Welcome from the Head of Department

The Department of Government warmly welcomes both new and returning students to campus for the academic year 2017-18.

We would like to say a big thanks to all of you for making us your academic home. We are deeply committed to making your time in the Department of Government an exciting and rewarding experience. We promise to provide you with the best possible learning environment for accomplishing your personal development and career goals.

The Department of Government has consistently been ranked as the top politics department in the UK. In the 2014 REF, the department was yet again ranked first for its excellence in research, so you will be taught by the very best scholars in the field. The department is also recognized as one of the leading departments in Europe, with a stellar reputation for academic excellence that extends far beyond the European continent.

Equally important, the department places great value on fostering a strong sense of community among all of its members – students, professional services and academic staff. You will see plenty of evidence of this throughout the academic year in the form of invitations to our student-staff conferences, departmental seminars and various social events.

In addition, we have a very active Politics Society that features an exciting program throughout the academic year. The department boasts a welcoming common room with a flat screen TV, free newspapers, couches and refreshments in Room 5B.303, which is open to all students and staff. We strongly encourage you to make use of these great opportunities and facilities to engage with your fellow department members.

We sustain our academic excellence through a rigorous curriculum with high standards. This requires hard work from you, but also from us. We demand a lot of you throughout your studies in order to prepare you for successful careers after university. At the same time, we expect you to demand a lot from us. The department has a wealth of resources to support your studies, and we encourage you to make use of them.

This handbook is an essential guide to regulations, procedures and organisational issues, and should be your first stop for answers to questions about the department or the university. In addition, you may wish to consult the departmental website (http://www.essex.ac.uk/government), the university module directory (http://www.essex.ac.uk/modules/) and the Online Resource Bank (ORB) (https://orb.essex.ac.uk/gv/). If you cannot find answers to your questions in the handbook or online, you can contact Nicola Rowley or Sallyann West (both at govquery@essex.ac.uk, Room 5B.314/5B.316), Theresa Crowley (crowtx@essex.ac.uk, Room 5A.318), or the Education Officer, Dr Paul Bou-Habib (pbou@essex.ac.uk, Room 5.017).

You should of course also always feel free to talk to me as Head of Department if you have any questions or concerns. The best way to reach me is by e-mail (ezrow@essex.ac.uk). My office is in Room 5B.312, and if my door is open, I encourage you to drop in for a chat.

Welcome again, and all the best for the new academic year!

Professor Lawrence Ezrow, Head of Department
Section 1: Introduction

1. Introduction
   1.1 Term dates, calendar and academic week numbers
   1.2 Timetables
   1.3 myEssex

2. About the Department of Government
   2.1 Academic staff and Graduate Teaching Assistants
   2.2 Professional Services team
   2.3 Departmental offices
   2.4 Departmental common room
   2.5 Senior Tutor and Personal Tutors
      2.5.1 Senior Personal Tutor, Study Skills Officer, Departmental Disability Liaison Officer
      2.5.2 Personal Tutors
   2.6 Peer Mentors
   2.7 Communicating with students
   2.8 Departmental prizes

Section 2: Academic Matters

3. Learning and Teaching
   3.1 Learning, teaching and independent study
   3.2 Expectations
   3.3 Moodle, ORB and FASER
   3.4 Course structures and learning outcomes for students in their first year 2017-18
   3.5 Changing your degree and maximum period of study
   3.6 Modules
   3.7 Study Skills; academic writing support
   3.8 Listen Again
   3.9 Supervision of UG student research and final year Capstone projects
   3.10 Essex Abroad
   3.11 Placement information and the employability module
      3.11.1 What is a work placement?
      3.11.2 The Employability Module
   3.12 Inclusive learning summary
      3.12.1 Disability and emotional wellbeing
      3.12.2 International students
      3.12.3 Mature and part-time students
   3.13 Student representation
   3.14 Library services
   3.15 Attendance monitoring (Count-me-in) and absence

4. Assessment
   4.1 Rules of assessment, exit awards
   4.2 Extenuating circumstances, withdrawing and intermitting
   4.3 Re-marking of coursework
   4.4 Moderation, second marking policies and External Examiners
   4.5 Appeals, complaints and fitness to practice
   4.6 Academic offences policy
   4.7 Ethics

5. Coursework
   5.1 Assignment and essay length
5.2 Coursework submission details (including FASER) and deadlines
5.3 Details of samples of coursework
5.4 Return of marked coursework policy
5.5 Late coursework policy
5.6 Essay writing support
5.7 Anonymous marking policy - coursework
5.8 Reassessment in coursework

6. Exams
6.1 Examination regulations
6.2 Access to exam scripts
6.3 Calculators
6.4 General information about summer exams and examination results
6.5 Anonymous marking policy - examinations
6.6 Reassessment in examinations

7. Referencing and good academic practice
7.1 Where to get help with referencing

Section Three: You Matter

8. Practicalities: Getting Started and IT Matters
8.1 Registration
8.2 Module enrolment
8.3 Find Your Way and room numbering system
8.4 IT support, WiFi, email account, free MS office, computer labs, m:drive
8.5 Immigration information
8.6 On campus facilities
8.7 Award documents
8.8 Graduation

9. Skills, Employability and Experience
9.1 Employability and Careers Centre
9.2 Learning Languages at Essex
9.3 Talent Development Centre
9.4 Career Hub+
9.5 Frontrunners
9.6 Student Ambassadors
9.7 Volunteering
9.8 Higher Education Achievement Record (HEAR)
9.9 Big Essex Award
9.10 Essex Interns

10.1 Student Services Hub
10.2 Wellbeing, counselling and confidential issues
10.3 Harassment advisory network; dignity and respect
10.4 Faith groups
10.5 Nightline
10.6 Health and safety on campus
10.7 Residents Life
10.8 Health Centre
10.9 Students’ Union Advice Centre
10.10 University Privacy Statement
Section 4: Essex Matters

11. The Essex Experience
11.1 The Essex Charter
11.2 Code of Student Conduct and Terms and Conditions
11.3 Essex Spirit, social media and What’s On?
11.4 Students’ Union
11.5 Alumni
11.6 What comes next?
Section 1. Introduction

About your Student Handbook

This handbook gives you essential information about your department and the University.

Other helpful sources of information are available at www.essex.ac.uk/myessex and www.essex.ac.uk/students.

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

At our three uniquely intimate campuses we celebrate diversity and challenge inequality. Whatever your background, race or sexual orientation, you’re part of a vibrant community that lives, learns and plays together.

1.1 Term dates, calendar and academic week numbers

<table>
<thead>
<tr>
<th></th>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Thursday 5 October 2017 – Friday 15 December 2017</td>
<td>Monday 15 January 2018 – Friday 23 March 2018</td>
<td>Tuesday 23 April 2018 – 29 June 2018</td>
</tr>
<tr>
<td>Winter Vacation</td>
<td>Monday 18 December 2017 – Friday 5 January 2018</td>
<td>Monday 26 March 2018 – Friday 20 April 2018</td>
<td>Monday 2 July 2018 – Friday 28 September 2018</td>
</tr>
<tr>
<td>Spring Vacation</td>
<td>Monday 26 March 2018 – Friday 20 April 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Vacation</td>
<td>Tuesday 23 April 2018 – 29 June 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easter Bank Holidays</td>
<td>Friday 30 March 2018 and Monday 2 April 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early May Bank Holiday</td>
<td>Monday 7 May 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Bank Holiday</td>
<td>Monday 28 May 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Bank Holiday</td>
<td>Monday 27 August 2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Please note: The University of Essex will shut down during the Winter Vacation from 12 noon and will re-open on Tuesday 8th January 2018. The University will also be closed on the above Bank Holiday dates.

Calendar and Academic Week Numbers

<table>
<thead>
<tr>
<th>Week</th>
<th>Date (Monday)</th>
<th>Week</th>
<th>Date (Monday)</th>
<th>Week</th>
<th>Date (Monday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>9 October 2017</td>
<td>16</td>
<td>15 January 2018</td>
<td>30</td>
<td>23 April 2018</td>
</tr>
<tr>
<td>3</td>
<td>16 October 2017</td>
<td>17</td>
<td>22 January 2018</td>
<td>31</td>
<td>30 April 2018</td>
</tr>
<tr>
<td>4</td>
<td>23 October 2017</td>
<td>18</td>
<td>29 January 2018</td>
<td>32</td>
<td>8 May 2018</td>
</tr>
<tr>
<td>5</td>
<td>30 October 2017</td>
<td>19</td>
<td>5 February 2018</td>
<td>33</td>
<td>14 May 2018</td>
</tr>
<tr>
<td>6</td>
<td>6 November 2017</td>
<td>20</td>
<td>12 February 2018</td>
<td>34</td>
<td>21 May 2018</td>
</tr>
<tr>
<td>7</td>
<td>13 November 2017</td>
<td>21</td>
<td>19 February 2018</td>
<td>35</td>
<td>29 May 2018</td>
</tr>
<tr>
<td>8</td>
<td>20 November 2017</td>
<td>22</td>
<td>26 February 2018</td>
<td>36</td>
<td>4 June 2018</td>
</tr>
<tr>
<td>9</td>
<td>27 November 2017</td>
<td>23</td>
<td>5 March 2018</td>
<td>37</td>
<td>11 June 2018</td>
</tr>
<tr>
<td>10</td>
<td>4 December 2017</td>
<td>24</td>
<td>12 March 2018</td>
<td>38</td>
<td>18 June 2018</td>
</tr>
<tr>
<td>11</td>
<td>11 December 2017</td>
<td>25</td>
<td>19 March 2018</td>
<td>39</td>
<td>25 June 2018</td>
</tr>
</tbody>
</table>

* Tuesday owing to Bank Holiday on Monday

Further information relating to the University’s term dates for students can be found at: https://www.essex.ac.uk/governance/key-dates
1.2 Timetables

Once you have chosen your modules through eNROL (www.essex.ac.uk/enrol/home/home_phase1.asp), you will be able to find your timetable through the myEssex portal (https://www.essex.ac.uk/myessex/). This will show you on a weekly basis what days and times your classes, lectures and seminars are held on and what rooms they are in (the ‘findyourway’ app - http://findyourway.essex.ac.uk/ - provides excellent help with finding rooms).

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 your timetable there are two buttons that you can use:

Report a timetable problem– click here to report clashes or any other problem with your timetable. This will be submitted electronically to your student administrator who will be able to request your reallocation.

Request a class change – if you have 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 student administrator, who will request to have you reallocated to a different time slot (if it is possible and your reason is valid).

If you have any issues with your timetable that are not covered in this section, please don’t hesitate to contact your student administrator.

1.3 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 Academic Staff and Graduate Teaching Assistants

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact</th>
<th>UG Module(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Nicole Rae Baerg</td>
<td>E: <a href="mailto:nicole.baerg@essex.ac.uk">nicole.baerg@essex.ac.uk</a></td>
<td>GV591-6-AU: Environmental Politics</td>
</tr>
<tr>
<td></td>
<td>T: 01206873021</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room: 4.422</td>
<td></td>
</tr>
<tr>
<td>Dr Zorzeta Bakaki</td>
<td>E: <a href="mailto:zbakak@essex.ac.uk">zbakak@essex.ac.uk</a></td>
<td>GV374-6-FY: Mass Media and Democracy</td>
</tr>
<tr>
<td>UG Recruitment Officer</td>
<td>T: 01026 872651</td>
<td>GV519-6-FY: Political Parties in Britain and Europe</td>
</tr>
<tr>
<td></td>
<td>Room: 5.304</td>
<td></td>
</tr>
<tr>
<td>Professor John Bartle</td>
<td>E: <a href="mailto:jbartl@essex.ac.uk">jbartl@essex.ac.uk</a></td>
<td>GV212-5-SP: International</td>
</tr>
<tr>
<td></td>
<td>T: 01206 873717</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room: 5.023</td>
<td></td>
</tr>
<tr>
<td>Dr Tobias Böhmelt</td>
<td>E: <a href="mailto:tbohmelt@essex.ac.uk">tbohmelt@essex.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Deputy Head of Department**
Director of Finance; Co-Director of Research
T: 01206 872288
Room: 5.019

**Organisations**
**GV517 (all variants):**
International Security Studies

**Dr Paul Bou-Habib**
UG Education Officer
E: pbou@essex.ac.uk
T: 01206 872509
Room: 5.017

**GV250-5-AU:** Principles of Social Justice

**Professor Royce Carroll**
Co-director Essex Sumer School
E: rc16534@essex.ac.uk
T: 01206 873475
Room: 5.306

**GV369-6-SP:** American Political Institutions

**Dr Daina Chiba**
Webmaster and Information Champion
E: dchiba@essex.ac.uk
T: 01206 872127
Room: 5.004

**GV518-6-AU:** International Negotiation

**Dr James Christensen**
CISH Co-ordinator
E: james.christensen@essex.ac.uk
T: 01206 874356
Room: 5A.221

**GV254-5-SP:** Ethics and Public Policy
**GV543-6-AU:** Human Rights and Global Justice

**Dr Theresa Crowley**
Senior Adviser
E: crowtx@essex.ac.uk
T: 01206 873486
Room 5A.318

**See Section 2.5**

**Professor Catherine de Vries**
Co-Director of Research
E: Catherine.devries@essex.ac.uk
T:01206 876307
Room: 5B.106

**GV110-4-AU:** Scientific Reasoning for the Social Sciences

**Dr Dominic Duell**
E: dominik.duell@essex.ac.uk
T: 01206 872211
Room: 5.423

**GV300-6-FY:** Quantitative Political Analysis

**Professor Lawrence Ezrow**
Head of Department
E: ezrow@essex.ac.uk
T: 01206 873770
Room: 5B.312

**GV163-4-AU:** Introduction to United States
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Natasha Ezrow</td>
<td>Education Director</td>
<td>E: <a href="mailto:nezrow@essex.ac.uk">nezrow@essex.ac.uk</a>  T: 01206 873346  Room: 5.027</td>
<td>GV211-5-AU: Violent Non State Actors: Violence, Crime and Conflict</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV213-5-AU: Politics of the Middle East</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV214-5-AU: International Relations Theories and Approaches</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV215-5-SP: International Politics of the Middle East</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV216-5-SP: Development, N.G.Os and Foreign Aid</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV217-5-SP: Conflict Analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV218-5-SU: Strategic Non-Violent Action</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV711 all variants: Career Portfolio</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV252-5-AU: Discourse, Rhetoric and Power</td>
</tr>
<tr>
<td>Dr Federica Genovese</td>
<td>Eastern ARC Manager</td>
<td>E: <a href="mailto:fgenov@essex.ac.uk">fgenov@essex.ac.uk</a>  T: 01206 874106  Room: 5.425</td>
<td>GV112-4-SP: Comparative Political Analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Research Leave Autumn Term)</td>
</tr>
<tr>
<td>Dr Anna Getmansky</td>
<td>Departmental Seminar</td>
<td>E: <a href="mailto:anna.getmansky@essex.ac.uk">anna.getmansky@essex.ac.uk</a>  T: 01206 873504  Room: 5.006</td>
<td>GV113-4-SP: Co-operation and Conflict</td>
</tr>
<tr>
<td>Professor Ismene Gizelis</td>
<td>Division Officer IR &amp; Conflict</td>
<td>E: <a href="mailto:tig@essex.ac.uk">tig@essex.ac.uk</a>  T: 01206 872856  Room: 5.008</td>
<td>GV217-5-SP: Conflict Analysis</td>
</tr>
<tr>
<td>Professor Kristian Skrede Gleditsch</td>
<td></td>
<td>E: <a href="mailto:ksg@essex.ac.uk">ksg@essex.ac.uk</a>  T: 01206 872517  Room: 5.415</td>
<td>GV218-5-SU: Strategic Non-Violent Action</td>
</tr>
<tr>
<td>Dr Jason Glynos</td>
<td>Employment Director</td>
<td>E: <a href="mailto:lglyn@essex.ac.uk">lglyn@essex.ac.uk</a>  T:01206 872515  Room:5A.320</td>
<td>GV211-5-AU: Violent Non State Actors: Violence, Crime and Conflict</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV213-5-AU: Politics of the Middle East</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV214-5-AU: International Relations Theories and Approaches</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV215-5-SP: International Politics of the Middle East</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV216-5-SP: Development, N.G.Os and Foreign Aid</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV217-5-SP: Conflict Analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV218-5-SU: Strategic Non-Violent Action</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV711 all variants: Career Portfolio</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GV252-5-AU: Discourse, Rhetoric and Power</td>
</tr>
<tr>
<td>Name</td>
<td>Email</td>
<td>Phone</td>
<td>Room</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Dr Alexandra Hennessy</td>
<td><a href="mailto:ah17462@essex.ac.uk">ah17462@essex.ac.uk</a></td>
<td>01206 872219</td>
<td>5.421</td>
</tr>
<tr>
<td>Professor David Howarth</td>
<td><a href="mailto:davidh@essex.ac.uk">davidh@essex.ac.uk</a></td>
<td>01206 873403</td>
<td>5.014</td>
</tr>
<tr>
<td>Dr Florian Kern</td>
<td><a href="mailto:fkern@essex.ac.uk">fkern@essex.ac.uk</a></td>
<td>01206 872745</td>
<td>5.302</td>
</tr>
<tr>
<td>Dr Lucas Leemann</td>
<td><a href="mailto:lleemann@essex.ac.uk">lleemann@essex.ac.uk</a></td>
<td>01206 872641</td>
<td>5A.316</td>
</tr>
<tr>
<td>Dr Shane Martin</td>
<td><a href="mailto:shane.martin@essex.ac.uk">shane.martin@essex.ac.uk</a></td>
<td>01206 872185</td>
<td>5A.322</td>
</tr>
<tr>
<td>Dr Laura Montanaro</td>
<td><a href="mailto:lmonta@essex.ac.uk">lmonta@essex.ac.uk</a></td>
<td>01206 873980</td>
<td>5.010</td>
</tr>
<tr>
<td>Dr Tom Parr</td>
<td><a href="mailto:tparr@essex.ac.uk">tparr@essex.ac.uk</a></td>
<td>01206 876574</td>
<td>5A.217</td>
</tr>
<tr>
<td>Dr Julia Partheymüeller</td>
<td><a href="mailto:julia.partheymueller@essex.ac.uk">julia.partheymueller@essex.ac.uk</a></td>
<td>01206 876580</td>
<td>5A.219</td>
</tr>
<tr>
<td>Dr Alejandro Quiroz Flores</td>
<td><a href="mailto:aquiro@essex.ac.uk">aquiro@essex.ac.uk</a></td>
<td>01206 872506</td>
<td>5.025</td>
</tr>
</tbody>
</table>
For information on individual academic support hours, please refer to the staff member’s webpage: https://www1.essex.ac.uk/government/staff/Staff.aspx?type=academic

### Graduate Teaching Assistants

GTAs (or Graduate Teaching Assistants) are graduate students who are close to completing their PhDs and are teaching classes under the direction of the Module Supervisor. You will be able to find the names of your confirmed class teachers on your syllabus documents.

Further information on our GTAs can be found here: https://www1.essex.ac.uk/government/staff/Staff.aspx?type=research

#### 2.2 Professional Services Team

The professional services team in the department is 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Marius Radean</td>
<td>PGT Recruitment Officer</td>
<td>E: <a href="mailto:mradean@essex.ac.uk">mradean@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>T: 01206 872743</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room: 5.018</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>GV210-5-AU</strong>: Games, Strategy and Politics</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>GV313 (all variants)</strong>: Authoritarianism and Corruption</td>
</tr>
<tr>
<td>Dr Gina Reinhardt</td>
<td></td>
<td>E: <a href="mailto:gina.reinhardt@essex.ac.uk">gina.reinhardt@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>T: 01206 872648</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room: 5.018</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>GV100-4-FY</strong>: Introduction to Politics</td>
</tr>
<tr>
<td>Professor Jon Slapin</td>
<td></td>
<td>E: <a href="mailto:jslapin@essex.ac.uk">jslapin@essex.ac.uk</a></td>
</tr>
<tr>
<td>Co-Director Essex Summer School</td>
<td></td>
<td>T: 01206 873070</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room: 5.420</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>GV261-5-AU</strong>: American Political System</td>
</tr>
<tr>
<td>Dr Martin Steinwand</td>
<td></td>
<td>E: <a href="mailto:martin.steinwand@essex.ac.uk">martin.steinwand@essex.ac.uk</a></td>
</tr>
<tr>
<td>Q-Step Officer</td>
<td></td>
<td>T: 01206 874146</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room: 5.418</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>GV225-5-AU</strong>: International Economic Development</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>GV312-6-AU</strong>: Domestic Politics and International Relations</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>GV508-6-SP</strong>: The Analysis of Conflict and Peace</td>
</tr>
<tr>
<td>Professor Paul Whiteley</td>
<td></td>
<td>E: <a href="mailto:whiteley@essex.ac.uk">whiteley@essex.ac.uk</a></td>
</tr>
<tr>
<td>Division Officer: Elections, Public Opinion and Parties</td>
<td></td>
<td>T: 01206 873567</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room: 5.024</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>GV202-5-AU</strong>: Political Behaviour</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>GV303-6-SP</strong>: Electoral Behaviour</td>
</tr>
</tbody>
</table>
and works closely with the Faculty Manager, the Faculty Support team and central Professional Services. The DM is a member of the strategic leadership team of the Department and contributes to its successful operation (including supporting the Head of Department with financial and people management) and the delivery of the Strategic Plan. The DM represents the needs of the Department and manages resources, projects and innovation and leads the academic standards and quality function of the Department.

<table>
<thead>
<tr>
<th>Emma McClelland</th>
<th>Deputy Departmental Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emma is the Deputy Department Manager (DDM) and supports the Department Manager (DM) with all aspects of departmental, course and student administration and deputises for the DM. The DDM manages the Department’s student services function and is responsible for managing and developing a high-quality and efficient professional services team. The DDM manages exam paper preparation, timetabling and study abroad/exchange students for the department. The DDM also provides support to the Director of Research and works closely with key leadership roles within the Department, the Faculty, and central professional services sections.</td>
<td></td>
</tr>
<tr>
<td>Office 5B.320</td>
<td>E: <a href="mailto:ejmccl@essex.ac.uk">ejmccl@essex.ac.uk</a></td>
</tr>
<tr>
<td>Phone: 01206 872982</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alex West</th>
<th>Graduate Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex is responsible for postgraduate taught and postgraduate research students and is the first port of call for any non-academic queries. Alex deals with all postgraduate admissions, enquiries and administration.</td>
<td></td>
</tr>
<tr>
<td>Office: 5B.318</td>
<td>E: <a href="mailto:awestb@essex.ac.uk">awestb@essex.ac.uk</a></td>
</tr>
<tr>
<td>Phone: 01206 872741</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sarah Lawson</th>
<th>Finance Assistant (Mon, Tue, Thurs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah is the departmental finance assistant and deals with academic queries relating to expenses, research grants and departmental budgets.</td>
<td></td>
</tr>
<tr>
<td>Office: 5B.301</td>
<td>E: <a href="mailto:slawson@essex.ac.uk">slawson@essex.ac.uk</a></td>
</tr>
<tr>
<td>Phone: 01206 872757</td>
<td></td>
</tr>
</tbody>
</table>
### 2.3 Departmental Offices

The departmental professional services offices are open at the following times during both term-time and vacation periods:

- **Monday:** 10:00 – 13:00 and 14:00 – 16:00
- **Tuesday:** 10:00 – 13:00 and 14:00 – 16:00
- **Wednesday:** 10:00 – 13:00
- **Thursday:** 10:00 – 13:00 and 14:00 – 16:00
- **Friday:** 10:00 – 13:00 and 14:00 – 16:00

### 2.4 Departmental Common Room

Our departmental staff and student common room (5B.303) is free for you to use during normal working hours, 9am – 5pm. We have comfortable couches, tables for working at, a TV and free refreshments. We also have regular coffee and cake mornings in the common room which are open to all students, so please feel free to come along!

### 2.5 Senior Tutor and Personal Tutors

#### 2.5.1 Senior Personal Tutor, Study Skills Officer, Departmental Disability Liaison Officer

Dr Theresa Crowley has a number of advisory roles within the Department of Government.

- **Room:** 5A.318
- **Phone:** 01206 873486
- **Email:** crowtx@essex.ac.uk

Dr Crowley is the Senior Personal Tutor in the department. If you are having any issues that are affecting your studies, whether they are academic or personal, Dr Crowley is able to provide guidance. Dr Crowley also provides guidance on change of course, special syllabus requests, intermissions and extenuating circumstances.

#### Study Skills Officer

Dr Crowley is also the Study Skills Officer for the department and holds Study Skills Sessions at the beginning of each term, covering topics such as how to structure essays and reference correctly (see section 3.7). Dr Crowley also offers one-to-one study skills sessions and posts a timetable of available appointments on her
office door which you can sign up to. Alternatively you can email her for an appointment on crowtx@essex.ac.uk.

Departmental Disability Liaison Officer (DDLO)

If you have a disability, medical condition, specific learning or mental health difficulty, there is a network of support for you. As well as a team of specialist advisers based in the Student Support Office, each department has a representative to help you to access your studies; Dr Crowley is this representative in the department.

The DDLO:
• Is a representative in the department who has an awareness of disability issues and the reasonable adjustments which may be required under the Disability Discrimination Act.
• Has a knowledge of the subject area you are studying and the structure of the department.
• Can provide advice about the University’s specialist support services.
• Can act as a link between the department and Student Support; you can disclose, or discuss your needs, confidentially to them.
• Can liaise with lecturers if you are worried about talking to them about disability related difficulties.
• Can assist if you feel the reasonable adjustments recommended are not being implemented by the department.
• Is a person you can contact if you are experiencing problems with your academic progress as a result of a permanent or temporary disability, medical condition or specific learning difficulty and who will be able to find out about the options available to you.
• Will listen to your concerns confidentially.

2.5.2 Personal Tutors

Personal Tutors are academic members of staff in the department who oversee a particular group of students. You will be assigned a Personal Tutor by the department and their details will be available on your myEssex page www.essex.ac.uk/myessex/

You can contact your Personal Tutor to speak about any academic issues you may be experiencing, during their academic support hours. You may also be invited to meetings with your Personal Tutor throughout the academic year.

2.6 Peer Mentors

Peer Mentors are students in their second or final year that are available to answer any questions you may have from a student perspective. They have gone through the process that you are going through so are a really valuable source of information. You should have been allocated a Peer Mentor before you arrived and can meet them during Welcome Week. If you find that you do not have one but you would like a Peer Mentor, please contact Sallyann West (govquery@essex.ac.uk) or any of the below students who would be pleased to guide you.

| Ahmed Abdelmaksoud | My name is Ahmed Abdelmaksoud and I am a second year student, studying philosophy, politics and economics. I take great interest in learning and meeting interesting, open people who are willing to engage in deep, topical discussions. I am interested in many things, from reading up on nutrition and sports science, to studying mathematical proofs and physics, I enjoy it all. I am also the Essex Humanist Society president and take part in organising many guest speaker events as well as discussions. I will be available throughout the coming year to help newcomers find their way through, and place at, the University of Essex. |
| amaabd@essex.ac.uk | }
<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria-Eleftheria Alexopoulou</td>
<td><a href="mailto:malexo@essex.ac.uk">malexo@essex.ac.uk</a></td>
<td>My name is Marily and I am a third-year student studying International Relations and apart from my studies, I love getting involved in many activities and social events. Some of my interests include: Debating, learning new languages, dancing, volunteering and horseback riding. During my first year at Essex, as a fresher, I was very excited by the many opportunities and services that my department had to offer. I am here if you have any questions and feel free to send me an email, I will be more than happy to help and direct you to the right place. Have fun and enjoy your time at the University of Essex.</td>
</tr>
<tr>
<td>Roberto Cuellar Hattam</td>
<td><a href="mailto:rc16608@essex.ac.uk">rc16608@essex.ac.uk</a></td>
<td>I am an International Relations student in my second year of studies. I am an ambitious and hard-working person who strives to be successful in my career. I enjoy participating in sports such as American football and give importance to maintaining myself fit. I also make time for friends and I have a busy social-life.</td>
</tr>
<tr>
<td>Kristina Ilieva Gvosheva</td>
<td><a href="mailto:kg16636@essex.ac.uk">kg16636@essex.ac.uk</a></td>
<td>I am studying Politics in the Department in my second year. My biggest interest is politics - what is happening in the world we live in and why. I enjoy the yoga and pilates classes the university gym provides.</td>
</tr>
<tr>
<td>Eliska Herinkova</td>
<td><a href="mailto:eherin@essex.ac.uk">eherin@essex.ac.uk</a></td>
<td>Hello, My name is Eliska and I am 3rd year International Relations student. My academic interests are international security and conflict resolution. I like to be busy, but in my free time, if I have some, I like to read books, play squash. I enjoy new challenges and love to travel.</td>
</tr>
<tr>
<td>Alexander Kemp</td>
<td><a href="mailto:acekem@essex.ac.uk">acekem@essex.ac.uk</a></td>
<td>I am a 3rd Year Politics student. My interests outside of politics include creative writing and Sci-Fi films. Extremely talkative once I get to know you.</td>
</tr>
<tr>
<td>Jacob Miller</td>
<td><a href="mailto:jm16721@essex.ac.uk">jm16721@essex.ac.uk</a></td>
<td>Hello my name is Jacob, I am a Peer Mentor, currently studying my 2nd year of BA Politics at Essex. In particular I am interested in Contemporary Politics, Game theory, and Political economy. Aside from studies I also like hiking, nature and history.</td>
</tr>
<tr>
<td>Giulia Nava</td>
<td><a href="mailto:gn16050@essex.ac.uk">gn16050@essex.ac.uk</a></td>
<td>Hello everyone! My name is Giulia Nava. I'm a second year student of Economics and Politics. I come from Italy and I love eating good food, traveling, acting and laughing with friends.</td>
</tr>
<tr>
<td>Matteo Paravelli</td>
<td><a href="mailto:mparav@essex.ac.uk">mparav@essex.ac.uk</a></td>
<td>I'm a second-year student that studies International Relations. I come from Italy but I spent most my life travelling around the world. During my free time I like to read, play piano and visit museums.</td>
</tr>
<tr>
<td>Veselin S Petkov</td>
<td><a href="mailto:vp16777@essex.ac.uk">vp16777@essex.ac.uk</a></td>
<td>I am a second-year International Relations student with fondness of meeting new people, travelling and knowledge. My Essex Spirit consists of eating frozen pizza, debating, contemplating life and many drinks. I would like to help as a Peer Mentor so you could enjoy all of these things!</td>
</tr>
<tr>
<td>Alice Redknapp</td>
<td><a href="mailto:ar16991@essex.ac.uk">ar16991@essex.ac.uk</a></td>
<td>My name is Alice and I am a second year politics student at the University of Essex. I am originally from the West Midlands. My main interest is politics, but I also enjoy sports and play netball.</td>
</tr>
<tr>
<td>Name</td>
<td>Email</td>
<td>Information</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Emma Riordan</td>
<td><a href="mailto:eriord@essex.ac.uk">eriord@essex.ac.uk</a></td>
<td>I am in my third year studying International Relations. My interests are human rights, the Middle East and the causes and solutions to conflict. Focusing mostly on how and why some conflicts, such as Syria, have escalated and how it could end in peace.</td>
</tr>
<tr>
<td>Anamika Shaivya</td>
<td><a href="mailto:as16549@essex.ac.uk">as16549@essex.ac.uk</a></td>
<td>Hi I am Anamika, a second-year International Relations student from India. Always up for photography and travelling, also fond of reading and binge watching tv series. Here to help you with any questions you might have, I look forward to hearing from you.</td>
</tr>
<tr>
<td>Alexandru Simion</td>
<td><a href="mailto:as16557@essex.ac.uk">as16557@essex.ac.uk</a></td>
<td>Hi there! I'm Alex from Romania and I'm in my second year studying (BA) International Relations. I enjoy running, swimming and playing sports as well as reading novels and scientific books, attending debate sessions on various topics, programming and doing informatics besides volunteering and engaging in extracurricular activities. I'm striving to be a diplomat and to proudly represent my country's interests abroad, on the international stage, whilst developing myself personally and professionally.</td>
</tr>
<tr>
<td>Garima Sood</td>
<td><a href="mailto:gsood@essex.ac.uk">gsood@essex.ac.uk</a></td>
<td>BA International Relations. My academic interests include British politics and Quantitative methods. I am a member of the ISA, V-team and have also volunteered for several societies. I'm very passionate about dance and piano and have taken part in university’s cultural events. I love to travel and make new friends!</td>
</tr>
<tr>
<td>Natalia Francesca Yelland</td>
<td><a href="mailto:ny16172@essex.ac.uk">ny16172@essex.ac.uk</a></td>
<td>Hi my names tally, I'm going into my second year of international relations at Essex which I really enjoy! I'm really passionate about volunteering and aid work which I hope to do more of this year. Otherwise I enjoy hanging out with my friends on campus, going to events for different societies I'm involved in and the occasional fed night! I'm really interested and excited about becoming a peer mentor this year and being able to share my first year experience at Essex.</td>
</tr>
</tbody>
</table>
2.7 Communicating with students

Academic and Professional Services staff are most likely to use your Essex campus email address to contact you. **Please** check your email regularly and ensure that extra attention is paid to messages regarding exam and coursework results, late coursework submissions, attendance, and meeting requests.

You can contact your Student Administrator by email or telephone and during office hours which are detailed under section 2.3 Departmental Offices.

Information and notices are also posted on Moodle under the ‘Resources for UG Students’ section. Please ensure you check this regularly as it will be updated with useful information.

Our Facebook and Twitter pages are regularly updated with news, upcoming events and student opportunities – add us using the info below:

![Facebook](UoEGovernment)

![Twitter](@uniessexgovt)

We also post important messages on our departmental notice boards, which are located in the common room and corridors. 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 or on social media, please contact a member of the professional services team on govquery@essex.ac.uk

2.8 Departmental Prizes

At the end of each academic year, prizes are awarded to the students who have achieved top marks in the department. The prizes for undergraduate students are:

**First Year Undergraduate**
- Best First Year Student
- Best First Year BA Politics Student
- Best First Year International Relations Student
- Best First Year Joint Degree Student Prize

**Second Year Undergraduate**
- The Leatherland Book Prize for the Best Second Year Student

**Third Year Undergraduate**
- The Jean Blondel Prize for the Best Undergraduate Degree Result
- The Oscar Arias Prize for the Best Undergraduate Dissertation
- Book Prize for the Best Joint Degree
- Award for the Best Empirical Dissertation

Prizes are also given at the Annual Student Conference for the best papers presented in each category.

Section 2: Academic Matters

3. Learning and Teaching

3.1. Learning, Teaching and Independent Study
The Department of Government aims to help students develop their capacity to think critically, understand key concepts in political science and enhance their ability to apply theoretical constructs to empirical material.

3.2 Expectations

Being a member of the University of Essex means being part of a friendly, inclusive and international academic community, characterised by honesty, respect and pride in diversity. With us, you will be treated fairly and without prejudice and we expect you to treat others in the same way in return.

In the Department of Government students can expect to learn how to construct arguments and supply evidence to support these arguments, and to be taught how to write clearly and in an organised fashion. We aim to help students learn the proper citation methods and how to put together bibliographies and footnotes.

The department expects students to regularly attend classes and lectures and learn proper note taking skills. We expect students to actively participate in class, becoming more comfortable with articulating and debating their thoughts and asking questions. We want students to learn how to present information and arguments succinctly and clearly.

3.3 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 provides you with access to course materials and has built-in features to enhance learning such as discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.

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

http://orb.essex.ac.uk/
https://moodle.essex.ac.uk/
https://www1.essex.ac.uk/e-learning/tools/faser/default.aspx

3.4 Course Structures and Learning Outcomes for students in their first year in 2017-18

Each course involving Politics has its own syllabus; full course details, course structure, aims and learning outcomes are given in the Programme Specifications Catalogue at: www.essex.ac.uk/programmespecs. Your own course structure can be found in the myStudy section of your myEssex homepage.

Exit awards

The rules of assessment may allow for limited condonement of fails in ‘compulsory’ or ‘optional’ modules, but ‘core’ modules cannot be failed. 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. A module is given one of the following statuses:

- ‘core’ – meaning it must be taken and passed;
- ‘compulsory’ – meaning it must be taken; or
- ‘optional’ – meaning that students can choose the module from a designated list.

3.5 Changing your degree and maximum period of study

Changing your course
If you want to change your course, you should talk to someone in your department first. Check the deadlines for course changes with the Student Services Hub.

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

You should discuss your thoughts about changing course with your personal tutor or with Dr Crowley. If your new course is in a different department, you should also speak to someone in that department.

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

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

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

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

Maximum period of study

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

3.6 Modules

All modules in level four (first year) in the Department of Government are 15 credits except for GV100-4-FY which is 30 credits. What this means is that all of our modules can be chosen in the Autumn Term or the Spring Term; this promotes flexibility and allows you to choose from a different range of topics to study.

In each course structure, there is core, compulsory and optional modules. Core modules are integral to the course and you must take and pass these modules to be able to continue into the next year of study. Compulsory modules supplement the core modules, and again you must take and pass these modules to be able to continue into your next year. However, you do get a choice; usually 60 credits or 4 x 15 credit modules or 2 x 30 credit modules, full year modules in a different department.

To enrol for your modules, you must log into the eNROL system online. You can find this here: www.essex.ac.uk/enrol/home/home_phase1.asp. Once you have logged into the system, you will see your core and compulsory modules clearly displayed and drop-down menus for your optional choices.

If you are not sure which modules you would like to enrol in, you can always check the Module Directory (www.essex.ac.uk/modules/), which provides a comprehensive insight into what each module entails.

List of all modules, their codes and the module supervisor

<table>
<thead>
<tr>
<th>DEPARTMENT OF GOVERNMENT 2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Undergraduate Modules</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Module supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Instructor</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>GV100-4-FY</td>
<td>Introduction to Politics</td>
<td>Gina Reinhardt</td>
</tr>
<tr>
<td>GV103-4-AU</td>
<td>Introduction to International Relations</td>
<td>Alexandra Hennessy</td>
</tr>
<tr>
<td>GV110-4-AU</td>
<td>Scientific Reasoning for the Social Sciences</td>
<td>Catherine de Vries</td>
</tr>
<tr>
<td>GV112-4-SP</td>
<td>Comparative Political Analysis</td>
<td>Federica Genovese</td>
</tr>
<tr>
<td>GV113-4-SP</td>
<td>Co-operation and Conflict</td>
<td>Anna Getmansky</td>
</tr>
<tr>
<td>GV120-4-AU</td>
<td>Politics and Economic Policies</td>
<td>Florian Kern</td>
</tr>
<tr>
<td>GV121-4-SP</td>
<td>Institutions of Democracy</td>
<td>Julia Partheymüller</td>
</tr>
<tr>
<td>GV150-4-SP</td>
<td>Politics and Power</td>
<td>Laura Montanaro</td>
</tr>
<tr>
<td>GV151-4-AU</td>
<td>Truth, Justice and the Nature of Politics</td>
<td>Laura Montanaro</td>
</tr>
<tr>
<td>GV163-4-AU</td>
<td>Introduction to United States</td>
<td>Lawrence Ezrow</td>
</tr>
<tr>
<td>GV711-4-FY</td>
<td>Career Portfolio</td>
<td>Jason Glynos</td>
</tr>
<tr>
<td>GV110-5-AU</td>
<td>Scientific Reasoning for the Social Sciences</td>
<td>Catherine de Vries</td>
</tr>
<tr>
<td>GV112-5-SP</td>
<td>Comparative Political Analysis</td>
<td>Federica Genovese</td>
</tr>
<tr>
<td>GV120-5-AU</td>
<td>Politics and Economic Policies</td>
<td>Florian Kern</td>
</tr>
<tr>
<td>GV121-5-SP</td>
<td>Institutions of Democracy</td>
<td>Julia Partheymüller</td>
</tr>
<tr>
<td>GV202-5-AU</td>
<td>Political Behaviour</td>
<td>Paul Whiteley</td>
</tr>
<tr>
<td>GV203-5-SP</td>
<td>Parties and Elections</td>
<td>Shane Martin</td>
</tr>
<tr>
<td>GV204-5-AU</td>
<td>The New British Politics</td>
<td>Shane Martin</td>
</tr>
<tr>
<td>GV205-5-SP</td>
<td>Measuring Public Opinion</td>
<td>Lucas Leemann</td>
</tr>
<tr>
<td>GV207-5-AU</td>
<td>Political Analysis: Introduction to OLS</td>
<td>Lucas Leemann</td>
</tr>
<tr>
<td>GV210-5-AU</td>
<td>Games, Strategy and Politics</td>
<td>Marius Radean</td>
</tr>
<tr>
<td>GV211-5-SP</td>
<td>Violent Non State Actors: Violence, Crime and Conflict</td>
<td>Natasha Ezrow</td>
</tr>
<tr>
<td>GV212-5-SP</td>
<td>International Organisations</td>
<td>Tobias Böhmelt</td>
</tr>
<tr>
<td>GV213-5-AU</td>
<td>Politics of the Middle East</td>
<td>Natasha Ezrow</td>
</tr>
<tr>
<td>GV214-5-SP</td>
<td>International Relations Theories and Approaches</td>
<td>Natasha Ezrow</td>
</tr>
<tr>
<td>GV215-5-SP</td>
<td>International Politics of the Middle East</td>
<td>Natasha Ezrow</td>
</tr>
<tr>
<td>GV216-5-SP</td>
<td>Development, N.G.Os and Foreign Aid</td>
<td>Natasha Ezrow</td>
</tr>
<tr>
<td>GV217-5-SP</td>
<td>Conflict Analysis</td>
<td>Ismene Gizelis</td>
</tr>
<tr>
<td>GV218-5-SU</td>
<td>Strategic Non-Violent Action</td>
<td>Kristian Gleditsch</td>
</tr>
<tr>
<td>GV225-5-AU</td>
<td>International Economic Development</td>
<td>Martin Steinwand</td>
</tr>
<tr>
<td>GV241-5-AU</td>
<td>Political Development in Latin America and Africa</td>
<td>Florian Kern</td>
</tr>
<tr>
<td>GV242-5-SP</td>
<td>Political Development in Asia</td>
<td>Natasha Ezrow</td>
</tr>
<tr>
<td>GV250-5-AU</td>
<td>Principles of Social Justice</td>
<td>Paul Bou-Habib</td>
</tr>
<tr>
<td>GV252-5-AU</td>
<td>Discourse, Rhetoric and Power</td>
<td>Jason Glynos</td>
</tr>
<tr>
<td>GV254-5-SP</td>
<td>Ethics and Public Policy</td>
<td>James Christensen</td>
</tr>
<tr>
<td>GV261-5-AU</td>
<td>American Political System</td>
<td>Jon Slapin</td>
</tr>
<tr>
<td>GV271-5-SP</td>
<td>The European Union: Institutions and Policies</td>
<td>Julia Partheymüller</td>
</tr>
<tr>
<td>GV711-5-FY</td>
<td>Career Portfolio</td>
<td>Jason Glynos</td>
</tr>
<tr>
<td>GV254-6-SP</td>
<td>Ethics and Public Policy</td>
<td>James Christensen</td>
</tr>
<tr>
<td>GV300-6-FY</td>
<td>Quantitative Political Analysis</td>
<td>Dominik Duell</td>
</tr>
<tr>
<td>GV303-6-SP</td>
<td>Electoral Behaviour</td>
<td>Paul Whiteley</td>
</tr>
<tr>
<td>GV306-6-AU</td>
<td>Future Global Trends</td>
<td>Ismene Gizelis</td>
</tr>
<tr>
<td>GV307-6-FY</td>
<td>Political Economy</td>
<td>Alex Quiroz Flores</td>
</tr>
<tr>
<td>GV312-6-AU</td>
<td>Domestic Politics and International Relations</td>
<td>Martin Steinwand</td>
</tr>
<tr>
<td>GV313-6-FY</td>
<td>Authoritarianism and Corruption</td>
<td>Marius Radean</td>
</tr>
<tr>
<td>GV313-6-AU</td>
<td>Authoritarianism</td>
<td>Marius Radean</td>
</tr>
</tbody>
</table>
Reading Lists

Reading Lists (sometimes referred to as a syllabus) outline the teaching, learning, assessment and reading for each module. You should ensure that you obtain the reading list for each module that you are enrolled on.

All undergraduate students can find their reading lists on Moodle (https://moodle.essex.ac.uk/) and on ORB (which stands for Online Resource Bank, and can be found here: https://orb.essex.ac.uk/Departments.aspx). You can log in to both of these resources using your Essex username and password.

Changing a module

If you enrol on a module and decide it’s really not for you, you can change it until the end of the third week of teaching, week 4. All you need to do is log back on to eNROL and change it. However, if you have difficulties doing this you can contact govquery@essex.ac.uk.

3.7 Study Skills; Academic Writing Support

The Department provides subject-specific study skills/academic writing support that is available for all students, including:

- group sessions to introduce first-year students to coursework management and requirements, as well as academic writing styles and conventions in the study of politics
- one-to-one sessions with the Study Skills Officer (usually 30 minutes)

One-to-one academic writing/study skills appointments are voluntary and are arranged by students themselves simply by signing up on a weekly timetable (although some students may be referred by their class teachers/module supervisors). They focus on academic writing/reasoning and other study skills issues
such as time management, planning, referencing and preparing for class tests, presentations and other forms of coursework.

- Different kinds of coursework and assessment across first-year modules
- Understanding questions/assignments and designing your 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

**Group sessions for first year students** are specifically tailored to provide advice and answer questions about coursework assignments in Government modules. Details about the group sessions scheduled for 2017-2018 are given below. Students should attend only one session for each topic.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Day</th>
<th>Date and time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Managing Coursework: planning, academic writing &amp; referencing</td>
<td>Tuesday, Wednesday</td>
<td>24 October 12-1pm, 25 October 3-4pm</td>
<td>TC1.11, 5B.330</td>
</tr>
<tr>
<td>5</td>
<td>Academic Writing: focus, structure, analysis &amp; argument</td>
<td>Tuesday, Wednesday</td>
<td>31 October 12-1pm, 1 November 3-4pm</td>
<td>TC1.11, 5B.330</td>
</tr>
<tr>
<td>17</td>
<td>Writing Better: Feedback, Standards &amp; Results</td>
<td>Tuesday, Wednesday</td>
<td>23 January 12-1pm, 24 January 3-4pm</td>
<td>TC1.11, 5B.330</td>
</tr>
</tbody>
</table>

The Department's Study Skills Officer is Dr Theresa Crowley, Room 5A.318, Ext. 3486, email: crowtx@essex.ac.uk – see section 2.5 for further information.

### 3.8 Listen Again

‘Listen Again’ is a service that records the audio and video of many of your teaching sessions. The service allows you to ‘listen again’ to lectures to improve your understanding and allow you to revise at a time and place that is convenient to you. The Listen Again service is only available in teaching rooms or lecture theatres where the recording equipment is installed. For further information on availability, please speak to the Module Supervisor.

### 3.9 Supervision of UG Student Research and Final Year Capstone Projects

Students in the Government Department will be expected to participate in the Capstone Project. The capstone project is an original research paper that is accomplished by the student under the supervision of a government staff member.

Government undergraduate students will complete a project for a total of 30 units, initially by attending two workshops in the first year, one workshop in their second year, one workshop in their third year and by participating in a supervised project in their third year. Students are expected to come up with a research question in their second year and to start meeting regularly with their supervisors, who will be assigned over the summer prior to their third year. During their third year, students will start to research and write their projects. Projects should run between 9,000-10,000 words. Students are also encouraged to work in pairs.
for the final project to promote team building and mutual learning. When working on a joint project, projects should run about 12,000 words.

The capstone project is a unique opportunity for students to gain a variety of skills that are valuable for anyone intending to further their studies at some time in the future. Students will learn the skills of how to put together a well-written, well-conceived and researched dissertation. Students will also learn about taking initiative in their work and gaining self-discipline in setting deadlines and adhering to them. In the process of preparing for and writing the dissertation, students will gain knowledge in a subject matter that they are interested in. They will also be able to pursue their original ideas in depth.

3.10 Essex Abroad

All students have the option to take a four-year undergraduate variation of their course, which includes a year studying abroad. ‘Study Abroad’ is a fantastic opportunity, offering the chance to become immersed in a different culture, providing a new perspective on the world, not to mention an impressive experience to present to future employers.

Study Abroad is available at more than 150 partner institutions in 39 countries worldwide. You will not be charged tuition fees from Essex during your year abroad, and the majority of host universities won’t charge fees either, making it more affordable than you may have thought. Should you wish to find out more information regarding Essex Abroad, you can find their website here: www.essex.ac.uk/essexabroad/default.aspx.

The department’s Study Abroad Officer is Dr Laura Montanaro lmonta@essex.ac.uk.

3.11 Placement Opportunities and the Employability Module

3.11.1 What is a work placement?

A work placement is a period of work experience embedded into your degree. It can vary in length ranging from a few weeks to a whole year. This experience will:

- Help you to develop professional skills sought after by graduate employers.
- Enable you to learn more about a particular sector, company or job role.
- Allow you to apply your academic knowledge in a practical working environment.
- Provide you with ideas for future career pathways.

It is important to gain professional work experience before you graduate. In a recent survey, 50% of graduate recruiters said that:

“Applicants with no previous experience had little chance of being offered a graduate role within their company.” (Source: High Fliers Survey, 2013)

“Up to a third of new graduates are now recruited directly through employers’ work experience Programmes.” (Source: High Fliers Survey, 2015)

Different types of work placements

| Placement Year (GV834) | A placement equivalent of a year’s academic study (between 30-52 weeks). Your placement will occur between the second and final year of your degree. |
Placement-linked projects (GV836)

A short placement (minimum 150 hours), usually taken during the summer vacation preceding the final year, followed by a research project completed during the final academic year of study.

For more information on work placements visit http://www.essex.ac.uk/careers/placements/default.aspx or contact a member of your Placements Team:

**Faculty Placements Team (Room 5.404)**
Dörthe Weimann (Placements Manager)
E: dweima@essex.ac.uk T: 01206 873469

### 3.1.2 The Employability Module

GV711 (Career Portfolio) offers you the opportunity to develop necessary employability, citizenship, and life skills to successfully compete in the graduate labour market after graduation and to make a meaningful contribution to society more generally. By the end of the module every student will have completed a portfolio demonstrating engagement with key employability themes and skills and an understanding of his or her place in the world of work. This module also offers students the chance to reflect critically on how this world of work relates to wider social and political contexts and trends at national and global levels.

GV711 is a non-credit-bearing module that is **compulsory** for all government students. It differs from other government modules in the sense that it runs throughout the entire period of undergraduate studies.

A wide range of activities and events will be on offer to enable you to satisfy the modules' core requirements, but you will be given the chance to incorporate additional elements into your portfolio if you so wish (for example, with respect to post-graduate study).

**The module will be assessed on a pass/fail basis and this mark will appear on students’ final transcript.**

**Aims**

- To develop a solid understanding of employment and post-graduate opportunities available to Politics students after graduation
- To learn how to access employability opportunities throughout the undergraduate degree cycle
- To encourage personal and critical reflection on and planning of possible career paths
- To develop a range of capacities and skills relevant to employability and critical citizenship

Please see the GV711 module outline for more details regarding syllabus, as well as teaching and assessment methods.

### 3.12 Inclusive learning summary

#### 3.12.1 Disability and emotional wellbeing

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

You can find out about the support we offer here: www.essex.ac.uk/students/contact/help.aspx
UK students may be eligible for a Disabled Students’ Allowance grant. See our webpages for more information, including application forms and key changes: www.essex.ac.uk/students/disability/funding.aspx

3.12.2 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 Immigration information of this handbook which has further information and links.

3.12.3 Mature and part-time students

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

We appreciate that studying as a mature student can present challenges. This is particularly true if this is your first experience of higher education and you have other commitments and responsibilities to meet such as work and family. We want you to be aware of the support available so that you can make the most of your time at Essex. You can find more information here: www.essex.ac.uk/students/groups/mature-students.aspx

3.13 Student representation

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

- **Contact a student representative** who represents the voice of fellow students in departmental Student Staff Liaison Committees meetings (SSLCs) and other University level committees.

- **Volunteer to be a Course Rep**; these are students from any year group that are taking a Government course and want to be involved in the future of the department. We’re recruiting students who can use their voices to represent peers and to let us know what we are doing well and what we can do to improve by joining us at termly Student-Staff Liaison Committee meetings.

  There’s a Course Rep development scheme which includes full training and awards, a support network within the SU and the department. Further information can be found here:


  [http://www.essex.ac.uk/quality/student_representation/sslc.asp](http://www.essex.ac.uk/quality/student_representation/sslc.asp)
Every year, we will ask you to complete the **Student Assessment of Module and Teaching (SAMT)** survey. 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 Feedback System** – the department now has a student feedback system that can be used at any time during the academic year. Your feedback will be passed on to Course Representatives who will raise it at termly SSLC meetings or take it forward to the department sooner if the issues are urgent.

We value your views and opinions about your courses and your student experience, and look forward to hearing your suggestions for improvements and what you think we are doing well.

You can submit feedback either by filling in the electronic form on Moodle (GOV-FEEDBACK is the code for the Moodle course) or filling in a paper copy which is available in the rack outside the UG offices; post your written copy of the form in the box marked ‘Feedback Forms’.

You have the option to submit feedback anonymously if you wish; however please note that while all feedback will be read, there may be a limit to what action the Department can take with anonymous feedback.

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

### 3.14 Library Services

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has a variety of study spaces over six floors, including 24/7 facilities and group work areas. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, overnight chat service and the opportunity to book appointments with your Subject Librarian to help you through your studies and beyond - [libwww.essex.ac.uk](http://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 [amacmi@essex.ac.uk](mailto: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](http://www.essex.ac.uk/proofreading)

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. The talk covers:

- Library resources - print: selecting & locating books & journals
- Electronic resources – the library’s Politics web pages, e-journals
- 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!

Date, time & place to be confirmed.

3.15 Attendance monitoring (Count-me-in) and absence

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 professional services in your department. In the case of a lost card, your department will normally record you as present for up to seven days.

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

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

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

4. Assessment

4.1 Rules of Assessment, Exit Awards

The Rules of Assessment are used to calculate your results.

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

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

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

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

Marks and degree classification

<table>
<thead>
<tr>
<th>Marks</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Pass/third class (3)</td>
</tr>
<tr>
<td>50</td>
<td>Lower second class (2.2)</td>
</tr>
<tr>
<td>60</td>
<td>Upper second class (2.1)</td>
</tr>
<tr>
<td>70</td>
<td>First class (1)</td>
</tr>
</tbody>
</table>

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

Core, compulsory and optional modules

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

<table>
<thead>
<tr>
<th>Module Type</th>
<th>Requirement</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>You must take this module</td>
<td>Must pass this module. No failure can be permitted.</td>
</tr>
<tr>
<td>Compulsory</td>
<td>You must take this module</td>
<td>There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.</td>
</tr>
<tr>
<td>Optional</td>
<td>You can choose which module to study</td>
<td>There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.</td>
</tr>
</tbody>
</table>

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

What do I need to do to pass my course?

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

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

Exit Awards

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

4.2 Extenuating Circumstances, withdrawing and intermitting

Extenuating circumstances are circumstances beyond your control which cause you to perform less well in your coursework or examinations than you might have expected. In general, extenuating circumstances will be of a medical or personal nature that affects you for any significant period of time and/or during the examination period. Further information and submission deadlines can be found here - www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx
You will **not** get extra marks if you hand in an extenuating circumstances form. Boards of Examiners use other methods to take into account extenuating circumstances, such as permitting further reassessment opportunities for uncapped marks.

You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from the Students’ Union Advice Centre –

(www.essexstudent.com/services/advice_centre/)

or the Student Services Hub (www.essex.ac.uk/students/contact/default.aspx)

**Thinking of leaving or taking a break from your studies?**

You may experience doubts at some point during your studies, if you’re thinking about leaving Essex, we’re here to support you and give you the advice you need to help you make an informed choice.

**Intermission** is a temporary withdrawal or leave of absence from the University and provides you with the opportunity to take a break from your studies. Normally, this is for reasons beyond your control (e.g. health or personal problems) although other reasons are permitted. Intermission must be approved by the University first, so if you are thinking about intermitting, we strongly advise you to contact your department and your Student Services Hub to talk to one of our advisers.

You should also read our guidance on intermitting very carefully at www.essex.ac.uk/see/intermit. If your intermission is agreed to, we will also give you the advice and support you need to help you carry on with your studies.

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

### 4.3 Re-marking of coursework

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found at:

www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy

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

### 4.4 Moderation, second marking policies and External Examiners

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

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

You can find out more about how the University uses External Examiners here: www.essex.ac.uk/quality/external_examiners/default.asp

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

4.5 Appeals, complaints, and fitness to practise

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

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

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

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

Making a Complaint

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

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

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

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 section 7: Referencing and good academic practice in this handbook.

More information about academic offences, codes of practice and getting support can be found at:

https://www1.essex.ac.uk/students/exams-and-coursework/academic-offences.aspx

and

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

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

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 2,500-3,000 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. Deadlines are usually set at 09:45 on the day of your lecture, on a week specified by your Module Supervisor.

5.2 Coursework Submission Details (including FASER) and deadlines

All coursework should be submitted electronically via FASER -

https://www1.essex.ac.uk/e-learning/tools/faser/default.aspx - and should be uploaded in .pdf, .docx or .doc format. Please note that coursework submitted in any other format may not be accessible by our academic staff team, and you
may receive a zero for submitting in the wrong format. All coursework should also be uploaded with a coversheet, which is available from Moodle (Resources for Government UG Students).

5.3 Details of Samples of Coursework

Samples of projects are available from your department; please email your enquiry to govquery@essex.ac.uk. These documents can be reviewed in the Common Room but not taken away permanently. If you require assistance with any other coursework format, please speak to the module supervisor, personal tutor or Dr Crowley.

5.4 Return of marked coursework policy

Coursework marks and feedback will be returned to students electronically on FASER. We aim to upload this information for students three weeks after the original deadline, but please note there may occasionally be a short delay.

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 student 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 student 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 i.e. confirmation of medical appointment, screen shot of systems error.

5.6 Essay Writing Support

If you have any questions regarding the content or subject of your assignments, please contact your Module Supervisor in the first instance (their name will be at the top of the relevant Module Syllabus). You can also contact your relevant personal tutor or Dr Crowley for advice and guidance.

The Talent Development Centre can be found in the Silberrad Student Centre. They run workshops and one-to-one sessions to help you improve your academic writing. More details can be found on their website (www.essex.ac.uk/students/study-resources/tdc/contact/default.aspx).

5.7 Anonymous Marking Policy - coursework

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

www.essex.ac.uk/quality/university_policies/default.asp
5.8 Reassessment in Coursework

At the end of the academic year, if you have failed a module, you may be asked to take reassessment in the coursework element. This means that your department 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.

6. Exams

6.1 Examination regulations

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

https://www.essex.ac.uk/governance/regulations

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

6.2 Access to exam scripts

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

6.3 Calculators

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

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

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

6.4 General information about summer exams and examination results

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

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

The Examinations Guide for students for 2016-17 can be viewed here - https://www1.essex.ac.uk/students/exams-and-coursework/default.aspx. Please continue to check this webpage for 2017-18 updates.
You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule at: [www.essex.ac.uk/students/exams-and-coursework/schedule.aspx](http://www.essex.ac.uk/students/exams-and-coursework/schedule.aspx)

### 6.5 Anonymous marking policy in examinations

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

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

### 6.6 Reassessment in examinations

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

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

### 7. Referencing and good academic practice

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

The University takes academic offences very seriously – see section 4.6. You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully.

Referencing is a key academic/scientific skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising).

Referencing allows you to give credit to authors’/researchers’ concepts and ideas/ideas and results, demonstrate your breadth of reading and knowledge on a subject, direct readers to your sources, and avoid plagiarism.

You should always use the best available sources of evidence, such as peer reviewed journals and recognised books.

More information about codes of practice and getting support can be found at: [www.essex.ac.uk/about/governance/policies/academic-offences.aspx](http://www.essex.ac.uk/about/governance/policies/academic-offences.aspx)

#### 7.1 Where to get help with referencing

As well as the departmental study skills support mentioned in section 3.7, the Talent Development Centre provides online courses and guides to help you fully understand what is required from you. You can find out about the full range of workshops and resources that are available to you by visiting [https://www1.essex.ac.uk/students/study-resources/tdc/writing/default.aspx](https://www1.essex.ac.uk/students/study-resources/tdc/writing/default.aspx).

To find out about your departmental referencing style and for additional help with referencing, please ensure that you attend the Study Skills session in week 4, as detailed in section 3.7.

Additional information is also available on the library website: [http://libwww.essex.ac.uk/referencing.htm](http://libwww.essex.ac.uk/referencing.htm)

### Section 3: You Matter
8. Practicalities: Getting started and IT matters

8.1 Registration

All new and returning students are required to register at the start of each academic year. The process for new students includes activating an IT account, completing Pre-Arrival Online, and attending the University’s main registration event in the Sports Hall. New students: www.essex.ac.uk/students/new/registration.aspx

Returning students are required to complete Online Registration. In addition to this, returning students who hold Tier 4 visas are required to complete a document check in person at the University’s main registration event in the Sports Hall. Returning students: www.essex.ac.uk/students/course-admin/registration.aspx

8.2 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.

8.3 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** e.g. 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 i.e. "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** e.g. 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 (e.g. 4S is the south corner of square 4), which matches the labels on the entrances (e.g. door 4NW is next to The Store). The second part is the floor and the third part the room. For example, 5NW.6.12 is in the north-west (NW) corner of Square 5 (entrance "5NW"), floor 6, room 12.

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

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

8.4 IT support, WiFi, email account, free MS office, computer labs, m:drive
Visit our website to set up your IT account and password, register an external email address and passphrase and request a reminder for a forgotten passphrase: www.essex.ac.uk/it/getaccount.

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

Once you’re set up, you can access email, log on to lab computers, connect to Eduroam WiFi and much more.

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

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

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

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

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

**8.5 Immigration information**

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

**8.6 On-campus facilities**

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

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/welcome.

**8.7 Award documents**
As your studies draw to a close, and once your exam board has met, it takes up to five working days for your results to be confirmed. You will be sent an email to inform you when the results are live on a password protected web page. Graduating students will receive a degree certificate and graduating undergraduate students will also be able to access their electronic HEAR which gives details of all marks obtained during their studies. Further information can be found at:

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

8.8 Graduation

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

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

9. Skills, Employability and Experience

9.1 Employability and Careers Centre

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

9.2 Learning Languages at Essex

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

9.3 Talent Development Centre

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

9.4 CareerHub+

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

Challenge yourself. Frontrunners is Essex’s unique on-campus work placement scheme for students. You’ll get the chance to work on real projects in real workplaces and develop real skills for you to brag about on your CV. You’ll get fully trained in your role and you’ll get paid for it - [www.essex.ac.uk/ftronrunners](http://www.essex.ac.uk/ftronrunners)

9.6 Student Ambassadors

Be a Student Ambassador and make a difference to others and make a difference on your CV! Student Ambassadors help to promote the University and higher education. You’ll be a valued part of the Student Recruitment and Outreach teams. Keep an eye out for Student Ambassador vacancies on CareerHub+ at the start of the Autumn Term - [www.essex.ac.uk/careers/job_hunting/on_campus](http://www.essex.ac.uk/careers/job_hunting/on_campus)

9.7 Volunteering

Join the vTeam and be the difference. There are plenty of opportunities to volunteer during your time at Essex. The vTeam, run by the Students Union, is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills - [www.essex.su/vteam](http://www.essex.su/vteam)

9.8 Higher Education Achievement Record (HEAR)

The Higher Education Achievement Record (HEAR) is a new way to record all your achievements at Essex. It’s a secure electronic document that will showcase your academic achievement along with any awards or prizes you receive and any extra-curricular activities you’ve undertaken and logged through the Big Essex Award: [www.essex.ac.uk/see/hear](http://www.essex.ac.uk/see/hear)

9.9 Big Essex Award

The University’s [employability award](http://www.essex.ac.uk/careers/bige) is a guaranteed way to help you stand out from the crowd and get University recognition for all your extra-curricular experience on your Higher Education Achievement Record (HEAR). Sign up and start your journey! [www.essex.ac.uk/careers/bige](http://www.essex.ac.uk/careers/bige)

9.10 Essex Interns

Essex interns create paid internships exclusively for you as an Essex student. They’re flexible too; part time during term time or full time in vacations. You can even take part up to three years after you graduate, as part of our Essex graduates support package. Sign up for Essex Interns to kick-start your career - [www.essex.ac.uk/careers/internships](http://www.essex.ac.uk/careers/internships)


10.1 Student Services Hub

Your Student Services Hub (SSH) is the place to go for the information you need. Your questions matter and you’ll get answers from experts. Pay them a visit on the First Floor, Silberrad Student Centre, call them on 01206 874000 or visit their webpage to see what services they offer [www.essex.ac.uk/students/contact](http://www.essex.ac.uk/students/contact).
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

Information relating to Health and Wellbeing services can be found on their webpage - www.essex.ac.uk/students/health-and-wellbeing/default.aspx

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

10.3 Harassment advisory network, dignity and respect

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

10.4 Faith groups

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

10.5 Nightline

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

10.6 Health and safety on campus

Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this we work closely with local agencies including the police and borough councils. Take a look at our website for general advice and information - www.essex.ac.uk/students/experience/safety.aspx
Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).

www.essex.ac.uk/students/campus/emergency.aspx
www1.essex.ac.uk/health-safety/fire/peep.aspx

10.7 Residence Life

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

https://www1.essex.ac.uk/accommodation/support/reslife.aspx

10.8 Health Centre

If you're studying on a course for more than six months, you're required to register with a local doctor. Our Colchester Campus has its own health centre or you can use the NHS Choices postcode finder to find your nearest doctor - www.rowhedgesurgery.co.uk or www.nhs.uk (close the pop up and the main website will open).

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 is on hand to support you throughout your time at Essex:

www.essex.su/advice
suadvice@essex.ac.uk
Telephone: 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' - https://www.essex.ac.uk/website-privacy-and-cookies-policy and www.essex.ac.uk/records_management/request

Section 4: Essex Matters

11. The Essex Experience

11.1 The Essex 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 Code of Student Conduct and Terms and Conditions

For regulations relating to the Code of Student Conduct, see the University's website:
www.essex.ac.uk/governance/regulations

For information regarding the university terms and conditions please follow this link -
https://www1.essex.ac.uk/students/study-resources/handbooks/default.aspx/j.flxpzl.com

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

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

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

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

www.facebook.com/uniofessex/
https://twitter.com/Uni_of_Essex

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

www.essex.ac.uk/events

11.4 Students’ Union

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

Say hello at essex.su

11.5 Alumni

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

http://alumni.essex.ac.uk/home

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

[www.essex.ac.uk/masters](http://www.essex.ac.uk/masters)
[www.essex.ac.uk/phd](http://www.essex.ac.uk/phd)
[www.essex.ac.uk/coursefinder](http://www.essex.ac.uk/coursefinder)