30 will be optional.
In year 2 you will take a further 180 credits, this time you will have 3 compulsory modules, including either GV903 (if not taken in Year 1) or an Optional module, and two research design based modules. The remaining credits will come from your 35,000 word Dissertation, worth 90 Credits. You can view the Programme Structures for the MRes in Section 3.4

**What is the Difference between the MRes, MA and MSc Dissertation?**
There is a difference between the credits that the MA, MSc and MRes dissertations are worth: the MA and MSc dissertations make up 60 credits. The MRes dissertation makes up 90 credits.
There is also a difference between the lengths of the dissertations: the word length for the MA and MSc is 10,000 words. The MRes dissertation should be 35,000 words in length.
Aside from these matters, the other main difference between the MA, MSc and MRes dissertation is that the MRes dissertation is written during Year 2 of study, though you are still welcome to attend the Dissertation workshops and information meetings in Year 1.

**Summer School**
MRes students do not pay extra for their Summer School modules. The Administrator for Summer School matters is Mel Sawyers. Please contact Mel directly for any queries relating to the Summer School. Email: mels@essex.ac.uk

**Module Participation**
Now you are a Masters student, the pace and level of your studies will be elevated from that which you experienced for your undergraduate degree. Most of you will have acquired good study skills and habits and it is anticipated that you will be self-motivated in your studies. Our modules are designed to stimulate your academic development, and to provide up to date teaching influenced by the current research within the Department.
We expect you to actively participate in class. Student involvement is not to be underestimated. You will take from the class as much as you contribute alongside the instruction delivered by your lecturer. Don’t be afraid to speak up – your point of view is as valuable as anyone else’s.

**Self-directed Learning**
You would be wise to do a substantial amount of work outside the classes and beyond the provided materials. We encourage you to use the resources the University has to offer such as the Albert Sloman Library and the various computer labs on the campus.

While some time off during University vacation periods is essential (and encouraged) please do not neglect your reading and coursework preparations.
3.7 Listen Again

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

3.8 Inclusive Learning Experience

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

You can find out about the support we offer here:
www.essex.ac.uk/students/contact/help.aspx

UK students may be eligible for a Disabled Students’ Allowance grant. See our webpages for more information, including application forms and key changes:
www.essex.ac.uk/students/disability/funding.aspx

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

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

You can find helpful information here -
www.essex.ac.uk/students/new/international/default.aspx

If you are studying on a Tier 4 visa, don’t forget to read section 8.4 Tier 4 Information of this handbook which has further information and links.

3.8.3 Mature and part-time students
As a mature student you’ll be in very good company – around 37% of our students are mature students.

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

You can find more information here: www.essex.ac.uk/life/students/mature
3.9 Student Assessment of Modules and Teaching and Student Surveys, Student representation and Student Staff Liaison Committees

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

You can do this in a number of ways:

1. You can contact (or be elected as) a student representative who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.
2. You can find more information on the Students’ Union website www.essexstudent.com/representation/coursereps/ and the University’s policy here: www.essex.ac.uk/quality/student_representation/student_rep.asp.
3. You can find out information about Student Staff Liaison Committees here: 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 the student experience of learning at Essex. You will probably be aware of the National Student Survey (NSS) for final year undergraduate students which feeds into university league tables. We also run our own Student Satisfaction Survey (SSS) which tells us on a local level how we’re doing and where we can make improvements. It’s for all postgraduate students (except those in the first year of a part-time postgraduate taught programme). The surveys are run online and you will receive a link to the survey in your email.

Student Assessment of Module and Teaching

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.

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We are looking for enthusiastic and committed students to be our PGT Student Representative and Course representatives. Why don’t you sign up?

Are you:
* Interested in student politics? ✓
* Keen to be involved in planning events? ✓
* Looking to add skills to your CV? ✓
* Able to represent the views of others, even if you don’t share them?
* Interested in being the voice of the PGT population?

We want you!

To Do:
Contact Alex West
dwestb@essex.ac.uk
by 13th October
Student Representation is important to the University and the Department of Government. We are keen to hear the views of the student body and try, wherever possible and appropriate, to use your opinions to effect changes to improve your experience. Being the PGT Student Representative is an opportunity for your own personal growth and will look impressive on your curriculum vitae. It is a role that the Department is keen to develop; we want to involve our Student Representatives in as many of our Departmental activities as possible and yes that does include the planning of any social events!

**What are the Course representatives?**
We also ask for at least one nominee from each course to attend our SSLC meetings and pass on the views of their peers. This helps us to see the bigger picture and address more individual needs.

**What is the role of the PGT Student Representative?**

- To attend and participate in the main forum for discussion: the Student/Staff Liaison Committee (SSLC). The SSLC meets three times a year, once in the Autumn term, once in the Spring term and once in the Summer term. This is your opportunity to represent the views of all students on all matters related to academic study at the University regardless of personal beliefs and/or opinions;
- To attend the Departmental meetings and represent PGT students;
- To engage with other PGT students by making yourself known to them, encouraging their feedback and participation in student matters, and to be an available point of contact for students. Informally and formally consulting and reporting back to students;
- To play an integral part in the decision making process regarding matters which fall within the remit of the SSLC;
- To respect staff and student confidentiality where appropriate;
- To be involved in event planning as and when appropriate;
- To ensure the student perspective is considered in all decisions;
- To liaise with other student representatives, and Students’ Union representatives on issues affecting students;
- To attend training and feedback sessions;
- To improve, defend and maintain the academic well-being of students;
- To promote Equal Opportunities;
- To prepare a report to be handed on to succeeding student representative.

**I am interested in being the PGT Student Representative. How do I sign up?**
Please get in touch with Alex West (Email: awestb@essex.ac.uk) who will confirm the process and make arrangements for Rep training

**What is the SSLC?**
The SSLC provides a forum for representatives of both students and academic staff to discuss problems that arise in the Department: policy, improvements and so on. It is an important committee. We hold three meetings a year but will arrange more if the need arises.

Any student is entitled to suggest a topic for discussion either individually or through the PGT Student Representative. The minutes of the SSLC will be available on the Departmental website.
3.10 Library Services

At our Colchester Campus, the Albert Sloman Library on Square 5 has long opening hours and 24 hours a day access in the weeks leading up to exam time, the library has a wide range of learning resources, including books, journals, British and foreign-language newspapers, databases, microfilms and audio-visual materials. There are quiet group study areas and networked PCs on all floors. 

libwww.essex.ac.uk

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

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

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

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

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

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

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

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

If you need to report an absence from a teaching event, test or exam due to medical or other circumstances you should do so by completing the relevant form in myEssex for a notified absence. We will consider the reasons and may record it as an authorised absence. Be aware that you may need to provide evidence, including medical evidence if relevant.
Please contact your Personal Tutor, department staff or the Student Services Hub for advice and support, particularly if you are going to be absent for several weeks.

4.0 Assessment

4.1 Rules of Assessment and Credit Accumulation

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

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

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

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

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

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

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

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

The Rules of Assessment are different when you study individual modules; make sure you check the relevant Rules of Assessment for the award you’re studying towards.
You will have a maximum of six years to study (this is usually five years with a sixth year for a dissertation). We measure the six years from the first module you register on towards the award.

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

4.2 Extenuating Circumstances, withdrawing and intermitting
www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

Extenuating circumstances
These 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/ext-circ

You will not get extra marks 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.

Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence.

Please 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/registry) if you need any guidance.

www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx
There are crucial times when extenuating circumstances are considered. Some of them have already been mentioned, but to be absolutely clear, they are detailed below:

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<thead>
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<th>Departmental Decision</th>
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<tr>
<td>Late Submission of Coursework</td>
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<tr>
<td>If you submit your coursework late but within the seven day grace period, and you have extenuating circumstances, you need to submit a <em>Late Submission of Coursework</em> form to the Graduate Office for the consideration of the Department’s Late Submission of Coursework Committee for the chance to have your marks instated. Your extenuating circumstances should be outlined on this form and evidence (such as a doctor’s note) should be attached. These extenuating circumstances are dealt with ‘in-house’ and once the Committee has reached a decision, the matter is finalised.</td>
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<tr>
<td>Form available on Moodle</td>
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| Extension to coursework submission requests |
| If you need an extension for a piece of coursework you must submit an *Extension Request* form to the Graduate Office AHEAD of the deadline. You must state a reason for the request and attach evidence. The Graduate Director will then consider your case and make a decision based on your extenuating circumstances. |
| Form available on Moodle |

| Extension to dissertation submission (up to four weeks) |
| If you have extenuating circumstances that mean you need more time for your dissertation, you must EMAIL the Graduate Director, AHEAD of the deadline, and attach to the email evidence of your situation. The Graduate Director can grant anywhere up to a four-week extension. |
| Email Graduate Director directly |

| Dean’s decision |
| Extension to dissertation submission (more than four weeks) |
| If you have very serious extenuating circumstances and require more than four weeks, you must have the approval of the Department and the Dean in advance of the deadline. You will need to submit an ‘Extension to Dissertation’ request via the Electronic Student File (ESF) and submit your evidence to the Graduate Office at the same time. The Dean’s word is final. No decision can be made without the evidence. |
| Link to ESF: [https://www.essex.ac.uk/esf/](https://www.essex.ac.uk/esf/) |

| PGT Board of Examiners Decision |
| Coursework and Examination Performance |
| If you believe that you experienced extenuating circumstances that meant you did not perform to the best of your ability in an exam or for a piece of coursework, or you did not submit a piece of coursework or missed an exam, you must submit an *Extemuating Circumstances Form* to the Graduate Office with evidence for the consideration of the PGT Interim Board of Examiners. |
| Link to form: [http://www2.essex.ac.uk/academic/students/pgt/extenpg.htm](http://www2.essex.ac.uk/academic/students/pgt/extenpg.htm) Your form and evidence must be submitted BEFORE the Board of Examiners and no later than one week before the Board meets. "You cannot subsequently appeal against your results on the grounds of extenuating circumstances if you could reasonably have been expected to inform the Board in advance." |

| Dissertation performance |
| If you believe that you experienced extenuating circumstances that meant you did not perform to the best of your ability for your dissertation, you must submit an *Extemuating Circumstances Form* to the Graduate Office with evidence for the consideration of the PGT Final Board of Examiners. |
| Link to form: [http://www2.essex.ac.uk/academic/students/pgt/extenpg.htm](http://www2.essex.ac.uk/academic/students/pgt/extenpg.htm) Your form and evidence must be submitted BEFORE the Board of Examiners and no later than one week before the Board meets. "You cannot subsequently appeal against your results on the grounds of extenuating circumstances if you could reasonably have been expected to inform the Board in advance." |
How Do I Inform the Board of Examiners?
It is your responsibility to inform the Board of Examiners about extenuating circumstances and to ensure the form and evidence is submitted on time. Please note: it is not the Department’s/University’s responsibility to request evidence; you must provide it in support of your case. Although you may have previously discussed your difficulties with staff in the Department, this does not in itself constitute the submission of extenuating circumstances.
You must include on the form details of specific coursework or exams affected by illness, personal difficulties etc. Make sure you explain the impact these circumstances had on your performance. It is not the role of the Board of Examiners to try to work this out or to seek further information on your behalf. Try to make your submission clear and concise. Remember that Boards of Examiners are trying to determine whether the circumstances are likely to have significantly affected your academic performance.

If you are submitting extenuating circumstances for a specific piece of coursework and/or exam you must provide evidence that corresponds directly to the dates affected.

What circumstances are NOT taken into account?
It is not possible to list every circumstance that the Board of Examiners would not accept or take into account. However some of the more obvious examples are listed below:
- general pressure of work is not taken to be circumstances beyond your control, as you are expected to plan your work schedule;
- a short-term problem or illness which has occurred during the year and which is not be deemed to have had an overall effect on your performance;
- missing an examination because you misread the timetable or overslept;
- having more than one examination on the same day or on consecutive days (unless you were already suffering from illness or injury)

Where extenuating circumstances have affected you throughout your time at University, it is difficult to determine what your marks might have been like otherwise. In such cases, the Board of Examiners is unlikely to take any action.

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

4.3 Re-marking of coursework

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy. You will need to complete a form and be aware that marks can go down as well as up.

4.4 Moderation, second marking policies and External Examiners

The University policy on moderation can be found as part of the Marking Policy. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given. A moderator would not change the individual marks for the work, but would liaise with the first marker if s/he believed that the marks were not at the correct level, with a view to the first marker reviewing and adjusting the marking.

Second marking is where a second marker marks the work but has access to the first marker’s marks and/or comments. Where two members of staff are involved in marking a piece of work, the markers should make every effort to agree a mark, rather than merely averaging the two marks. Departments must keep a full record of both individual and agreed marks for all work which is second or double marked.

If you are unhappy with your mark these are the steps you must follow the below:
1. You should ask your lecturer for a fuller explanation of the mark. You may be satisfied with the explanation.
2. If you are still unhappy you can ask for a second opinion. You should print a copy of the submitted essay and complete a Request for Second Mark Form, which can be found on Moodle, and submit it to the Graduate Office. The Graduate Director will arrange for a second marker.

Please pay careful attention to the following:
*ANY REQUESTS FOR A SECOND OPINION MUST BE MADE WITHIN TWO WEEKS OF THE ESSAY BEING RETURNED TO YOU.*

*The mark could go up or down in the process of second marking. THE SECOND MARK SHALL STAND AS THE FINAL MARK; no further opinion will be considered.*

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

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

4.5 Appeals, complaints and fitness to practice

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

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

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

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

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

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

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

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

4.6 Academic Offences Policy

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

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your coursework. An academic offence can take place even if you didn’t mean to commit one, and examples include plagiarism, falsifying data or evidence, and communicating with another candidate in an examination.

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

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

4.7 Ethics

All research involving human participants, whether undertaken by the University's staff or students, must undergo an ethics review by an appropriate body and ethical approval must be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here - www.essex.ac.uk/reo/governance/human.aspx - along with the Ethical Approval application form.

‘Human participants’ are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and 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.’

5. Coursework

5.1 Assignment and Essay length
Assignment and essay lengths will differ depending on which module you are taking and the required assignment (for example, you may be asked to write a 3,000-3500 word essay, or a 600-800 word summary). All assignment criteria will be listed on each module reading list, so ensure you keep a copy so that you can refer back to it. All deadlines can also be found on the reading lists, on the front page.

5.2. Submission details
Deadlines are usually set at 09:45 on the day of your lecture, on a week specified by your Module Supervisor. All deadlines are listed on the module reading list available on ORB and moodle.

Coursework Submission
You have laboured over your essay for days, weeks even. You now have the finished article which you will most likely be both very proud of and sick of the sight of. It is time to submit it.
All the coursework you submit should have a coversheet on the front page which you must sign. Coversheets are found on Moodle. We strongly advise you to keep a copy of any submitted work on a USB Stick as well as on the University M:Drive.

Q & A

**How do I submit my coursework?**

You need submit your coursework electronically only. The University uses what is called FASER for electronic essay submission. You can access FASER via your myEssex portal or via [http://FASER.essex.ac.uk](http://FASER.essex.ac.uk). For each of your modules, you will be able to store your work-in-progress on FASER while you are preparing your assignment. You can add or delete files just as you wish. This means students have no excuse to lose any of their work before the deadline. If you have any problems uploading your coursework, you should contact [lt@essex.ac.uk](mailto:lt@essex.ac.uk) not the Graduate Office. You may find it helpful to look at the FASER troubleshooting guide. [http://www.essex.ac.uk/government/resources/troubleshoot.aspx](http://www.essex.ac.uk/government/resources/troubleshoot.aspx)

**Under NO circumstances is your coursework to be emailed to the administrators or the lecturer. This will NOT be counted as a submission.**

**What is the deadline for coursework submission?**

Each module has individual deadline dates. These dates can be found on the module outlines. Coursework should be submitted online on the first module class/seminar day of the week.

The time for submitting is the same for all modules regardless of the day. **That is 09.45am.** These deadlines are final. For example: Your first assignment for GVXXX is due in Week 9. Your class is on Tuesdays. You should submit your assignment online using FASER on the Tuesday of Week 9 by 09.45am.

**How can I prove that I submitted my essay?**

FASER logs the exact time your essay is submitted. You and the Graduate Administrator will be able to see the upload time.

**When can I expect feedback?**

You can expect to know your grade and receive feedback within two weeks of submitting your coursework, or at the start of term if you submitted in the penultimate or final week of the preceding term. This will be uploaded on FASER as an amended version of your essay.

**I am unhappy with the mark I received for my essay. Can I seek a second opinion?**

Yes, you should fill in a Request for Second Marking form within two weeks of receiving your essay mark. Hand the form to Alex West (awestb@essex.ac.uk)

**I'm late submitting my essay. How will that affect me?**

We are very strict about our essay deadlines, however, we realise that problems can arise immediately around the time of a deadline so this is what we have put in place:
1. All coursework submitted after the deadline will receive a mark of zero. The mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work prior to the deadline.

2. If you have experienced extenuating circumstances immediately around the time of the deadline, which prevent you from submitting your work by the deadline, you should submit your late work on FASER within 7 days (including weekends and/or bank holidays) of the deadline date and submit a Late Submission of Coursework Form (which can be found on Moodle) to the Graduate Administrator. Your Late Submission of Coursework Form will then be considered by the Department's Late Submission of Coursework Committee.

I didn’t submit my essay at all. What happens now?

We strongly advise that you submit something within the seven day penalty period, even if it is just a draft. It is inadvisable not to submit at all as this can have serious consequences for your final grade. If you do find yourself in this situation your record will show ‘Non Submission’ and this information will go to the PGT Interim Board of Examiners in June. If you have extenuating circumstances during the period you were due to submit, these must be submitted to the PGT Interim Board of Examiners in June. [Further information on Extenuating Circumstances can be found on page 31]

I have a deadline approaching which I know I will not be able to meet. Can I get an extension?

For Masters students there is the possibility of applying for an extension. Please be aware that ONLY the Graduate Director has the authority to grant extensions. Extensions will only be approved IN ADVANCE of the deadline. You must apply to the Graduate Director using the Extension Request form located on Moodle. You will be asked to provide a reason for the request and evidence that supports your application.

5.3 Details of Samples of Coursework
In some courses previous coursework will be made available for current students to view on Moodle. This must not be copied under any circumstances or in any way. Any use of copied material falls under plagiarism and constitutes an academic offence.

5.4 Return of Coursework Policy
You should expect your feedback returned via FASer (unless otherwise stated by the module lecturer) within 3 weeks of submission. This does not include holiday periods. For example; if you submit work in the last week of term, you should expect feedback in the 3rd week of the following term. Feedback should be around 100 words. If ever you are unclear about marks or feedback please speak with the module supervisor first and as early as possible.

5.5 Late Coursework Policy
If your coursework is late for any reason, you are automatically assigned a zero. There is a no tolerance policy at the University of Essex for coursework being submitted late, unless you have an extremely good reason for this.
FASER will stay open for a period of seven days after the original deadline, should you need to submit your coursework late. You will find the link to the assignment in your “Previous Deadline” menu after the original deadline has passed. You must submit your coursework to FASER as soon as possible during the seven-day lateness period, and then request a Late Submission Form from your administrator (or download one from the Moodle resources page).

Once you have filled in your Late Submission Form, you will need to e-mail or hand it in to your relevant administrator, who will then check the form and submit it to the Late Submissions Committee. It is the job of the committee to decide whether your reasons for submitting coursework late are valid, and if so you will be granted a mark for that piece of coursework. If the committee finds that your reasons are not valid, then you will be given a zero.

It is important to note that when submitting a Late Submissions Form, it is always best to provide as much evidence as possible for your late submission.

5.6 Essay Writing Support

Study Skills
The Department provides study skills/academic writing support and guidance for all students. The support is available in two forms: one-to-one writing support/study skills sessions, and group sessions to introduce PGT students to the conventions and requirements of academic writing about politics. Information about the group sessions scheduled for 2017-2018 is given below.

The Department’s Study Skills Officer is Dr. Theresa Crowley, Room 5A.318, Ext. 3486, email: crowtx@essex.ac.uk

Resources for Research: An Introduction to the Library

Thursday 26 October, 2-3pm

All academic writing – especially scientific writing – is based on sources. These may be books, journal articles, reports, databases, etc. And you can access them all via the University Library. Every year the Department organises a talk for our students by the Social Science Librarian, Sandy Macmillen. The talk will cover:

- Library resources - print: selecting & locating books & journals
- Electronic resources – the library’s Politics web pages, e-journals, databases
- Electronic literature searches
- Any questions

This will be a great opportunity, especially to learn about the most effective ways to use the Library’s electronic resources for essay-writing, research projects, literature reviews, etc. And you will never need to panic about not being able to find books or other sources for your essays – or be tempted to resort to inappropriate web sources!
Group sessions for PGT students 2017-2018:

<table>
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<th>Topic</th>
<th>Week</th>
<th>Date and Time</th>
<th>Room</th>
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<tr>
<td>Resources for Research: a talk by the Social Sciences Librarian</td>
<td>4</td>
<td>Thursday 26 October, 2-3pm</td>
<td>Ivor Crewe Lecture Hall</td>
</tr>
<tr>
<td>Writing Matters: planning, structuring and referencing academic writing</td>
<td>5</td>
<td>Thursday 2 November, 2-3pm</td>
<td>Ivor Crewe Lecture Hall</td>
</tr>
<tr>
<td>Writing Better: feedback, standards &amp; results</td>
<td>17</td>
<td>Thursday 25 January, 2-3pm</td>
<td>TC1.11</td>
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One-to-one writing support/study skills appointments are arranged by students themselves by signing up on a weekly timetable (term-time only), emailing Theresa or just popping in. The sessions focus on basic academic writing, reasoning and research design, as well as more general study skills issues such as time-management, planning, referencing and preparing for exams.

- Different types of coursework & assessment: summaries, literature reviews, research designs, essays, presentations, etc
- Analysing questions/assignments and designing a response
- Planning, structure, argument and coherence in academic writing
- Adequate referencing, preparing bibliographies & avoiding plagiarism
- Effective, critical and comparative reading of source texts
- Gathering, assessing and presenting evidence and ideas
- Clarity & precision in language, especially analytical and conceptual terminology
- Rewriting & rethinking
- Effective preparation for tests & presentations

Guidance on Study Methods
Even with the help offered by the Department, you may find it useful to have some general guidance you can regularly dip into to support you with your studies. It is important to note that everyone has their own style and methods of study and there is no right or wrong way of doing it. You may have already found a method that works for you (you may consider sharing that method with a friend who is struggling), you may want to improve it, or you may have been away from study for a long time. We recommend that you use the first few weeks of the academic year to try some different methods until you find something that suits you. Below are some ideas which you may want to use.
Learning is an interactive process
One of the reasons we expect you to attend your classes is the benefits you gain from academic discussions with your peers and with your lecturers. Other points of view will help you discover new ways to tackle subjects and help to expand your horizons. If you are given the opportunity to talk about or argue an opinion or perspective prompted by the module material, it will help to show what you have learned, highlight areas you do not really understand and help to develop your skills in expressing a point of view or developing a well-structured argument. We have also seen evidence that those who attend classes achieve the best grades.

Much of your study will be a solo effort but do take the opportunities of discussing difficult topics with friends and lecturers; don’t suffer in silence!

Developing a Study Habit
Get organised! It’s a sure way to avoid frustration, worry, panic and stress. Get your module materials in order. Find a way of filing or organising these things so that they are easy to get hold of when you need them. It is important to organise a study habit in the first instance. Try making a timetable that takes into consideration job and family as well as study commitments; it will help you use your time more efficiently. This might seem quite strict at first but it will help you have a clear idea of what you need to do by when and removes the problem of indecision, procrastination and a work pile-up!

Reading
Reading is an essential part of academic study and the amount required will vary from module to module. Remember that it is important to be discerning about the materials you use. Organising your reading is an essential part of your timetable creation. When reading, it is always handy to have your pen and notebook nearby and your trusty highlighter pen if the text is your own (please never write on library books!)

As you read it is helpful for you to be: thinking about the content; making notes; trying to consider the relationship between concepts; contrasting your reading with knowledge and insights you already have; consider how your reading influences or answers a potential essay question or class discussion; ask yourself what are the applications of what you are studying.

Note-taking
Do not underestimate the importance of taking your own notes. The notes you decide to write decide what you think is most important, relevant, interesting and helpful for you to understand concepts and ideas. Putting these concepts in language you understand is an extremely potent way of developing your knowledge of the subject. Note taking increases the time spent concentrating on a study topic and reinforces your ability to absorb what you have been learning. Your notes will be invaluable when it comes to preparing coursework and revising for exams.

If you write out quotes from a text, don’t forget to write down the author, title and page number. There is nothing more frustrating than having to go back to all the texts you have just read to find page numbers! This will be particularly important if you want to use the quote in your coursework.
Guidance on Essay Writing

The expectations of a Masters essay are higher than those of an undergraduate. At the minimum your essays should:

- Show an understanding of both the basic and broader issues raised by the questions.
- Refer to the basic literature in the area (assigned texts and other sources) and also to additional literature. You should show evidence of independent literature searches and be able to critique the empirical and/or theoretical basis of this literature;
- Show analytical skills including ability to combine material, present evidence;
- Argue effectively, be able to qualify arguments and defend or attack established academic positions. Essays should also be placed in a theoretical framework which guides the reader through the argument.
- Show promise of the ability to conduct independent academic research.

It is a skill to write a good essay and it can be a daunting process, particularly if you have been out of academia for a while. Below are some tips for you to try.

How to Approach Essay Writing

What is the purpose of essay writing? Well, it can be two things: 1) It will help your lecturers assess your understanding of the subject and 2) it is your opportunity to express your point of view and help you widen your experience of a subject you are interested in.

How to Get Started

1. Understand the question - get your pens/highlighters/coloured pencils ready!
   - Please see the module reading list for essay titles and instructions for assignment length
   - Read the question carefully. Analyse the question. Identify key words in the question and make sure you understand them (if in doubt, ask!)
   - Ask yourself: What am I being asked to write?

2. Gather material.
   Ask yourself:
   - Does this relate directly to the question?
   - Does this agree with what I have read before?
   - Do I need to do more research/reading?

3. Write an essay plan
   - This may seem time consuming but it will help you organise your thoughts coherently and allow you the chance to immerse yourself in your essay writing without the interruptions of having to check a source or do more reading.
   - What your essay plan looks like will depend on how you like to work. The purpose of an essay plan is to provide you with a concrete reference point which you can return to as you write, keeping your ideas and arguments progressing in a logical and ordered way.

4. Essay Structure
   - Introduction - Your introduction should clearly show the direction your essay will be taking
   - Development of argument - this forms the main discussion of your essay. Don't forget that paragraphs in themselves have a beginning middle and end. What is the point you are trying to make? Develop or modify your point using references and an analysis of the references to illustrate your point. You should conclude by
returning to your original point and showing how it has been developed. Remember that your paragraphs should flow into each other.
• Conclusion - this should summarise the key argument of your essay.

5. Don't leave it to the Last Minute!
• Work from your plan
• Write in the third person
• Write the first draft and leave it at least overnight before re-reading. If you look at it for too long, you will not necessarily notice any glaring errors!
• You might find it useful to ask somebody else to review your work who can offer some constructive criticism and spot flaws you may not have noticed.
• Honestly ask yourself if your essay answers the question.
• Check that you have structured correctly, that you are within the word count (if your essay is too long consider editing the language you use), that you have referenced correctly and you have a bibliography.
• Re-draft, re-draft and re-draft again if you need to.

Presenting your Essay and preparing for submission
• Your essay should be doubled spaced
• Your name should be clearly visible.
• You should include page numbers.
• Your should use Arial font
• Your font size should be 10

Saving Your Final Draft
When you save your document please format it as a WordDoc only and title it using the following formula:

Module code and essay number_your registration number_your full name.

Don't forget to put a coversheet on the front of your essay! It is easiest to open the coversheet document and immediately save as your piece of coursework using the formula above and then start to write you essay. The coversheet is on Moodle.

PLEASE ONLY SUBMIT WORD DOCUMENTS SO THEY CAN BE MARKED USING TRACK CHANGES. PLEASE DO NOT SUBMIT PDF DOCUMENTS.
<table>
<thead>
<tr>
<th><strong>Definitions of Common ‘Process’ Words In Essay Questions</strong></th>
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<tr>
<td><strong>Analyse</strong></td>
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<td><strong>Compare &amp; contrast</strong></td>
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<td><strong>Summarise</strong></td>
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<tr>
<td><strong>What arguments can be made for and against this view?</strong></td>
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</table>
5.7 Anonymous marking in coursework policy

Effective feedback helps students to understand the mark given for a particular piece of work, and helps students to reflect on their own learning and to achieve better marks in future pieces of work. A variety of methods of providing feedback are used across the University, and departments chose the most appropriate for their courses and modules. The University does not have an institution-wide approach to anonymous marking in coursework. Departments decide whether to use anonymous marking in coursework or not.

This department does not operate a system of anonymous marking. We believe that marking provides an important point of contact with the student, through which individualised and personal forms of encouragement and involvement can be fostered. We believe that the quality of formative feedback is enhanced when the marker knows the student, and current work can be seen in the context of earlier assignments and classroom interactions. The comments we provide in coursework seek to encourage students in areas where they have done have done well and to highlight what they could do better. We take great care to mark fairly and effectively and we feel strongly that our ability to do this is improved through knowing our students.

Please see section 5.2 of this handbook on coursework submission for details of how to submit your coursework.

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 your coursework.

5.8 Reassessment

At the end of the academic year, if you have failed a module, you may be asked to take reassessment in the coursework and/or examination element. This means that your administrator will send you questions that you must answer and submit over the summer period. More details of this will be sent to you, should it be relevant.

5.9 Referencing

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, XXX and for help with referencing, visit the library website: http://libwww.essex.ac.uk/referencing.htm

See Section 7 – Referencing and Good Academic Practice for more details
5.10 Departmental Generic Marking Criteria and Marking Scale

Departmental Generic Marking Criteria

**Written assignments - general criteria**

**Overview**
First class marks at the graduate level show a clear command of material, arguments and sources. It will show a clear understanding of underlying principles and a use of those principles in answering the question. If it is in an empirically oriented subject it will show control of empirical material, sound use of that material, its relation to appropriate theoretical and conceptual frameworks and development of argument. If it is in a theoretical subject it will show control of theoretical material, sound use of that material and development of argument. Where appropriate it will utilise empirical material to illustrate theoretical points. The essay will show independence of judgement.

**Content**

1. Clearly stated **thesis or argument**; hypothesis is **logical**
2. Clearly stated **objectives** or plan for the paper
3. Paper topic is appropriate for political science
4. Able to succinctly sum up historical information; does not provide superfluous descriptive historical information
5. Understands the **literature** on the topic. Provides a brief literature on the topic. Should know the literature and be able to write a literature review (if applicable)
6. **Theoretical grounding** for argument/s- understands theories in political science and how they are applied
7. Shows high level of **understanding** of the topic/theories
8. More **analysis**; understands how to write critically; avoids too much description and historical detailing of events
9. Paper is well thought out
10. Paper does not appear a normative opinion piece- such as a rant about the student’s personal opinions
11. **Thorough**/does not go too far under the word limit
12. Does not have too much unnecessary information/superfluous information
13. Statements are supported with information or **examples** to explain, rather than just assumed
14. **Conclusion** does not introduce new information

**Research**

1. Well-researched with many sources
2. Paper offer significant empirical information as evidence (if applicable)

**Methods (for papers that use methods)**

1. Understands the methods being used
2. Describes the methods being used and provides an explanation as to why this method has been used
3. Applies the method(s) appropriately
4. If variables are used they are well operationalized
5. When concepts are introduced, they are clearly defined

**Organization and structure**

1. Well organized paper - paper is cohesive and well structured
2. Does not seem to be combining two different papers or jumping from topic to topic
3. No run on paragraphs
4. Paragraphs have a clear topic sentence
5. Has a table of contents and title page
6. Uses headers and sub-headers

**Style**

1. No grammatical errors or typos
2. Writing is clear and easy to read; wording is not awkward
3. Avoids long run-on sentences
4. Not too informally written—or too tentatively written

**Originality and Citing**

1. Not too quote heavy; most of paper is the author’s own words
2. Does not appear to be overly paraphrased, own voice comes through
3. Uses a wide variety of sources; information does not just come from a couple of sources
4. Sources page number for every direct quote
5. Arguments/theories and statements are properly sourced
6. Proper bibliography, proper referencing style used consistently
7. Does not rely on any websites to help inspire structure or content for paper
8. Relies mostly on scholarly sources

**Presentations - general criteria**

1. Clearly presented; message was clearly communicated; possibly sticks to clarifying 3-5 main points
2. Any arguments were presented logically
3. Presenter spoke to the audience instead of reading information
4. Well researched
5. If power point or other visual used, information was clear and well organized; slides are interesting and engaging
6. Confident and engaged in the presentation; was able to make presentation interesting; made eye contact; had good posture; clear voice, spoke loudly enough to be heard; does not speak too fast
7. Able to stick to time limits; succinct
8. Able to answer questions if necessary; appears knowledgeable
9. Does not veer off topic
Departmental Marking Scale

The awarding of a mark to a particular piece of qualitative work, such as an essay, is necessarily a matter of judgement. Such judgment has a subjective component, but it is not entirely or merely subjective. Judgement about marks is inter-subjectively formed by lecturers as a consequence of co-marking and double marking with a wide range of colleagues. They also bear in mind criteria about what kind of work falls into a particular class. The exact mark within that class will depend on how well or otherwise a particular essay performs within its range. Examiners are encouraged to use the full marking scale, from 1-100%

81% or more: Outstanding work that is at the upper limit of performance. The work clearly displays an outstanding command of the subject, with insights relevant to the problem being addressed. Such answers show assurance in the selection, handling and presentation of material. Work which Displays one or more of the following should expect to reach the 81%+ mark. Demonstrate a sophisticated understanding of the theory, show clarity in the presentation of complex analytical ideas, provide an element of originality in analysis or presentation, show an exceptional comprehensiveness without irrelevance, and provide a high proportion of correct answers to technical questions.

70 - 80%: The normal range for a distinction. An essay of distinction quality shows a clear command of material, arguments and sources. It will show a clear understanding of underlying principles and a use of those principles in answering the question. If it is in an empirically oriented subject it will show control of empirical material, sound use of that material, its relation to appropriate theoretical and conceptual frameworks and development of argument. If it is in a theoretical subject it will show control of theoretical material, sound use of that material and development of argument. Where appropriate it will utilise empirical material to illustrate theoretical points. The essay will show independence of judgement.

60 – 69%: Merit. An essay of merit quality shows a good knowledge of material, arguments and original and secondary sources. If it is in an empirically oriented subject it will show some relation between that material and appropriate theoretical and conceptual frameworks. If it is in a theoretical subject it will show some grasp of principles and development of argument. Where appropriate it will utilise empirical material. This essay will make a clear point or points and show some critical acumen.

50 – 59%: Pass. Essay will show a basic, clear and generally correct knowledge of material, arguments and sources, particularly original sources. It will correctly summarise empirical or theoretical material, show some understanding of the material and its importance and draw reasonably appropriate conclusions.

40 – 49%: Fail. Essay shows little knowledge of basic material. Use of material is ill judged or even mistaken in some significant way(s). There are no clear conclusions drawn from the material, none that could be drawn from the material or where drawn they are significantly flawed or irrelevant.

1 – 39%: Serious Fail or unclassified. Marks in this range are usually given when either the use of basic material is absent, flawed, fundamentally mistaken, the essay fails to address a set or otherwise defined question or the use of language is so poor as to make the essay incomprehensible.
5.11 GV993/GV995 PGT Dissertation

Each student who is permitted to proceed following the PGT Interim Board of Examiners is required to submit a dissertation which represents 33% of the final mark for the Masters.

**Timetable/Progress Checks/Supervisory Process.**

Please be aware that the dissertation is a full-year module and you will be expected to be at least considering the direction you would like to go in from the beginning of your studies. Do not fall in to the trap of thinking that a proper start on your dissertation can be delayed until you are free from the pressures of coursework and looming exams. The dissertation process requires time. Prepare a timetable, a dissertation plan and draft chapters early to enable your supervisor to give you feedback and still leave plenty of time to make changes.

To help you stay on track we have devised a series of milestones or progress checks which you should follow.

**Progress Check Timetable.**

<table>
<thead>
<tr>
<th>Weeks 10-11</th>
<th>You should set up a time to meet with your division manager (or their representative) to have an informal discussion about your dissertation topic. You may also find it helpful to seek their advice about a potential supervisor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 16</td>
<td><strong>Compulsory</strong> meeting with the Graduate Director for all students. You will be informed what is expected from a dissertation and what progress checks have been put in place to help you keep on track.</td>
</tr>
<tr>
<td>Week 17</td>
<td>You will be required to submit your <em>Dissertation Topic and Nomination of Supervisors form</em> on FASER. You should include your topic and a proposed title. You will also be given the opportunity to nominate up to three members of academic staff as supervisors.</td>
</tr>
<tr>
<td>Week 19</td>
<td>Your supervisor will be allocated to you. Whilst every step will be taken to assign you your first choice, the Graduate Director will make the final decision based on the needs of the student and academic commitments.</td>
</tr>
<tr>
<td>Week 24</td>
<td>Submit on FASER a timetable of what should be completed by when that has been agreed by your supervisor.</td>
</tr>
<tr>
<td>Week 30</td>
<td>Your Dissertation title should be finalised with your supervisor. You must submit your <em>Week 30 Progress Check</em> on FASER.</td>
</tr>
<tr>
<td>Weeks 30-32, 37-38</td>
<td>You should have at least two face-to-face sessions of supervision.</td>
</tr>
<tr>
<td>Week 38</td>
<td>Submit <em>Week 38 Progress Check</em> on FASER.</td>
</tr>
<tr>
<td>Week 39</td>
<td><strong>Compulsory</strong> Dissertation Workshop, at which staff from all four divisions and with expertise in a range of topics and methods will be available for consultation on general dissertation issues and your own specific questions and problems.</td>
</tr>
</tbody>
</table>

**Please note:** Since members of staff may be on holiday during the summer it is **essential** that you agree a mutually convenient timetable for the submission of any work and that you stick to that agreed timetable. You are strongly advised to remain in Essex until you complete your dissertation and not depend on email contact (which is both time consuming and inefficient) for supervision. **There can be no expectation of any further supervision from August onwards.**
Expectations of a PGT Dissertation
The dissertation should:
1. be between 7,500 and 10,000 words in length, for MA/MSc students, and 35,000 words of length for MRes students. Do not go over the word limit. If you find that you have gone over, the problem can usually be fixed with careful editing of language. (The bibliography and appendices do not count towards the word length but should be no longer than is required for the marker to follow your argument.)
2. be framed in the context of the established literature in the relevant area
3. adopt a clear analytical framework designed to answer a question or questions raised by the literature
4. constitute original research by drawing on new empirical material and/or by reworking existing data and/or by providing novel theoretical perspectives
5. be sufficiently focused to provide insights into the established intellectual debate in the area.
6. be referenced correctly
7. should be double spaced and single sided
8. the title page should include your name, the dissertation title, and your supervisor’s name, your course and the date.
9. be word processed using the Arial font, size 10

Key Features of a Good Dissertation
All PGT dissertations must have:
A) A clear research question.
   ❖ Avoid overly descriptive questions
   ❖ Identify an interesting question within a body of literature
   ❖ Identify a question that should be answerable
   ❖ Make a contribution to a body of literature
B) A theoretical argument. To develop a theory:
   ❖ Observe some outcomes, facts
   ❖ Ask what process can generate the observed outcome
   ❖ Specify mechanisms of generating an outcome
C) Methodology section. In the methodology section:
   ❖ Provide support for your theory, using various methodological approaches
   ❖ Explain how you are going to collect the appropriate information (data) and analyse it
   ❖ Analyse and interpret your data

A few tips for moving ahead with your dissertation topic:
A) Look for paradoxes, puzzles, unresolved issues within a research area
B) Think of extensions of research tradition/approach to a new area
C) Refine existing measures/indicators
D) Consider replication of an existing study
E) Consider existing data sources and availability of resources
Ultimately: Be realistic on what you can do and what you cannot do!

Dissertation submission
Dissertations are treated like exams, the deadline is VERY strict.
1. You should complete a dissertation coversheet which can be found on Moodle.
2. Submit your dissertation on-line as you would coursework using FASER by 10.00am on 7 Sep 2018.

You are strongly advised to stay in Essex whilst you are completing your dissertation.
If you submit your dissertation late, you will receive a mark of zero, unless you can provide the PGT Final Board of Examiners satisfactory evidence of extenuating circumstances that affected you immediately around the time of the deadline.

**Dissertation/Project Extensions**

Extensions to the dissertation may be granted **only under extreme circumstances**. Extensions should be approved **IN ADVANCE** by the Graduate Director. The Graduate Director can give an extension of up to four weeks. Please contact the Graduate Director, Prof Lawrence Ezrow directly via email and ensure that the Graduate Administrator is informed. Anything longer needs to be approved by the Dean and an application must be made via the ESF (Electronic Student File).

Evidence will be required in all cases.

Internships are not considered reasonable grounds for an extension.

**GV991 PGT Project**

Students enrolled on the MA Politics course are able to choose to undertake a project rather than a dissertation. The Timetable/Progress Checks/Supervisory Process is the same as for the dissertation as are the expectations, submission procedures, deadlines and extension requirements.

**Dissertation Workshop**

Since July 2013 we have been running a Dissertation Workshop, which has been very successful. We will be running a **compulsory** Dissertation Workshop this year, which will take place in June 2018 date TBA.

The afternoon workshop will begin with lunch and then involve a series of sessions, both with the whole group and within divisions, in which you can find out the answers to general dissertation questions and your own specific queries and problems.

The event will be attended by several members of staff, some of whom you may not have got to meet previously, and who can offer expertise on a range of topics, geographical areas, and research methods.

The workshop will be followed by a social event. Further information will be provided nearer the time.

**Group study pods**

Need to work collaboratively? Our IT-rich group study pods provide an ideal setting for encouraging creative team-working among groups of students. Group study pods are open access and are first-come first-served; they can’t be pre-booked. There are 15 group study pods on our Colchester Campus, to find one go to: [www.essex.ac.uk/it/computers/pods/](http://www.essex.ac.uk/it/computers/pods/).

**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/](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 www.essex.ac.uk/it/email/access/ 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: www.essex.ac.uk/dsh/mailinglists we do not send out marketing information unless you have opted in to it.

6. Examinations

6.1 Examination regulations
The General Regulations which govern examinations can be found via the website here www.essex.ac.uk/about/governance/regulations/affairs.aspx#exams. You need to be aware that attendance at examinations is compulsory. For exams that are more than an hour long, you will not be allowed to enter the examination room if you arrive later than 55 minutes after the start of the exam. If your exam is only an hour long, you will only be admitted up to ten minutes after the start of the exam.

6.2 Access to exam scripts
If you want to see your exam script, you should normally make the request within four weeks of the exam to the department which is responsible for that module. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module or give you a copy or summary of the examiners’ comments on your performance. Further information can be found in the Assessment Policies for Undergraduate and Taught Postgraduate Awards www.essex.ac.uk/quality/university_policies

6.3 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 the permitted calculators will be available to borrow on the day of your exam from the Exams Office on a first-come, first-served basis, on production of your registration card.
6.4 General information about exams and examination results

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

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

You can download a guide to examinations here: www.essex.ac.uk/students/exams-and-coursework/

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

6.5 Examinations anonymous marking policy

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

6.6 Reassessment in examinations

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

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

6.7 Referencing and 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 by visiting www.essex.ac.uk/see/tdc. You can also complete the online Academic Integrity course moodle.essex.ac.uk/login/index.php

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 5.6 Academic Offences Procedure).

Remember, if you have any questions about referencing you can ask our academic staff, or staff in the Talent Development Centre.
7. Referencing and Good Academic Practice

7.1 Good Academic Practice/Referencing

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/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, XXX and for help with referencing, visit the library website: [http://libwww.essex.ac.uk/referencing.htm](http://libwww.essex.ac.uk/referencing.htm)

7.2 Where to seek Guidance on referencing

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

The Talent Development Centre offers a Moodle course in referencing via their website [www.essex.ac.uk/students/study-resources/tdc/writing/default.aspx](http://www.essex.ac.uk/students/study-resources/tdc/writing/default.aspx). You can also find online referencing guides for the main referencing guides used by the University at: [www.essex.ac.uk/students/study-resources/tdc/research/referencing.aspx](http://www.essex.ac.uk/students/study-resources/tdc/research/referencing.aspx) and attend workshops [www.essex.ac.uk/students/study-resources/tdc/research/workshops.aspx](http://www.essex.ac.uk/students/study-resources/tdc/research/workshops.aspx)

Further information relating to authorship and plagiarism is available at: [www.essex.ac.uk/plagiarism/index.html](http://www.essex.ac.uk/plagiarism/index.html)

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

7.3 The University Academic Offences Procedure

Please see section 4.6 and remember that the Academic Offences Procedure applies to all students [www.essex.ac.uk/about/governance/policies/academic-offences.aspx](http://www.essex.ac.uk/about/governance/policies/academic-offences.aspx).
Section 3: YOU MATTER

8. Practicalities: Getting started and IT matters

8.1.1 Registration, enrolling and transcripts

All new and returning students must register at the start of each academic year. The full process for new students includes activating your student record for the academic year, getting your email account, gaining access to IT and library services, and enrolment on modules and confirming your contact details. As your studies draw to a close, once your exam board has met, it takes up to ten working days for your results to be confirmed. The Assessment Team will publish your results, close your record and send you an award confirmation letter. You will receive an email when your results have been published on a secure web page. Your award certificate and academic transcript cannot be produced until the Assessment Team has released the results. For more about registration, visit our student webpages.

www.essex.ac.uk/students/new/registration
www.essex.ac.uk/students/graduation/award-documents

8.1.2 Module enrolment

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

8.1.3 Award documents

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

8.2 Find Your Way and room numbering system

Find Your Way is our interactive campus map app. Download it to help you find any location on campus and get directions quickly and easily. There’s also a handy web version - http://findyourway.essex.ac.uk/
If you’re looking for a specific room, follow these rules.

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

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

www.essex.ac.uk/about/colchester/documents/location_of_teaching_rooms.pdf

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

Visit our website to set up your **IT account and password**. 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](http://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](http://www.essex.ac.uk/password).

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

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

You can also download Microsoft Office 365, for free. You can install it for free on up to five computers, and up to five mobile devices. [www.essex.ac.uk/see/software](http://www.essex.ac.uk/see/software)

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/computers/labs](http://www.essex.ac.uk/it/computers/labs).
8.4 Tier 4 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 personal circumstances, proposed study and where you are applying from. Find out more on the University's website at: www.essex.ac.uk/immigration/

8.5 On-campus facilities

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

8.6 Graduation

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

9. Skills, Employability and Experience

9.1 Employability and Careers Centre

Our careers specialists can give you valuable advice throughout your time at Essex and beyond. We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online access to graduate and part-time job vacancies.
www.essex.ac.uk/careers

9.2 Learning Languages at Essex

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

9.3 Talent Development Centre

Unleash your potential and visit our Talent Development Centre. Providing support on academic literacy, numeracy, English language, employability and IT to help you be the best
you can be.  
www.essex.ac.uk/students/study-resources/tdc/  

9.4 CareerHub+

Browse hundreds of top jobs and graduate vacancies, sign up to exclusive careers events, book CV reviews and one-to-one careers advice, and connect with employers on CareerHub, our online jobs portal.  
www.essex.ac.uk/welcome/careerhub  

9.5 Frontrunners

Frontrunners is the on-campus work placement scheme, and one of the best ways to enrich Frontrunners is our unique placement scheme for students. We'll give you challenging employment opportunities on campus and help you develop the skills you need to compete for the best jobs. We'll even give you on-the-job training and pay you, too.  
www.essex.ac.uk/welcome/frontrunners  

9.6 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  

9.7 Volunteering

There are plenty of opportunities to volunteer during your time at Essex. The Students’ Union runs the vTeam, which is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.  
www.essex.su/vteam  

9.8 Big Essex Award

This is the University’s employability award and will help you stand out from the crowd and get University recognition for all your extra-curricular experience.  
www.essex.ac.uk/careers/bige  

9.9 Essex Interns

Essex interns create paid internships exclusively for you as an Essex student. They’re flexible too; part time during term time or full time in vacations. You can even take part up to three years after you graduate, as part of our Essex graduates support package.  
www.essex.ac.uk/careers/internships

10.1 Student Services Hub, including contacts for disability/SpLD

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 disability service so that we can plan how best to support you in your studies.

You can find out about the academic and learning support we offer here: www.essex.ac.uk/students/disability/academic.aspx

UK students may be eligible for a Disabled Students' Allowance grant. Go here for more information including application forms and key changes for 2016-17 www.essex.ac.uk/students/disability/funding.aspx

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
Southend email: askthehub-sc@essex.ac.uk
Loughton email: askthehub-lc@essex.ac.uk
www.essex.ac.uk/students/health-and-wellbeing

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

http://www.essex.ac.uk/fees-and-funding/money/
http://www.essexstudent.com/advice/money/

See Section 3.8.1 Information for Disabled Students for more information.

10.2 Wellbeing, counselling and confidential issues

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

Colchester email: askthehub@essex.ac.uk
Southend email: askthehub-sc@essex.ac.uk
Loughton email: askthehub-lc@essex.ac.uk
www.essex.ac.uk/students/health-and-wellbeing

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

http://www.essex.ac.uk/fees-and-funding/money/
http://www.essexstudent.com/advice/money/

10.3 Harassment advisory network, dignity and respect

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

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

10.4 Faith groups

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

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

10.5 Nightline

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

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

10.6 Health and safety on campus

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

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

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

www.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
10.7 Residence Life

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

10.8 Health Centre

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

10.9 Students’ Union Advice Centre

Our SU advice centre offers free, confidential, independent and impartial advice on any issue that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex.
www.essex.su/advice
suadvice@essex.ac.uk
01206 874034

10.10 University Privacy Statement

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

Section 4: ESSEX MATTERS

11. The Essex Experience

11.1 The Essex Student Charter
Our Student Charter is developed by the University of Essex and our Students’ Union as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community.
www.essex.ac.uk/students/experience/charter
11.2 Freedom of speech policy and Code of Conduct – Terms and Conditions Apply booklet

For regulations relating to the Code of Student Conduct; procedures for investigating breaches; appeals process please refer to the Terms and Conditions apply booklet all new students receive with welcome information, previously known as the Code of Student Conduct and The Rulebook. This information is on the University’s website and is updated annually.

www.essex.ac.uk/students/study-resources/handbooks
www.essex.ac.uk/about/governance/regulations/code-conduct

11.3 Essex Spirit, social media and other channels of communication with students

Keep up-to-date with important news, events and offers from our student communications team with our Essex Spirit blog, and go to our email lists to subscribe to the fortnightly e-bulletin. We have more than 60 Facebook pages – including one for each department, and we love Twitter. Join the conversation.

blogs.essex.ac.uk/essexspirit
www.essex.ac.uk/it/groups-lists
www.facebook.com/uniofessex
twitter.com/Uni_of_Essex

11.4 Students’ Union

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

Say hello at essex.su

11.5 Alumni

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

alumni.essex.ac.uk/home

11.6 What comes next?

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

www.essex.ac.uk/study/pg
www.essex.ac.uk/coursefinder

12. Other Information

12.1 Student Conference

In 2012 the Department of Government hosted its first Annual Student Conference; all of our students are invited, whether from Undergraduates, Masters or PhD students under examination. The conference has been growing successfully each year, with more students (Just over 200 in 2014-15), academics and outside guest speakers attending, making the conference hugely successful.

We feel that the conference is especially relevant to our Postgraduate Taught Students, since it provides you with not only an opportunity to present your Dissertation ideas for relevant feedback, but also to gain Conference experience.

The 6th Annual Student Conference will take place in April 2017, with more details to follow shortly. We look forward to seeing you there!

12.2 Student Societies and Student-led groups

We are keen to encourage you to be involved in societies run by the Department and the University. Societies are open to undergraduates and postgraduates.

The Politics Society is not just about politics. It has various debates each term. It invites guest speakers from various departments, charities, pressure groups, the SU and from the student forum itself. The Politics Society is a politically neutral society and it welcomes anyone of any political persuasion to put across their view.

The Politics Society needs members to join the committee again this year. Please visit the Students Union page here: http://www.essexstudent.com/activities/societies/list/departmental/politics/ and follow the links to sign up.

12.3 Careers

We are extremely proud of our graduates who acquire a wide range of methodological, analytical and statistical skills that make them highly adaptable and attractive to employers. Our academic reputation is illustrated by the fact that many of our graduates go on to teach at universities, colleges of higher education and schools. Other graduates have gone on to have careers in politics, civil service, local government, management, armed forces, finance and business. Some specific examples are:

- Research fellows and academic staff at Mannheim; ETH Zurich, Switzerland; Duke University, USA; NATO/SHAPE, Belgium; University of Amsterdam, Netherlands.
- Politics careers including roles such as MPs; Speaker of the House; Political lobbyists; and Staff Assistants to MPs and MEPs.
- Other careers include jobs at the World Bank, United Nations Development Programme in Vietnam, NATO, YouGov and YouGov America.

Our Departmental Employment Director is: Dr Jason Glynos
12.4 Internships

We have two Internship Officers, Prof Paul Whiteley and Jason Glynos. Please contact them via email (whiteley@essex.ac.uk) or (ljglyn@essex.ac.uk) or visit them to discuss Internships.

12.5 Do You Need a Reference?

Looking for work or further study? Providing a reference for our current and former students is an important service that staff can provide to help students enhance their employability. Every reasonable effort will be made to meet the request from a student within a minimum of three years after your departure. Any request after this time may be met if a member of staff who knows you is able and willing to write the reference. Where there is no member of staff available to provide a personal reference, a factual reference, which includes information about attendance and grades, may be provided.

Sponsor Reports
If you receive funding from a sponsor who requires a report, please inform the Graduate Office and provide the following information:
- How often the report is required
- What information will be needed
- Who is required to write the report
- Details of who the report should be addressed to

If you need a letter simply stating your Registration status (including dates) this can obtained through Registry.

Letters for Scholarships/PhD Applications
We realise that some of you may wish to apply for scholarships and PhD study throughout the year and will need a letter signifying your grades-to-date. Please allow two working days for this letter to be produced. Once your interim grades are published you will need to order transcripts directly from the Registry for this purpose (see below).

Student Documentation Ordering System
You can order the following documentation online from the Registry: Academic Transcripts, Award Certificates, Award Confirmation Letters, Certificate of Registration, DOATAP Award Confirmation Letters & Council Tax Certificates. https://www.essex.ac.uk/studentdocs/

Photographs
Throughout the year we will be holding events where photographs will be taken. We will use our photographs on the Departmental Website, on Facebook and in other publicity materials.

If you DO NOT want your picture to be made public, please notify us, otherwise we will assume you are happy for us to use any pictures that you may be a part of.
12.6 Further Study

We are keen to invite our Masters students to stay on and do a PhD with us. It is never too early to start considering this path.

Although the PhD is of obvious relevance to those who wish to pursue a career in higher education or research, it can also be attractive to those who have a specialist intellectual or academic interest which they would like to pursue to a high standard.

Students are responsible for defining their own topics, although the Department can provide guidance and assistance in this regard. We have advice on writing a research proposal here: http://www.essex.ac.uk/government/Prospective_students/phd/research_proposal.asp

If you are interested in pursuing a PhD, academics will be happy to offer advice. To apply, please speak to the Graduate Administrator.

12.7 Funding

There are two main funding opportunities offered for students wishing to do a PhD:

SeNSS Studentship
This is only available as a full award to HOME and EU students, and a Fee’s only award for International Students. This is an extremely competitive scholarship, but the Department has a very high success rate. You must have an offer of admission to be eligible to apply and your proposed supervisor will be happy to help you complete a very strong SeNSS application.

There are two different types of SeNSS Studentship:
- 1+3: This is a 1 year Masters followed by a 3 year PhD. Offer of admission onto both the Masters AND the PhD is essential for you to be able to apply.
- +3: This is a 3 year PhD. Offer of admission onto the PhD is essential for you to be able to apply.

Further information can be found here: https://www1.essex.ac.uk/dtc/senss/

The University of Essex Social Science Doctoral Scholarship
The University of Essex Social Science Doctoral Scholarship is available to support talented PhD students who are looking to study within the Faculty of Social Sciences. The scholarship is available to all students (Home, EU and Overseas) applying for PGR study and is made up of the following awards:
- a fee waiver equal to the Home/EU fee (international students will need to pay the balance of their fees)
- living costs of up to £12,000 per year. Comprising a stipend of £8,000 per year and a Graduate Teaching or Research Assistantship worth £4,000 in years two and three
- a training bursary of £250 per year

More information can be found here: https://www.essex.ac.uk/fees-and-funding/research/scholarships/social-sciences.aspx

More information about other scholarships can be found using the Scholarship Finder here: http://www.essex.ac.uk/studentfinance/scholarships/scholarship_finder.aspx