Please note:

While the information contained in this booklet (compiled by the Director of Graduate Studies in August 2017) is believed to be correct at the time of printing, the Department reserves the right to update, modify or even withdraw specific courses or to change staffing arrangements or assessment procedures where academic developments or unexpected contingencies render such action necessary or expedient in the judgement of the Head of Department. If there are any discrepancies between this document and official University documents, then the University’s documents take precedence.

The University will assume that you are aware of the contents of this handbook and of the University and Department procedures and regulations.
DEPARTMENT OF LITERATURE, FILM, AND THEATRE STUDIES

NOTES FOR THE GUIDANCE OF RESEARCH STUDENTS
including Departmental arrangements for supervision

October 2017

CONTENTS

Section One: Introduction

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction and welcome</td>
<td>7</td>
</tr>
<tr>
<td>Term dates, calendar and academic week numbers</td>
<td>7</td>
</tr>
<tr>
<td>myEssex</td>
<td>7</td>
</tr>
<tr>
<td>Current address</td>
<td>7</td>
</tr>
<tr>
<td>Student responsibilities</td>
<td>8</td>
</tr>
</tbody>
</table>

Section Two: About the Department of Literature, Film, and Theatre Studies

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative staff and responsibilities</td>
<td>10</td>
</tr>
<tr>
<td>Academic staff and responsibilities</td>
<td>11</td>
</tr>
<tr>
<td>Staff research interests</td>
<td>12</td>
</tr>
<tr>
<td>Meeting staff and other students</td>
<td>12</td>
</tr>
<tr>
<td>Support within the Department</td>
<td>12</td>
</tr>
<tr>
<td>Open Seminars</td>
<td>12</td>
</tr>
<tr>
<td>PhD Conference</td>
<td>13</td>
</tr>
<tr>
<td>Social Media</td>
<td>13</td>
</tr>
<tr>
<td>Royal Literary Fund Fellows</td>
<td>13</td>
</tr>
<tr>
<td>Film Library</td>
<td>14</td>
</tr>
<tr>
<td>Photocopying</td>
<td>14</td>
</tr>
<tr>
<td>Location of Department offices</td>
<td>14</td>
</tr>
<tr>
<td>Research students' rooms</td>
<td>14</td>
</tr>
<tr>
<td>Study rooms in the Albert Sloman Library</td>
<td>15</td>
</tr>
<tr>
<td>Funding your research expenses</td>
<td>15</td>
</tr>
</tbody>
</table>

Section Three: Academic Matters

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning and Teaching</td>
<td>16</td>
</tr>
<tr>
<td>The nature of doctoral studies</td>
<td>16</td>
</tr>
<tr>
<td>Timetable of study</td>
<td>17</td>
</tr>
<tr>
<td>The Supervisor</td>
<td>18</td>
</tr>
<tr>
<td>The Supervisory Panel</td>
<td>18</td>
</tr>
<tr>
<td>Standard Milestones for PhD Students in this Department</td>
<td>21</td>
</tr>
<tr>
<td>Confirmation of PhD Status</td>
<td>25</td>
</tr>
<tr>
<td>Appeals Procedure</td>
<td>26</td>
</tr>
<tr>
<td>Research Students' Progress Board</td>
<td>26</td>
</tr>
<tr>
<td>Criteria for Award of Doctor of Philosophy</td>
<td>27</td>
</tr>
<tr>
<td>Social and intellectual life</td>
<td>27</td>
</tr>
<tr>
<td>In Progress</td>
<td>28</td>
</tr>
<tr>
<td>Teaching</td>
<td>28</td>
</tr>
</tbody>
</table>
Information about Moodle 28
Registration, intermitting and changes to study 28
Information for disabled students 29
International students’ information 29
Mature students 29
Student representation and student surveys 30
Library services 30
Research and Skills training 31
Proficio 31
PhD Induction 31
Progression and Assessment 31
Principal Regulations for Research Degrees and Code of Practice 32
Extenating Circumstances, withdrawing and intermitting 32
Submission of the thesis 33
Supervisors and the viva 34
Complaints and fitness to practise 34
Academic offences policy 34
Ethics 35
Referencing and good academic practice 36
Departmental Style Guide 36
University policy and guidance on proofreading 42
Information about being published 42
Information relating to intellectual property rights 42

Section Four: You Matter

Practicalities: Getting Started and IT Matters 43
Registration, enrolling and transcripts 43
Find Your Way and room numbering system 43
IT support, Wi-Fi, email account, free MS office, computer labs, m:drive 43
Immigration information 44
On campus facilities 44
Graduation 44
Skills, Employability and Experience 45
Employability and Careers Centre 45
Learning a language 45
Talent Development Centre 45
CareerHub+ 45
Frontrunners 45
Student Ambassadors 45
Volunteering 45
Big Essex Award 46
Essex Interns 46
You Matter: Health, Welfare, Support and Safety 47
Student Services Hub, including contacts for disability, wellbeing, counselling and confidential issues 47
Harassment advisory network, dignity and respect 47
Faith groups 47
Nightline 47
Health and safety on campus 47
Residence Life 48
Health Centre 48
Students’ Union Advice Centre 48
University Privacy Statement 48
Section Five: Essex Matters

You Matter: Health, Welfare, Support and Safety  49
The Essex Student Charter  49
Freedom of speech policy and the Code of Conduct  49
Essex Spirit, social media and other channels of communication with students  49
Students’ Union  49
Alumni  49
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 https://www1.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 or identity, you’re part of a vibrant community that lives, learns and plays together.
Section 1  INTRODUCTION

The Department of Literature, Film, and Theatre Studies, University of Essex, Wivenhoe Park, Colchester CO4 3SQ

http://www.essex.ac.uk/lifts/

Introduction and Welcome

Welcome you to the Department of Literature, Film, and Theatre Studies (LiFTS). We hope that you will enjoy your time at Essex and that you will find your studies with us challenging, inspiring and rewarding. As a member of our postgraduate community you will be part of a dynamic research culture in an interdisciplinary department. Our expertise stretches across literature, creative writing, film studies and production, drama, and journalism. You will be supervised by leading academics in their fields as well as experienced practitioners of international standing.

We have a worldwide reputation for the quality of our research and teaching, with excellent postgraduate prospects. The Department is an exciting and stimulating environment for our postgraduate students, offering plenty of opportunities to engage with your research interests, alongside your formal academic studies, in a variety of ways, including readings, book launches, poetry competitions, seminars with guest speakers, performances in the Lakeside Theatre, screenings and much more. We warmly encourage you to explore and take these opportunities as appropriate to complement your research.

On behalf of the Department, we wish you a wonderful journey as a doctoral researcher at Essex.

Dr Elizabeth Kuti
Head of Department

Term dates, calendar and academic week numbers

You can find the complete University teaching weeks’ calendar here

Details of the academic week numbers can be found here

myEssex

myEssex is your online account. Use it to keep your personal details up-to-date, see how you’re doing on your course, contact the Student Services Hub and much more.

Current address

Please keep your local address and telephone numbers, including your mobile number, up to date on myEssex. It is vital that we are able to contact you throughout the year. We do not let anyone other than a staff member have details of your address. We will communicate with you using your Essex email address, so please ensure that you check your University email account regularly.
Student responsibilities

Your responsibilities as doctoral researchers include the following:

- Read all documentation provided, including the regulations for your degree, this Code of Practice and details of the departmental supervisory arrangements. You should sign a form to certify that you have read the documentation and agree to abide by it.

- Attend meetings with your research supervisors and Supervisory Panels as arranged and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.

- Keep in regular contact with your research supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).

- Provide updates on progress as outlined in the Progress and Appeals Procedures for Research Degree Students.

- Complete the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.

- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.

- Familiarise yourself with the expectations and conventions regarding academic referencing of other people’s work.

- Attend any research training and generic skills courses as agreed with the Director of Graduate Studies.

- Submit reports on progress as requested to research supervisors, Supervisory Panels, the Director of Graduate Studies, or the departmental Research Students’ Progress Board.

- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. In the case of research, this may take the form of a log book or research portfolio to be signed off by your supervisor, but will not be part of the assessment for the research component.

- Inform your supervisor and/or the Director of Graduate Studies promptly if there are any specific needs or circumstances likely to affect your work. Please notify the Supervisory Panel/Research Students’ Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.

- Discuss any supervisory problems with your supervisor, Director of Graduate Studies or the Head of Department. Alternatively, if you feel unable to talk to a member of the departmental staff, you should contact the Postgraduate Research
Education Team to discuss your problems. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.

- Present your thesis for examination by the end of the final term of your Minimum Period or Completion Period, depending on your programme of study. A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two week period. If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree unless you are permitted an exceptional further period of completion. Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.

- Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.
Section 2 ABOUT THE DEPARTMENT OF LITERATURE, FILM AND THEATRE STUDIES

Administrative staff and responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact details</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Manager</td>
<td>Dr Daniela Wachsening</td>
<td>Office: 5NW.6.18 Email: <a href="mailto:d.wachsening@essex.ac.uk">d.wachsening@essex.ac.uk</a> Phone: 01206 872604</td>
<td>Responsible for the overall administration of the Department</td>
</tr>
<tr>
<td>Deputy Department Manager</td>
<td>Rachele Winn</td>
<td>Office: 5NW.6.12 Email: <a href="mailto:rachele@essex.ac.uk">rachele@essex.ac.uk</a> Phone: 01206 872611</td>
<td>Responsible for student administrative and pastoral issues (undergraduate students)</td>
</tr>
<tr>
<td>Senior Student Administrator</td>
<td>Deanna McCarthy</td>
<td>Office: 5NW.6.14 Email: <a href="mailto:dlmcca@essex.ac.uk">dlmcca@essex.ac.uk</a> Phone: 01206 872176</td>
<td>Responsible for all general administrative matters for postgraduate taught and doctoral research students</td>
</tr>
<tr>
<td>Student and Academic Services Administrator</td>
<td>Emily Banks</td>
<td>Office: 5NW.6.16 Email: <a href="mailto:ebanks@essex.ac.uk">ebanks@essex.ac.uk</a> Phone: 01206 872619</td>
<td>Responsible for all general academic and non-academic matters for all students in the Department</td>
</tr>
<tr>
<td>Student and Academic Services Administrator</td>
<td>Jack Parker</td>
<td>Office: 5NW.6.16 Email: <a href="mailto:jparkee@essex.ac.uk">jparkee@essex.ac.uk</a> Phone: 01206 873282</td>
<td>Responsible for all general academic and non-academic matters for all students in the Department</td>
</tr>
<tr>
<td>Student and Academic Services Administrator</td>
<td>Antonio Vivas</td>
<td>Office: 5NW.6.16 Email: <a href="mailto:ajjviv@essex.ac.uk">ajjviv@essex.ac.uk</a> Phone: 01206 872417</td>
<td>Responsible for all general academic and non-academic matters for all students in the Department</td>
</tr>
</tbody>
</table>
## Academic staff and responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Details</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head of Department</strong></td>
<td>Dr Elizabeth Kuti</td>
<td>Office: 5NW.4.13 Email: <a href="mailto:ejkuti@essex.ac.uk">ejkuti@essex.ac.uk</a> Phone: 01206 873408</td>
<td>Responsible for leading and managing the Department and for the Department’s overall academic provision.</td>
</tr>
<tr>
<td><strong>Director of Graduate Studies and Deputy Head of Department</strong></td>
<td>Dr Shohini Chaudhuri</td>
<td>Office: 5NW.5.9 Email: <a href="mailto:schaudh@essex.ac.uk">schaudh@essex.ac.uk</a> Phone: 01206 872591</td>
<td>Responsible for overseeing the postgraduate activities in the Department and for your general academic well-being. Assists and deputises for the Head of Department.</td>
</tr>
<tr>
<td><strong>Director of Research</strong></td>
<td>Dr Susan Oliver</td>
<td>Office 5NW.6.11 Email: <a href="mailto:soliver@essex.ac.uk">soliver@essex.ac.uk</a> Phone: 01206 872616</td>
<td>Responsible for any research matters and for the strategic development of the Department’s research activity.</td>
</tr>
<tr>
<td><strong>Ethics Officer</strong></td>
<td>Dr Emma Briant</td>
<td>Office: 5NW.4.1 Email: <a href="mailto:eb17858@essex.ac.uk">eb17858@essex.ac.uk</a> Phone: 01206 87</td>
<td>Responsible for all matters relating to research ethics in the Department.</td>
</tr>
<tr>
<td><strong>Employability Director</strong></td>
<td>Nic Blower</td>
<td>Office: 5NW.5.3 Email: <a href="mailto:nblower@essex.ac.uk">nblower@essex.ac.uk</a> Phone: 01206 874456</td>
<td>Responsible for the development and enhancement of employability provision for the Department.</td>
</tr>
<tr>
<td><strong>GTA Co-ordinators</strong></td>
<td>Dr Liam Jarvis (Autumn term)</td>
<td>Office: 5NW.4.4B Email: <a href="mailto:lijarvis@essex.ac.uk">lijarvis@essex.ac.uk</a> Phone: 01206 874764</td>
<td>Responsible for the co-ordination and training of Graduate Teaching Assistants in the Department.</td>
</tr>
<tr>
<td></td>
<td>Dr Sean Seeger (Spring term)</td>
<td>Office: 5NW.5.18 Email: <a href="mailto:saseeg@essex.ac.uk">saseeg@essex.ac.uk</a> Phone: 01206 874502</td>
<td></td>
</tr>
<tr>
<td><strong>CADENZA Co-ordinator</strong></td>
<td>Dr Sean Seeger (Autumn term)</td>
<td>Office: 5NW.5.18 Email: <a href="mailto:saseeg@essex.ac.uk">saseeg@essex.ac.uk</a> Phone: 01206 874502</td>
<td>Responsible for the CADENZA co-ordination for Graduate Teaching Assistants in the Department.</td>
</tr>
<tr>
<td></td>
<td>Dr Jordan Savage (Spring term)</td>
<td>Office: 5NW.4.4A Email: <a href="mailto:jsava@essex.ac.uk">jsava@essex.ac.uk</a> Phone: 01206 874135</td>
<td></td>
</tr>
<tr>
<td><strong>Open Seminar Series Co-ordinators</strong></td>
<td>Dr Holly Pester (Autumn term)</td>
<td>Office: 5NW.4.17 Email: <a href="mailto:hpester@essex.ac.uk">hpester@essex.ac.uk</a> Phone: 01206 874029</td>
<td>Responsible for co-ordinating the Open Seminar series in the Department.</td>
</tr>
<tr>
<td></td>
<td>Dr Emma Briant (Autumn term)</td>
<td>Office: 5NW.4.1 Email: <a href="mailto:eb17858@essex.ac.uk">eb17858@essex.ac.uk</a> Phone: 01206 87</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr Jordan Savage (Spring term)</td>
<td>Office: 5NW.4.4A Email: <a href="mailto:jsava@essex.ac.uk">jsava@essex.ac.uk</a> Phone: 01206 874135</td>
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</tbody>
</table>
Staff research interests

The Department is a vibrant hub of interdisciplinary research. We have internationally recognised expertise in world literatures, and our work covers areas from Shakespeare and transatlantic romanticism to global modernism and postcolonial literature. In film studies, our strengths are world cinema, film theory and practice, adaptation and documentary filmmaking. We are proud to have foremost scholars and practitioners of contemporary theatre and poetry among the members of our staff, and we have a rising profile in journalism studies. Our scholars work across disciplines and methodologies, producing research that is highly relevant for both academic and non-academic sectors. As a doctoral research student, you are an integral part of this community and you vitally contribute to its excellence.

For more information visit our Research pages

Meeting staff and other students

There will be a Welcome Day on Friday 6 October 2017 from 9:15am onwards which all new doctoral researchers are expected to attend. This event will provide you with an introduction to the University, the key stages of a doctoral research project and the support that is available to you during your research and professional development. It also gives you a chance to be introduced to your supervisor and the Director of Graduate Studies.

Prior to this, there is also an opportunity to meet all postgraduate students and some of our academic staff in the Department over drinks and nibbles at our networking event on Tuesday 3 October 2017 from 3.00-4.30pm in the Lakeview Meeting Room.

Full details will be emailed to you prior to these events.

Support within the Department

Any problems you may have should be referred in the first instance to your supervisor, but the Director of Graduate Studies is also happy to advise you on any practical, research-related matters or matters relating to the University's formal requirements. Should you at any stage feel dissatisfied with the treatment you are receiving from your supervisor, you should raise the matter with the Director for Graduate Studies, who is always prepared to discuss any issues in the strictest confidence. If your supervisor happens to be the Director for Graduate Studies, you should approach the Head of Department. If you feel unable to approach a member of the Department, you may contact the Deputy Dean of Postgraduate Research and Education (Faculty of Humanities), Dr Matthew Grant.

Open Seminars

Our Departmental Open Seminars take place every Tuesday of the Autumn and Spring terms at 5.00pm in room 5N.7.23. The seminars are a series of talks, centred around our various Department disciplines, and bring together leading external scholars, academic staff and research students in the Department, to discuss new research or work in progress. These seminars are also an opportunity for doctoral researchers to present key concepts of their theses. You are warmly encouraged to attend these events which will be useful to the development of your research and allow you to gain new perspectives on current research interests.

The seminars are co-ordinated by Dr Holly Pester and Dr Emma Briant during the Autumn term and by Dr Jordan Savage in the Spring term.
Seminars are advertised in advance via your Essex email, the Department’s webpage, Facebook and Twitter pages, and on the Graduate noticeboard opposite the Senior Student Administrator’s Office.

**PhD Conference**

A PhD conference - organised by and for doctoral researchers in the Department - is held every year, usually in May. This is an exciting opportunity for you to join doctoral researchers, academic staff and other students in the Department to present your research materials and share your ideas. There may be an opportunity for your papers to be published, including on the Department’s webpages. We also always encourage and look forward to your contribution to the Department’s blog, writing about your experience organising and/or presenting at the Conference, or sharing your reflections on some of the proceedings.

The Department has a budget allowance available for the organisation of the PhD conference. The budget for the agreed outline of the event is overseen by the Director of Graduate Studies and the Department Manager. If you would like to be involved with organising the event, please bring a proposed outline of the conference to the Senior Student Administrator for an initial discussion.

**Social media**

You are very much encouraged to visit, like or follow, and interact with our Facebook and Twitter pages which are updated daily with a range of news, information, reflections, anecdotes, and events taking place in and around the Department and the University. These pages contain a mix of informative, thoughtful and light-hearted entries and showcase our diversity, vibrancy and accomplishments at all levels of study and research. They are a good way of keeping in touch with what is going on in the Department and at the University as a whole.

Additionally, the Department has its own blog which features contributions from both staff and students. Doctoral researchers are invited to become bloggers and use the site as an alternative outlet to share their creative work, advice and experiences. Please contact the Senior Student Administrator, Deanna McCarthy (dlmcca@essex.ac.uk), if you are interested in writing for the blog.

**Resources supplied and maintained by the Department**

**Royal Literary Fund Fellows**

The Royal Literary Fund exists to help writers, and champion good writing. It provides two resident fellows, here at Essex, to help our students with the writing of their essays, dissertations, theses, or even job and grant applications. This year, the fellows are Clare Pollard and Neil Rollinson - both published poets and authors. If you would like to take up their advice, please book your slot in the General Office or email liftstt@essex.ac.uk. The service is entirely free, confidential and independent of the University.
Film Library

Our Departmental Film Library has a vast collection of movies and documentaries. Students are welcome to borrow DVDs at no cost from the General Office. The film library is catalogued electronically and searchable via the Department website.

Photocopying

If you need to photocopy materials in connection with your studies, you should use the photocopy machines located in the Copy Centre on Square 4 or in the Library. Please observe the Copyright laws if you are copying published materials (see the notices attached to photocopiers). If you are a Graduate Teaching Assistant you will be able to access the Department’s photocopier for copying teaching materials, and a code will be issued to you by the General Office.

Location of Department offices

General Office

The General Office is located on floor 6 in 5NW.6.16 (take the entrance next to Santander on Square 4 and follow the signs) and is open from Monday-Friday from 10.00am-4.00pm.

Common Room

The Department’s Common Room (5NW.6.1) is open from Monday-Friday 9.00am – 5.00pm and is available for all students in the Department to use.

Noticeboards

Various information is displayed around the Department’s noticeboards on floors 4, 5 and 6. The Graduate noticeboard is opposite the Senior Student Administrator’s office (5NW.6.14).

Research Students’ rooms

There are a limited number of spaces available for research students in the Department’s two PhD Study Rooms on floor 5 (5NW.5.14 and 5NW.5.12) as well as in the Postgraduate Study Room (5NW.5.15) which is open to both taught and research students. In these rooms, there are networked computers, a printer, desk space and shelves available. As these spaces are shared by many people, we ask that students please fully vacate any desks at the end of each visit and PCs are made available for others to use as required.

We strongly advise that you do not leave any valuables in these rooms.

Separate rooms (5NW.5.16 and 5NW.6.3) are also available for Graduate Teaching Assistants (GTAs) to use for meeting students and for the preparation of seminars. These rooms are equipped with networked computers, a printer, desk space and shelves for storing any teaching materials.

For health and safety reasons, we cannot allow the storage of any perishable food items in any of our rooms. Tea/coffee may be stored in sealed and labelled containers.

Keys for both the Postgraduate Study Rooms and the Graduate Teaching Assistant offices can be signed out from the General Office on a termly basis or for the length of the academic year. A nominal deposit of £5.00 is required when signing out any keys which will be reimbursed when the keys are returned.
Study rooms in the Albert Sloman Library

The Albert Sloman Library on Square 5 has a variety of study spaces over six floors, including dedicated 24/7 facilities and study rooms and group work areas.

Information on funding and grants

Funding your research expenses (Conference attendance, archival research, etc.):

The Department has limited funds available to support the research activities of its doctoral researchers. Research students are eligible to apply for a research allowance of up to £100 per year, up to a total of £200 per student for the duration of their studies within the Minimum Period of Study. An application form which needs to be approved by the Director of Graduate Studies, is available from the Senior Student Administrator to whom you should also submit your approved form, together with a description of your research expenditure, the amount claimed and detailed receipts. Please do not attach a general payment confirmation if the purchase was made by credit or debit card. The Department can only reimburse claims supported by detailed receipts.

Please ensure that you claim for your expenses within one month of the expenses being incurred.

More substantial support (up to £700) for your professional training and research expenses relating to conference attendance is provided by Proficio.
Section 3  ACADEMIC MATTERS

Learning and teaching

The nature of doctoral studies

From the first day of your research, plan your work so that you can realistically expect to submit your thesis for examination by the end of three years. While doctoral projects need to be both comprehensive and original, for any research project, it is wise to limit the scale and scope of what you do to what you can achieve in a set period of time. To work within limits allowed by the time available is part of the exercise of research itself.

A decision to pursue research implies that you are keenly motivated and interested in your chosen subject, and you have already started examining your primary sources. The opening phase of research can be bewildering unless you devise a clear strategy from the outset. This includes the working out of a general plan of research, the initial conceptualisation of the problems likely to arise, and a preliminary review of the most relevant literature. As you move further into the subject, you may well find that the plan changes and that the problems turn out to be somewhat different from those you had initially foreseen. But after three months’ work, it should be possible for you to have a very clear idea of what you are aiming for, and by this stage you should be conversant with secondary sources and examining your primary sources in depth. Your major effort at investigating these and drafting your chapters will probably come between the end of your first term and the midpoint of your third year. This leaves the second half of your third year for revising the thesis into its final version.
Timetable of study

A typical timetable would look like this:

| First year (first term of your research): | Planning, conceptualisation, reading, writing a critical review of the secondary literature in your field, establishing your position regarding it, and identifying the sources you intend to use. You should keep a critical bibliography of the material you are reading. |
| First year (second term of your research): | You should now be working on the primary materials of your thesis, writing draft chapters as soon as possible. |
| | At the end of your first year (end of 2nd year for part-timers) your second supervisory panel will be the Confirmation of PhD Status panel. The Panel will review the evidence to confirm whether or not progress and work is at PhD level. See Confirmation of PhD Status. |
| Second year | The process of investigation and writing continues. |
| | At the end of the second year for part-timers the supervisory panel in summer will be the Confirmation Panel. The Panel will review the evidence to confirm whether or not progress and work is at PhD level. See Confirmation of PhD Status. |
| Third year (first term): | The completion of draft chapters. |
| Third year (second term) | Revision of your thesis into a final version ready for submission, inclusive of the notes, bibliography and an abstract. |

This is a broad description of a typical pattern of progression from first to third year of the thesis. For a more detailed account please refer to Supervisory Panel Reports and the PhD Confirmation Criteria.

All doctoral research students are initially registered as MPhD (MPhil/PhD) students. PhD status will need to be confirmed at the end of their first year of research (at the end of the second year for part-time students). See Confirmation of PhD Status for more details.
The supervisor

Your most important academic contact in the Department is your supervisor, who is normally appointed for the duration of your study for the PhD, MPhil or MA by Dissertation degree. Your supervisor will advise you about all intellectual aspects of your research, including your research methods, your sources, and literature to be consulted. Any written work you do, including draft chapters of the thesis, will be read in the first instance by the supervisor.

The supervisor has overriding responsibility for the individual student. His or her functions can be roughly divided into four categories:

(i) maintaining regular contact with the student in order to provide general guidance on the research project as a whole and specific assistance on matters of detail; ensuring that the student prepares written work for discussion and criticism according to an agreed timetable;
(ii) offering individual support to the student by helping him/her surmount disappointments, crises of confidence, etc.;
(iii) liaising with the Director of Graduate Studies, arranging meetings of the Supervisory Panel, reporting when necessary to grant-awarding bodies on the progress of students in receipt of awards;
(iv) writing references.

A supervisor may recommend that their doctoral researcher attend a particular taught course in the Department (or in some other Department). If you yourself wish to attend such a course you must obtain the consent of your supervisor beforehand. You must also obtain the permission of the course tutor before the course begins and make yourself fully aware of the tutor’s conditions of permission, especially of the level of participation the tutor requires.

Any student may attend any lecture given in the University.

The supervisor and the doctoral researcher will arrange a working timetable at the start of their relationship. The norm is one meeting a month, but meetings may be more frequent during the first months of your research, and again as the writing of the thesis nears completion.

The Supervisory Panel

Departments set up a Supervisory Panel for every student being examined by thesis - whether registered for a PhD, MPhil, or MA by Dissertation. In this Department, the Panel is composed of the supervisor and two other members of academic staff. The latter are chosen on the basis of their competence to comment on the empirical or thematic substance of a student’s work, or to comment on structural or procedural issues. The Supervisory Panel should be chaired by a panel member who is not supervising the student. It is the responsibility of the supervisor to nominate the members of the Supervisory Panel, and for the Director of Graduate Studies to ratify the composition of the Panel.

During the final six months before submission of your thesis, no member of staff who is nominated as your internal examiner may comment on drafts of the thesis or offer a judgement as to the overall quality of the thesis.

A Supervisory Panel must formally meet with a full-time student twice every year (in January and May/June in the first year, and thereafter November/December and May/June), and with a part-time student once a year.
For each Supervisory Panel, the doctoral researcher is required to produce the following materials:

- A Research Progress report (one page)
- Outline of thesis structure (one page)
- A piece of written work including bibliography and references (approximately 25 pages), the nature of which is decided upon by the supervisor in consultation with the researcher
- An updated CV (required for the first Supervisory Panel in the third year of your studies)

In the first year, one of the papers submitted should be an annotated bibliography, i.e. a critical review of the literature in the field, which makes clear the doctoral researcher’s own position regarding the existing literature, and the approach you intend to use. In the second and third years, a draft (or polished) chapter is an appropriate paper.

Please send your panel submission electronically to the Senior Student Administrator by email attachment on or before 30 October 2017 (5 January 2018 for new students) and on or before 16 April 2018. At the meeting, the panel will critically (but constructively) discuss your paper, and ask questions about past and future work on the thesis. Panel meetings complement and should not replace or repeat normal supervision. In your Completion Period, you will have at least one Supervisory Panel meeting (usually at the end of the first term).

After each Panel meeting, the chair of the Supervisory Panel will be required to complete a short report which is considered by the Department’s Research Students’ Progress Board (RSPB). The report may make suggestions for improvement. The Panel will rate your progress as Excellent, Very Good, Good, Satisfactory, Cause for Concern, or Unsatisfactory.

At the second meeting in the year, the Panel will make a recommendation to the Research Students’ Progress Board (RSPB) that you be allowed to continue, or that you be required to discontinue with your studies, or that you alter your status (see the section on ‘Confirmation of PhD Status’).

The date of the next Panel meeting may be signalled in each report. You must sign the report to show that you have read it and send it back to the Senior Student Administrator within three days.

The system of Supervisory Panels is designed to give you fresh perspectives on your work, and the benefit of the research experience of qualified staff other than your supervisor. It is also designed to guide you in keeping to the timetable of work agreed as well as to provide you with experience of defending your work.
Supervisory Panel Reports: Progression and criteria

All Supervisory Panel report forms up to the Completion Period require comments to be entered under the following set of criteria:

- Report on discussion of submitted work (identifying strengths and weaknesses)
- Outline of the student’s achievements and skills enhanced to date
- Recommendations for work before next Panel
- How many times in the last term did the supervisor and student have contact (email, face-to-face, etc.)?

Additional criteria are, however, required at two stages of the candidate’s progression:

(1) Confirmation of PhD Status (at the end of the first year of study)
Description of total work seen to date by supervisor, including number of words and number of draft chapters written

Has the student a clear plan of work for the next research phase?

(2) At the end of the Minimum Period (3 years full-time, 6 years part-time)

In order for a student to progress beyond the Minimum Period into a Completion Period (if necessary) the Panel will be asked to answer three questions:

- Has a substantial portion of the thesis been written in draft and is it of a satisfactory quality?
- How many completed chapters exist in draft (e.g. 4/7)?
- What is the anticipated submission date?

If you enter the Completion Period after your Minimum Period of Study, you will have one Supervisory Panel in that period (during the first term).
<table>
<thead>
<tr>
<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)</td>
<td>A: Assess training needs and knowledge required to undertake research project and complete the thesis</td>
<td>▪ Training Needs Analysis to be completed ▪ Attend Proficio courses and plan for further courses to attend, as appropriate</td>
<td>▪ Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students</td>
</tr>
<tr>
<td>B: Confirm research topic and demonstrate significance/impact of research</td>
<td>Update research Project Proposal, including (dependent on subject area): ▪ Write central research problem/questions to be answered ▪ Methodological considerations ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage</td>
<td>To be submitted for the first Supervisory Panel; by end of term 1 for full-time students; by end of Term 2 for part-time students</td>
<td></td>
</tr>
<tr>
<td>C: Demonstrate understanding of chosen topic within the context of the field</td>
<td>▪ Critical Literature Review in the form of annotated bibliography to be submitted for the first Supervisory Panel</td>
<td>By the first Supervisory Panel (deadline as above)</td>
<td></td>
</tr>
<tr>
<td>D: Demonstrate the ability to analyse material critically and to produce work of the quality and quantity indicating completion within the three-year minimum period</td>
<td>▪ Evidence that academic writing is of standard and ability expected at doctoral research level, including adequate referencing and language skills. The expectation is that the student will have produced around 15,000 words of quality research writing</td>
<td>By Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students)</td>
<td></td>
</tr>
<tr>
<td>E: Demonstration of effective project management through the setting of research goals and prioritisation of activities</td>
<td>• Create a detailed, realistic plan of work/timetable for Year 2</td>
<td>By Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students)</td>
<td></td>
</tr>
<tr>
<td>F: Subject-specific milestones</td>
<td>• Demonstration of initiative, independence and self-reliance in research as well as of a good collaboration with the supervisor</td>
<td>• The ability to write clearly and in a style appropriate to purpose (as evidenced in the material submitted to the panels)</td>
<td>• Subject specific goals as identified by the supervisor</td>
</tr>
<tr>
<td>M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)</td>
<td>A: Review training needs and knowledge required to continue with research project and complete the thesis</td>
<td>• Training Needs Analysis to be reviewed</td>
<td>• Attend Proficio courses and plan for further courses to attend, as appropriate</td>
</tr>
<tr>
<td></td>
<td>B: Demonstrate work of the quality and quantity expected at the end of Year 2</td>
<td>• Produce 2/3 of thesis in quality drafts</td>
<td>• Report on research and writing undertaken to date</td>
</tr>
<tr>
<td></td>
<td>C: Review significance and impact of research and articulate output.</td>
<td>For example:</td>
<td>• Deliver a workshop</td>
</tr>
<tr>
<td></td>
<td>D: Demonstration of effective project</td>
<td>• Create a detailed, realistic plan of work/</td>
<td></td>
</tr>
<tr>
<td>Management through the setting of research goals and prioritisation of activities</td>
<td>Timetable for Year 3 in order to complete within the three-year minimum period</td>
<td>Panel (Term 6 for full-time students; Term 12 for part-time students)</td>
<td></td>
</tr>
<tr>
<td>---</td>
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</tr>
</tbody>
</table>
| E: Subject-specific milestones | ▪ A knowledge of the most recent work within one’s field and in related areas as demonstrated in written work  
▪ The capacity to effectively support the learning of others when involved in teaching, mentoring or demonstrating activities  
▪ The development and maintenance of co-operative networks and working relationships with supervisors, colleagues and peers within the institution and the wider research community  
▪ The ability to listen, give and receive feedback and respond perceptively to others as evidenced in the discussions at Supervisory Panel meetings | By end of Year 2 |
| M3: Completion in Year 3 (or equivalent for part-time students) or, if necessary, progress from Year 3 to Completion Period | A: Ability to reflect on skills and knowledge development and its application to the research project | Training Needs Analysis reviewed | By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students) |
| | B: Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students) | Research completed (critical, theoretical and empirical work where relevant)  
▪ Produce entire thesis in draft | By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students) |
<p>| | C: Demonstrate ability to complete within the minimum period, or if necessary, progress from Year 3 to | Produce final draft of the thesis by end of term 8 and submission by end of term 9. OR (if necessary) | By end of year Supervisory Panel (Term 9 for full-time students; Term |</p>
<table>
<thead>
<tr>
<th>Completion Period and complete within maximum period</th>
<th>Produce a realistic Completion Period plan</th>
<th>18 for part-time students</th>
</tr>
</thead>
<tbody>
<tr>
<td>D: Subject-specific milestones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Plan and create the overall construction of the thesis</td>
<td>▪ Demonstrate the ability to present one’s skills, personal attributes and experiences through an effective CV to be submitted for the first Supervisory Panel in the third year</td>
<td>By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)</td>
</tr>
</tbody>
</table>

In the exceptional circumstances that you need a Completion Period, the last Panel in year 3, or equivalent for part-time students, will be the Panel that will decide on your progress into the Maximum Period. See “Completion Supervisory Panel.”

M4: During Completion Period

A: Clear evidence of progress towards submission

- Completed final draft of thesis for supervisor(s)/Supervisory Panel comments

By Supervisory Panel in Completion Period (Term 10 for full-time students; Term 19 for part-time students)

Expected outcomes:

- Completed and submitted final doctoral thesis in the range of 60-80,000 words or the agreed equivalent for PhD creative practice.
- Successfully passed viva voce examination.

Further expected outcomes:

- The ability to constructively defend research outcomes in the viva voce examination and in academic fora such as seminars, conferences and publications.
- The development and maintenance of co-operative networks and working relationships with supervisors, colleagues and peers within the institution and the wider research community.
- The ability to understand the processes for research funding and evaluation of research in the UK and globally.
- The ability to set realistic and achievable career goals, and identifying and developing ways to improve employability.

The Milestones for MPhil and MA by Dissertation students are available from the Senior Student Administrator or on the Department’s webpage [here](#).
Confirmation of PhD status

Doctoral researchers will be registered for a standard minimum period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students are supervised as PhD students, but PhD status will need to be confirmed at the end of their first year of study at the May/June Supervisory Panel (end of the second year for part-time students).

In the first year, towards the end of the third term of study (end of the second year for part-timers), the second Supervisory Panel of the year will be the Confirmation Panel. The Panel will review the evidence to confirm whether progress and work is at PhD level.

In order to decide whether to confirm PhD status, the Supervisory Panel will apply the following criteria:

For critical / theoretical PhDs

1) The student has completed a review of the secondary literature in the field, established a critical position in relation to it, and identified the major primary and secondary sources to be used.
2) The student is advanced in examining secondary sources, has demonstrated this in a substantial draft chapter outlining the conceptual framework of the thesis, and has begun to examine primary sources.
3) The student has adequately formulated the topic and produced a clear outline of the thesis, together with a plan of work for the remainder of the minimum period.
4) The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time. The expectation is that the student has produced 15,000 words of quality research writing.

For PhDs with Creative Practice (Creative Writing; Film with Creative Practice; and Theatre Studies, Playwriting)

1) The student is advanced in examining and processing primary and secondary sources.
2) The student demonstrates progress by providing a sample of the creative work (to be agreed with the supervisor).
3) The student further provides a draft chapter of the critical/analytical commentary.
4) The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time. The expectation is that the student has produced up to one third of their overall thesis.

If a student does not meet the confirmation criteria at their summer term Panel, they will have to present their work at a further Panel to be held in August/September. If they are still unable to meet the criteria, they will be downgraded to MPhil status. The Confirmation Panel can make the following recommendations to the Research Students’ Progress Board (RSPB):

- Confirm PhD status
- Defer the decision regarding PhD status to the next Panel
- Change status to MPhil
- Discontinuation

When PhD status has been confirmed by the Deputy Dean of Postgraduate Research and Education (Faculty of Humanities), the student will be sent a letter indicating that their formal
registration status has been changed to PhD instead of MPhil/PhD. The Minimum Period will be unchanged. Students will continue to have two Supervisory Panels each year (one for part-timers) and the full range of decisions regarding progress will remain open to the Panel. This means that confirmation is not a guarantee that a subsequent recommendation of downgrading or discontinuation could not be made if good progress did not continue.

If the first Confirmation Panel does not recommend that a student's PhD status should be confirmed the student will continue as an MPhil/PhD student until a second Confirmation Panel is held around three months later. If, however, a student accepts the assessment that their status be downgraded or discontinued, then this change will take place immediately. In such cases, the student does not have a right of appeal. A student who is downgraded to MPhil will have revised Minimum and Maximum dates.

If the decision regarding PhD status is deferred to a second Confirmation Panel, or a student decides not to accept the recommendation of the first Confirmation Panel of downgrading or discontinuation, then a second Confirmation Panel will be held just before the start of the second year (beginning of the third year for part-timers).

If, following the second Confirmation Panel, PhD status is not confirmed, then the Panel will recommend to the Research Students’ Progress Board either downgrading to MPhil or discontinuation. At this point, a student has a right of appeal against that decision. The RSPB’s recommendation is made to the Deputy Dean of Postgraduate Research and Education (Faculty of Humanities).

**Appeals procedures – doctoral researchers**

If the recommendation of the Research Students’ Progress Board is that your degree should be downgraded or your studies discontinued, and you want to appeal, you must do so within two weeks of receiving the notification. You must do so in writing on the Form of Appeal.

You should read carefully the Appeals Procedure against a progress decision – postgraduate research students

You may also appeal against a viva examination decision. ‘Failed’ or ‘referred’ candidates may submit their appeal no later than eight weeks after the notification of the decision.

You should read carefully the Appeals Procedure against an examination decision – postgraduate research students (thesis)

Where the Research Students’ Progress Board is considering a recommendation that a student’s studies be downgraded or discontinued, it will invite the student to discuss this with the RSPB before making a final recommendation to the Deputy Dean of Postgraduate Research and Education (Faculty of Humanities). If downgrading or discontinuation is confirmed by the RSPB the student may then request a review of the recommendation using the appeals procedure (see above).

**Research Students' Progress Board**

The Research Students’ Progress Board formally monitors the progress of all research students twice a year, on the basis of the first and second annual reports of the Supervisory Panel.

You may wish to comment on the reports of the Panel, in writing, for the Progress Board to consider.
If a Supervisory Panel report has recommended that you discontinue or that your status be changed, you will be given the opportunity to attend the meeting of the RSPB reviewing the case. If the RSPB decides to accept such a recommendation, you will be informed in writing and you may request a review at which point the University’s Guidelines for Supervisory Arrangements for Research Students come into operation and the Deputy Dean of Postgraduate Research and Education (Faculty of Humanities) will set up a Review Committee.

For a note on continuation into the Completion Period, see the paragraph headed Periods of Study, in the section University Requirements, below.

**Criteria for Award of Doctor of Philosophy (subject to passing viva voce examination)**

Specification of submission materials for the PhD (critical projects in Literature, Film, Journalism or Theatre): a thesis of 60,000-80,000 words, exclusive of the notes and bibliography.

**Specification of submission materials for PhD projects involving original creative input:**

**PhD in Creative Writing** (word lengths may vary depending on genre): Novel or collection of short stories (30,000-100,000 words) plus critical commentary (35-40,000 words); or a collection of poems (50-100 pages, the length of a standard collection of poetry, roughly 10,000-20,000 words) plus critical commentary (35-40,000 words).

**PhD in Film with Creative Practice**: Original screenplay or equivalent short screenplays (80-120 pages, equivalent to 80-100+ minutes of screen time, roughly 30,000 words) plus critical commentary (40,000 words); or a full-length film or equivalent short films (80-120 minutes screen time), sample screenplay excerpt (10,000+ words), critical commentary (30-40,000 words).

**PhD in Theatre and Playwriting**: Original full-length play or equivalent short plays (70-100 pages or 70–150 minutes playing time, 20-30,000 words) plus critical commentary (40,000 words).

(See also: [Code of Practice: Postgraduate Research Students](#))

**Social and intellectual life**

However closely you establish working relations with your supervisor and however close the attention paid to your work by members of your Supervisory Panel, research can often be a lonely undertaking. Amongst other programmes, the Postgraduate Peer Mentoring scheme is designed to introduce new students to the Departmental postgraduate community. We are an interdisciplinary Department which also explores literature, film, theatre, creative writing and journalism comparatively. You can therefore expect the research interests of staff and students to be extremely diverse. We think this diversity is something for you to value and utilise, whatever the particular field of your own research.

Do take advantage of opportunities the University and the Department offer you to join in the social and intellectual life of the campus. Come to our talks and events and join Student Union societies, which may cater for your spare-time interests both within and outside the Department.
Every Wednesday evening, during the Autumn and Spring terms, our doctoral researchers organise a work and social get-together. The format of the evening is for one student to present on their research, followed by a Q&A session, and rounded off by a trip to the pub. This is a great opportunity for the student presenting their work to get peer feedback, for our research students to hear the amazing array of research going on in the Department, and for everyone to get to know each other better. Postgraduate taught students are invited to contribute with their own talks in the Spring term and the sessions are open to all. If you would like to get involved in organising In Progress, please contact Deborah Landes, email: dpland@essex.ac.uk.

Teaching

From your second year of research, PhD students are eligible to apply to become a GTA (Graduate Teaching Assistant) in the Department for a maximum period of two years only (teaching is not permitted in your Completion Period). As a GTA, you would have an opportunity to teach first or second year undergraduate modules. During your first year of research, you will be encouraged to "shadow" a class by an experienced teacher in those first and second year modules you might be interested to teach; this experience is a necessary prerequisite for your application. You will receive details of the application process and dates of interview in the Spring term. Please note that GTA positions are very competitive and dependent on the availability of Departmental opportunities and funding. Always first consult your supervisor about your ambition to apply for teaching, as they would be able to evaluate what impact an engagement with teaching might have on your research. Your supervisor will also need to officially support your application.

If you have been offered an opportunity to teach, you are required to obtain the CADENZA certificate in the first year of your teaching.

Moodle

We use Moodle as our online learning environment. It has built-in features to enhance learning such as research discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.

Registration, intermitting, changes to studies

All new students and returning students must register at the start of each academic year. The full process for new students includes activating your student record for the academic year - which is held by our Postgraduate Research Education Team – getting your email account, access to IT and library services and confirming your contact details.

You should discuss any proposed change of degree title with your supervisor. Once you have decided you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form.

Until your final term, you may request a transfer from one mode of study to another, for example from full time to part time, including distance learning, or vice-versa. You should discuss any proposed change with your supervisor. This transfer can only happen once and cannot be reversed.

If you are a sponsored student, you should discuss any proposed change with your funding body and/or check its terms and conditions. If you are a Research Council funded student
you should contact the Student Services Hub in the Silberrad Student Centre to discuss your request to change your mode of study.

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online Change of Mode of Study form, which will need to be approved by the Department and the Dean.

If your request is approved, your Minimum and Maximum period will be adjusted pro-rata. **Please read carefully our guidance on Tier 4 and course changes.**

Maximum and Minimum periods of study from 2008-09

<table>
<thead>
<tr>
<th>Research degree</th>
<th>Mode</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters by Dissertation</td>
<td>FT</td>
<td>One year</td>
<td>Two years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Two years</td>
<td>Three years</td>
</tr>
<tr>
<td>Master of Philosophy (MPhil)</td>
<td>FT</td>
<td>Two years</td>
<td>Three years</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>PT</td>
<td>Four years</td>
<td>Five years</td>
</tr>
<tr>
<td></td>
<td>FT</td>
<td>Three years</td>
<td>Four years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Six years</td>
<td>Seven years</td>
</tr>
</tbody>
</table>

(Table taken from the Principal Regulations for Research Degrees – Appendix 1)

**Information for disabled students**

Professor John Gillies (jgillies@essex.ac.uk) is the Departmental Disability Liaison Officer (DDLO) who can provide you with a direct link to student support services, making sure that the Disability Service knows about any adjustments you may require.

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

UK students may be eligible for a **Disabled Students’ Allowance grant.**

**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, advise and assist you during your time at Essex.

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

**Mature 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.

### Student representation and student surveys

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

You can do this in a number of ways:

1. You can contact (or be elected as) a **student representative** who represent the voice of fellow students in Departmental Student-Staff Liaison Committees (SSLCs) and other University level committees.
2. You can find more information on the [Students’ Union website](http://studentsuniversity.com) and the [University’s policy](http://universitypolicy.com).
3. You can find out information about [Student Staff Liaison Committees (SSLCs)](http://sslcs.com).

### Library services

At our Colchester Campus, the [Albert Sloman Library](http://library.essex.ac.uk) 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. There is also an opportunity to access previous students’ PhD thesis.

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 Esther Wilkinson - contact her at ewilkin@essex.ac.uk or use the [book a librarian form](http://librarybookform.essex.ac.uk) on the Library website to get in touch.

For guidance in relation to third-party proofreading of student work, please see [here](http://proofreadingguide.essex.ac.uk).
Research and skills training

Proficio

Proficio is our innovative professional development scheme for doctoral researchers, and it’s unique to Essex. We believe that your academic and professional development is vital to your growth as a doctoral research student and so we credit your Proficio account with funds that can be spent on a variety of courses and conferences. You can contact the Proficio team at proficio@essex.ac.uk.

PhD Induction session

At the start of Autumn and Spring terms there will be a PhD induction session for all new doctoral research students run by the Director of Graduate Studies, Dr Shohini Chaudhuri.

The Autumn term session will be held on Friday 6 October at 2:00pm (in 5NW.5.9).

There are several welcome/transition conferences for PGR students planned for the start of the Academic Year 2017-18 and you will be notified of the dates when this information becomes available to Departments.
Progression and assessment

Principal Regulations for Research Degrees and the Code of Practice for Research Degrees

The Principal Regulations and the Code of Practice are extremely important documents that set out both your responsibilities as a doctoral researcher and the responsibilities of the University to you; take time to familiarise yourself with them. They outline the roles and responsibilities of you, your supervisor, your Supervisory Panel and the Research Students’ Progress Board.

Extenuating circumstances, withdrawing and intermitting

Extenuating circumstances are circumstances beyond your control which cause you to perform less well in your work than you might have expected. In general, extenuating circumstances will be of a medical or a personal nature that affect you for any significant period of time and/or during the examination period.

Extenuating circumstances relating to your overall postgraduate research studies should be made known to your supervisor, the Director for Graduate Studies, the Supervisory Panel, and Research Students’ Progress Board and submitted to their attention in writing. The extenuating circumstances should be claimed normally two weeks in advance of any relevant deadline of your progression (e.g., in advance of the deadline for submission of your new work for the Supervisory Panel).

Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from the Students’ Union Advice Centre, or the Student Services Hub.

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 the Department and the Student Services Hub to talk to one of our advisers.

Please note the University restricts an application for an intermission to one term only and retrospective intermission will not be granted, especially for those on Tier 4 or other visas. Intermissions are not accepted for doctoral researchers in their Completion Period.

If your intermission is agreed to, we will give you the advice and support you need to help you carry on with your studies.

You are strongly advised to discuss intermitting with your supervisor and the Director of Graduate 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 the Department or the Student Services Hub at the earliest opportunity. It is very important that you discuss your circumstances with the University and follow the formal procedure for withdrawing. If the university is not formally notified, then you may risk continuing to incur further tuition or accommodation fees.

**Submission of the thesis**

**Thesis submission pre-examination**

You must submit your Approval of Thesis Title form to the Postgraduate Research Education Team **AT LEAST two months** before you are intending to submit your thesis for examination. Please discuss your final title with your supervisor as once the form has been submitted, it cannot be changed.

All candidates for Masters by Dissertation (MA), Master of Philosophy (MPhil) and Master of Philosophy (PhD) must submit **two** copies of their thesis for examination. Candidates being examined as staff must submit **three** copies of their thesis for examination. Each copy must be bound as detailed below.

Your two copies of the thesis should be submitted for examination in an unbound format.

They **must** be adequately secured (for example in spring-back binders or comb binding and **not** in ring binders or lever arch box files). They **must not** be overfilled and to avoid all risks of coming open and jeopardising examination, two binders **must** be used, if required.

All registration fees and debts must be paid before the thesis can be accepted for submission.

You should submit to the Silberrad Student Centre:

a) **Two** copies (one original and one good copy) of the thesis or dissertation.

b) A submission form (RD1) completed and signed by yourself.

You are strongly advised to retain one good copy of the thesis or dissertation yourself.

Please note that you **must** provide an electronic copy of your submitted thesis to the Postgraduate Research Education Team if your examiner requests an electronic version.

All submitted copies of the thesis belong to the University and shall be returned to the candidate following the viva.

**Thesis submission for Award**

Following the completion of the examination process, the candidate will be notified via email that in order to gain their award they must submit one electronic version of their thesis to the online research repository. Following the receipt of this deposit, the candidate will be awarded their postgraduate research degree.

**Thesis deposit**

Detailed thesis deposit instructions to the repository can be found [here](#).
Students wishing to place a restriction on their thesis must do so in writing prior to submission of their thesis to repository@essex.ac.uk. Further information regarding restrictions can be found here.

When depositing your thesis in the online repository you will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement.

Full details for the requirements for thesis submission can be found here.

Retention

Your thesis will be made open access when deposited in the online Research Repository. The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.

Supervisors and the viva

Your supervisor will not normally be present during your viva and will not normally have any contact with your examiners other than to arrange their appointment.

Complaints and fitness to practise

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.

You can find the complaints procedure and the forms here.

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.

Academic Offences policy

The University expects students to act with honesty and integrity in relation to coursework 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 thesis. An academic offence can take place even if you didn’t mean to commit one, and examples include plagiarism and falsifying data or evidence.

If you aren’t sure what the conventions are, particularly in relation to referencing, you should ask the Department or contact the Talent Development Centre.

More information about academic offences and getting support can be found here.
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 and/or DBS checks **must** be obtained before it commences. Ethical approval **cannot** be granted retrospectively and failure to obtain ethical approval prior to data collection will mean that this data cannot be used.

You can find our Guidelines for Ethical Approval of Research Involving Human Participants [here](#) 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.
Referencing and good academic practice

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

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

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

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

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

To find out about the Departmental referencing style (Chicago) and for help with referencing, visit the library website.

Departmental style guide

This guide describes good practice in all the aspects of formatting, quotation, and referencing that you are likely to need to use, and adheres to widely recognised standards in scholarly writing. It is based upon the Chicago style.

There is often a good deal of nervousness regarding academic style, particularly over referencing. However, it is, for the most part, simply a case of following straightforward models, which are described in this document. Nothing outlined here is particularly complex, so following these guidelines should help you in submitting clear, well-referenced work. You should always bear in mind that good, coherent style and accurate, properly formatted references are vital research skills.

Basics

- Use 12-point font and at least 1.5 line spacing (except for footnotes, which can be 10-point and single spaced).
- Number all pages (using the page-numbering function on your word-processing package).
- Always read through your work carefully before submitting it, checking for spelling and grammatical errors. DO NOT rely on your computer’s automatic spelling and grammar checking functions, and NEVER use these without reading through the essay again afterwards.

Quotations

- Always make sure that your quotations are clearly identified as another’s words, cited in the manner described in the ‘Referencing’ section, below.
- Short quotations do not need to be indented from your main text.
  - Prose quotations of fewer than 50 words should be run on as part of the text, in quotation marks.
Two or three lines of verse should be run on with the lines separated by a forward slash: e.g. "In the room the women come and go / Talking of Michelangelo".

- Long quotations of more than 50 words, or of several lines of verse, dialogue, etc., should be indented from the text, single-spaced, and not enclosed in quotation marks.
- If you wish to skip over part of a sentence you are quoting, indicate this by an ellipsis ( . . . ) or four dots (full stop plus ellipsis . . . . ) if you run over the end of a sentence. Explanatory words added by you within quotations are indicated by square brackets.
- Make sure that you use punctuation to make your quotations fit in smoothly and logically with your own prose.
  - If the quotation begins a new sentence or distinct new point, a colon or full stop is probably most appropriate: “Punctuation is as vital to strong writing as the words used.”
  - If the quotation continues the point, functioning as a new clause in a sentence, “then a comma should be sufficient.”
- As well as correctly citing your quotation with a footnote, identify the source in your main text, using such phrases as “As John Smith suggests”.
- Do not italicise quotations, unless the original text is italicised. If you use italics to emphasise a particular word or phrase in a quotation, make this clear in square brackets [my italics].

Footnotes and references

You must ALWAYS acknowledge the source of:

- any direct quotation from a published work;
- any idea from a published work which has significantly influenced your argument, even if you do not make a direct quotation;
- any repetition of material from another of your own essays;
- any other quoted or directly influential source, such as lecture notes, presentations, or seminar discussions.

The rule of thumb for footnotes is to be brief and clear.

Please refer to the University webpages for information on plagiarism if you are at all unclear about the definition.

Footnotes and parenthetical citations: the basics

After quotation from, or reference to, any work, indicate a footnote by a raised number, thus.¹

Footnotes should appear at the foot of the page to which they apply. Your word-processing package will you allow to enter footnotes automatically (usually 'Insert Footnote'), but pay attention to the 'Options' menu (always choose Arabic numbering) and use ‘Format Style, Footnote Text' to arrange the notes in readable fashion.

Footnote formatting - general

Footnote formatting for citing book, journal, film, internet (and so on) sources generally follows the very similar format as for bibliographical citations (see 'Bibliography,' below, for key differences), except that the author name runs--forename surname--followed by citation details. For instance,
If you are quoting from a source multiple times in the same essay, you can provide one footnote with the citation details of the text, followed by the statement “subsequent page references in text.” For example, footnote 1 might read:

\[1 \text{ Sigmund Freud, } \textit{Civilization and Its Discontents} [1929], \text{ trans. James Strachey (New York: W.W. Norton, 1961), 79-80. Subsequent page references in text.}\]

After this, page references for this text can go in parentheses after quotations:

Freud describes the word “civilization” as, “the whole sum of the achievements and the regulations which distinguish our lives from those of our animal ancestors” (544).

Woolf’s novel concludes with the third section, “The Lighthouse,” where Lily’s memory of Mrs Ramsey is reframed; Lily finds herself “tunnelling her way” into the past (355).

\textbf{Citing dramatic works}

The first footnote reference should cite author, title, place, publisher, date, page number (for more detailed examples see below). Act and scene numbers should always appear in parentheses after the quotation. No further footnote is needed for the same play, though further parenthetical citations should indicate page, act, scene, and line numbers (if given) using the form (V.ii.19-22), where the sequence of upper case Roman, lower case Roman, and finally Arabic signifies act V, scene ii, lines 19-22.

\textbf{Citing poetry}

The first footnote should cite author, title, place, publisher, date, page number. Line numbers should always appear in parentheses after the quotation. NO further footnote is needed for the same poem, though further parenthetical citations should cite page and line number(s) (for example: p. 12, l. 12). Multiple lines of a poetic work are signified by 'll.' (for example, p. 12, ll. 12-15). Long poems, such as \textit{The Aeneid} or \textit{The Faerie Queene} are referenced by their internal divisions into, for example, books and cantos and stanzas (III. x.12). Shorter poems are referenced simply by line numbers (ll. 45-53).

\textbf{Citing films}

The first mention of all films in an essay should immediately be followed by a parenthetical reference to the year in which it was released. For example, “In Alfred Hitchcock’s \textit{The Birds} (1963), Tippi Hedren plays Melanie Daniels …” Any direct quotation from a film does not usually need to be cited, but a complete filmography can be included in the essay.

\textbf{Footnote sample entries: from the \textit{Chicago Manual of Style} (15th edition)}

\textbf{Book}

\textit{One author}

\[7 \text{ Wendy Doniger, } \textit{Splitting the Difference} (Chicago: University of Chicago Press, 1999), 65.\]

\textit{Two authors}

\[6 \text{ Guy Cowlishaw and Robin Dunbar, } \textit{Primate Conservation Biology} (Chicago: University of Chicago Press, 2000), 104–7.\]
Four or more authors

Author’s work as edited (scholarly) edition

Editor, translator, or compiler instead of author

Edited, translated, or compiled poetry collection

Editor, translated, or compiled dramatic work

Edited, translated, or compiled poetry collection

Chapter or other part of a book

Book published electronically

Journal article (or individual poetic work)

Poem in collection

Article in a print journal

Article in an online journal

Popular magazine or newspaper article
Book review

Spoken lecture (or seminar)
5 Jonathan White, lecture on Dracula (Bram Stoker), University of Essex, 15 December 2009.

Paper presented at a meeting or conference

Websites

Web entry or comment

Online database

Bibliography

Whether or not you have referred to them directly, list at the end of an essay all the books and articles you have consulted. Bibliographies are arranged in alphabetical order by author with the author’s surname given first.


Book

One author

Two authors

Author’s work as edited (scholarly) edition

Editor, translator, or compiler instead of author

Edited, translated, or compiled poetry collection


Edited, translated, or compiled dramatic work


*Chapter or other part of a book*

*Book published electronically*

*Journal article (or individual poetic work)*

*Poem in collection*

*Article in a print journal*

*Article in an online journal*

*Popular magazine or newspaper article*

*Book review*

*Spoken lecture (or seminar)*

*Paper presented at a meeting or conference*

*Websites*

*Web entry or comment*
Item in online database

Filmography

**Model one:** After the first direct reference to a film in an essay, a footnote should appear which includes the following information: the film title, director’s name, two or three of the principal players, the studio or production company that released it, and the year. Further citations are not necessary. For example:


**OR**

**Model two:** Rather than a footnote, the essay can simply quote directly from the film without any references. It should, however, present a *filmography* at the end of the document, which includes: the film title, director, principal players, the studio or production company, and the year of release. For example:


Referencing in Creative Writing commentaries

Referencing for creative writing commentaries should be done in the same way as for essays. Creative work itself does not usually require referencing. If references are used, students are advised to follow the departmental style guide or, where this interferes with the aesthetic of the writing, to consult their tutor.

University policy and guidance on proofreading

Please see the University policy and guidance booklet regarding [proofreading](#).

Information about being published

You have a right to publish your research and to be acknowledged as its author.

Information relating to intellectual property rights

Advice on intellectual property rights is [here](#).
Section 4 YOU MATTER

Practicalities: Getting started and IT matters

Registration, enrolling and transcripts

All new and returning students must register at the start of each academic year. The Postgraduate Research Education Team will inform you of your formal outcome following your viva and when all necessary steps have been completed, close your record and send you an award confirmation letter. Your award certificate and academic transcript cannot be produced until the Postgraduate Research Education Team has completed the above step so if you have not received your award confirmation letter, the Graduation Office cannot produce your documents.

For more about registration and the Postgraduate Research Education Team, visit our student webpages here and here.

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.

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

If the number has two elements and the second element has three digits 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.

IT support, Wi-Fi, 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.

You must change your password within four weeks of your account being created, and then once every four months after that. The easiest way is to change your password.
Once you’re set up, you can access email, log on to lab computers, connect to eduroam wi-fi and much more.

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

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

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 which is open from Monday to Thursday 8.30am to 6.00pm, and Friday 8.30am to 5.45pm.

Information on computers and software is available here.

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 here.

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.

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, two general stores run by the Students’ Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more.

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

Graduation

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

Employability and Careers Centre

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+. 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.

Learning a language

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.

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.

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 ID and password.

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.

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.

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.
**Big Essex Award**

The University's [employability award](#) is a guaranteed way to help you stand out from the crowd. Sign up and start your journey!

**Essex Interns**

Essex interns create paid internships exclusively for you as an Essex student. They're flexible too; part time during term time or full time in vacations. You can even take part up to three years after you graduate, as part of our Essex graduates support package. [Sign up for Essex Interns](#) to kick-start your career.
You matter: Health, welfare, support and safety

Student Services Hub, including contacts for disability, wellbeing, counselling and confidential issues

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

Colchester email: askthehub@essex.ac.uk

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

Harassment advisory network, dignity and respect

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

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.

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.

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 including that of the Safety Bus run by the Students Union during term time.

Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures.

If you have a permanent or temporary disabilities that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).
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.

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.

Students’ Union Advice Centre

Our SU advice centre offers free, confidential, independent and impartial advice on any issue that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex. Contact them on: suadvice@essex.ac.uk or 01206 87403.

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.
Section 5  ESSEX MATTERS

The Essex Experience

The Essex Student Charter

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

Freedom of speech policy and the Code of Conduct

For regulations relating to the Code of Student Conduct, see the University’s website.

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

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.

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

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.

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.

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.