Please note:

While the information contained in this booklet (compiled by the Graduate Director 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.
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.
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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 to the University of Essex and to the Department of Literature, Film, and Theatre Studies. We hope that you will enjoy your time as a postgraduate student at Essex and that you will find your studies with us both challenging and rewarding.

Your first port of call for any queries should be the General Office (room 5NW.6.16) which is open daily from 10.00am until 4.00pm. The Admin team will do their best to help you, or to point you in the right direction for whatever support you need.

The academic staff teaching you will always be happy to talk with you about your course, but you will also be allocated a Personal Tutor, to whom you can turn, should you wish, for advice on academic or any other matters affecting your life as a student, so feel free to visit them in their office hour, or else email for an appointment. As Head of Department, I don’t have formal office hours, but if you would like to see me, then please either knock on my door (5NW.6.13) and if I’m available I’ll respond then and there – or else, just email me for an appointment.

As soon as you have your e-mail address and internet access you should look at the Department’s website. Take your time to learn your way around it. The site is packed with useful information about the Department, events that are coming up both on and off the curriculum, and of course module content. Most lecturers will use Moodle to inform you of required reading and essay titles.

Graduate study is a wonderful opportunity to take advantage of the intellectual and cultural richness of our Department, and the wider University. Of course, it’s a given that you should attend all your timetabled, compulsory seminars, workshops, screenings, and so on; and that you should keep up to date with your coursework. And please note that the University policy on essay deadlines, to be fair to all students, is that all work must be submitted strictly by the deadline or it will receive a mark of zero - so be careful! If there are unforeseen or involuntary circumstances that make a deadline impossible for you to meet, then you should talk straightaway to your tutor as there are procedures to follow in this situation.

However, there are also many extra-curricular events held by the Department, and across the entire University, that you really shouldn’t miss out on! There will be poetry readings, open seminars with guest speakers, playwriting competitions, theatre of all kinds, films, comedy, open mic events, book launches, and much more – so make the most of your time here, and explore. All this shouldn’t stop you having an active social life: the Students’ Union offers an array of services including bars, cafés, and shops. All registered students are automatically members of the Union and can take advantage of all the facilities, including the myriad of clubs and societies.

On behalf of the entire Department, I wish you a very happy, inspiring and successful time as a graduate student with us, and I look forward to meeting you in person.

Dr Elizabeth Kuti, Head of Department
Department of Literature, Film, and Theatre Studies
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](#).

Timetables

You can access the timetables for all taught modules [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, report an absence, 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.
### Administrative staff and responsibilities

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

<table>
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<th>Role</th>
<th>Name</th>
<th>Contact details</th>
<th>Responsibilities</th>
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<tr>
<td>Head of Department</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>Director of Graduate Studies and Deputy Head of Department</td>
<td>Dr Shohini Chaudhuri</td>
<td>Office: 5NW.4.11 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. Assists and deputises for the Head of Department</td>
</tr>
<tr>
<td>MA Director (Autumn)</td>
<td>Dr Mary Mazzilli</td>
<td>Office: 5NW.4.4C Email: <a href="mailto:m.mazzilli@essex.ac.uk">m.mazzilli@essex.ac.uk</a> Phone: 01206 873152</td>
<td>Responsible for all academic matters of the Department’s postgraduate taught provision</td>
</tr>
<tr>
<td>MA Director (Spring and Summer) and MA Course Director for Avant-Gardes (Spring)</td>
<td>Anncery Lax</td>
<td>Office: 5NW.4.7 Email: <a href="mailto:alax@essex.ac.uk">alax@essex.ac.uk</a> Phone: 01206 872635</td>
<td>Responsible for all academic matters of the Department’s postgraduate taught provision Responsible for the course contents and administration of the MA Avant-Gardes (Spring)</td>
</tr>
<tr>
<td>MA Course Director for Wild Writing</td>
<td>Dr James Canton</td>
<td>Office: 5NW.4.4 Email: <a href="mailto:jcanto@essex.ac.uk">jcanto@essex.ac.uk</a> Phone: 01206 872446</td>
<td>Responsible for the course contents and administration of the MA Wild Writing</td>
</tr>
<tr>
<td>MA Course Director for Creative Writing</td>
<td>Matthew de Abaitua</td>
<td>Office: 5NW.4.17 Email: <a href="mailto:mjdeab@essex.ac.uk">mjdeab@essex.ac.uk</a> Phone: 01206 872853</td>
<td>Responsible for the course contents and administration of the MA Creative Writing</td>
</tr>
<tr>
<td>MA Course Director for Film Studies and Film and Literature</td>
<td>Professor Jeff Geiger</td>
<td>Office: 5NW.5.11 Email: <a href="mailto:geiger@essex.ac.uk">geiger@essex.ac.uk</a> Phone: 01206 872623</td>
<td>Responsible for the course contents and administration of the MA Film and MA Film and Literature</td>
</tr>
<tr>
<td>MA Course Director for Literature</td>
<td>Professor John Gillies</td>
<td>Office: 5NW.6.7 Email: <a href="mailto:jgillies@essex.ac.uk">jgillies@essex.ac.uk</a> Phone: 01206 872609</td>
<td>Responsible for the course contents and administration of the MA Literature</td>
</tr>
<tr>
<td>MA Course Director for Playwriting</td>
<td>Professor Jonathan Lichtenstein</td>
<td>Office: 5NW.4. Email: <a href="mailto:ljicht@essex.ac.uk">ljicht@essex.ac.uk</a> Phone: 01206 872221</td>
<td>Responsible for the course contents and administration of the MA Playwriting</td>
</tr>
<tr>
<td>MA Course Director for Avant-Gardes (Autumn)</td>
<td>Dr Holly Pester</td>
<td>Office: 5NW.4.17 Email: <a href="mailto:hpester@essex.ac.uk">hpester@essex.ac.uk</a> Phone: 01206 872</td>
<td>Responsible for the course contents and administration of the MA Avant-Gardes (Autumn)</td>
</tr>
<tr>
<td>MA Course Director for American Literatures</td>
<td>Dr Owen Robinson</td>
<td>Office: 5NW.4.11 Email: <a href="mailto:oroobin@essex.ac.uk">oroobin@essex.ac.uk</a> Phone: 01206 872617</td>
<td>Responsible for the course contents and administration of the MA in American Literatures</td>
</tr>
<tr>
<td>Director of Research</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>Employability Director</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>Ethics Officer</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>
</tbody>
</table>

### Academic staff
Contact details for all Academic Staff can be found [here](#)
Staff research interests

Our research is at the heart of our activities and feeds directly into our teaching. We follow a distinctly comparative approach through critical and creative work in literature, drama, film, creative writing, and journalism that extends across genres and media forms.

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.

For more information visit our Research pages

Our academic staff are the authors of numerous major publications. See our academic staff profiles for full lists of individual research.

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. 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.

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. MA students 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 maintained and supplied 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 or even job and grant applications. This year the fellows are Clare Pollard and Neil Rollinson - both published authors and poets. If you would like to take up their advice, please book your slot in the General Office or email lifstt@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).

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 9am-5pm 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’s Administrator’s office (5NW.6.14).

Postgraduate Study Room

A Postgraduate Study Room (5NW.5.15) with networked computers, a printer, desk space and shelves is available to both taught and research students’ use. As this room is 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.

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

We strongly advise that you do not leave valuables in the room.
You can sign out a key for the Postgraduate Study Room 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.

**Personal Tutors**

When starting your Postgraduate Taught degree, you will be assigned a Personal Tutor. Personal Tutors are members of the Department’s academic staff who will support you throughout your degree. If you have any academic or non-academic queries or concerns, please contact your Personal Tutor in the first instance. The name of your Personal Tutor can be found on your myEssex page or by contacting the Senior Student Administrator.

**Academic research leave and reference requests**

Many of your lecturers and tutors are on work contracts which oblige them to combine teaching and research duties. As part of their research duties, our academic staff are eligible to apply for research leave and can spend a term away from their teaching duties to concentrate exclusively on their research projects. During these periods, your teaching will be covered by someone else equally well qualified.

When requesting academic references for Postgraduate study please allow enough time before the closing date for staff to research and write the references. You should allow at least **three weeks** for a reference to be produced. Please consult with your referee about the most appropriate contact details to include. It is also important for you to enclose as much information as possible with your requests, and include an up-to-date copy of your CV.

**Communication and email mailing lists**

We use email to contact you about important information relating to your studies and other issues such as welfare. Please check your University email regularly as we will not email alternative personal addresses.

You can access your email on any University computer using Microsoft Outlook. The University also provides an [Outlook Webmail service](#) that you can access through a web browser anytime, anywhere. Furthermore, you can send and receive University emails on the move by [setting up your smart phone or tablet](#).

As a student, you will be on a number of University email lists. Some are mandatory and reflect your current course, modules, Department, year and so on. You cannot unsubscribe from these lists as they will primarily be used to send out important information relating to your studies. You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. To opt in or out of such lists, visit [here](#). We do not send out marketing information unless you have opted in to it.

**Departmental prizes**

**The Francis Barker Prize** is awarded annually for the best MA coursework of the year following the interim MA Board of Examiners in June.

**The MA Dissertation Prize** will also be awarded annually for the best MA Dissertation of the year. The prize winner will be selected at the Final MA Board of Examiners meeting in November.
**The MA Research Presentation Prize** is a peer elected award for the best paper given at the MA Conference.

**External prizes**

The **British Comparative Literature Association Prize** is awarded annually for the best MA essay in the field. You will be notified about the deadline for submission in the Spring term.
Section 3 ACADEMIC MATTERS

Learning and teaching

Modules are taught in a variety of ways. You will be required to attend all seminars of your selected modules. Some modules will also include workshops and involve group work. You will be given more details on the individual module teaching methods at the start of the term. The Module Directory also gives information about the teaching and learning methods used.

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

ORB, Moodle and FASer

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

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

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

Changing your degree and course

If you want to change your course, you should talk to someone in the Department first. If your new course is in a different Department, you should also speak to someone in that Department. Check the deadlines for course changes with the Student Services Hub.

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

Changing your mode of study

If you want to change your mode of study from full-time to part-time, you should discuss this with our Departmental staff. If this is possible, you will need to make a formal request using the online Change of Mode of Study form.

Changing your mode of study may affect your immigration status and you may need to contact the Home Office or make a new Tier 4 application.

Please read carefully our guidance on visas and course changes here.

Course structures and learning outcomes

Postgraduate taught students have a maximum period in which to complete their studies. This is set at the point at which you register, and is normally the length of your programme which is 12 months, full-time; 24 months part-time.
Your course’s learning outcomes are set out in our Programme Specifications. They are categorised under the headings of knowledge, intellectual, practical and key skills, and are linked to the aims, learning outcomes, and assessment on the modules you take. You can measure your progress against the outcomes, for example when reviewing coursework feedback, and they can be used to guide you when undertaking independent study.

You will find module descriptions, learning and teaching methods and assessment information on the Module Directory and in our Module Handbook which will be circulated to you at the beginning of the academic term.

Credits

Each module is worth a certain number of credits. All MA modules in the Department are worth 20 credits and the MA dissertation is normally worth 80 credits. You are required to achieve 180 credits over the year (or over 2 years if you are a part-time student) in order to achieve the award of a degree.

The MA Wild Writing degree is worth a collective total of 185 credits, including a 70 credit dissertation.

Choosing your optional modules via eNROL

You will need to choose your optional modules when you arrive at University via eNROL. We will make every effort to accommodate your chosen options but please note that these cannot always be guaranteed.

eNROL is a secure web environment and will require you to enter some of your personal details to authenticate your access.

You will be shown a list of the modules that make up the year of your course. Any core/compulsory modules are displayed for information but you cannot change them. Please make sure you scrutinize your MA course structure using the Programme Specifications.

If you have an option module(s) to choose, you can select the one(s) you want from a list. Clicking on the module will take you to a description in the Module Directory.

When you have finished, you will see a confirmation message on the screen and you will receive an email. (If you are a new student you will receive an email to the address which was provided with your application).

Enrolments are regarded as provisional until the Department providing the module has reviewed your choice. On some programmes of study, your module selections are subject to the approval of the Course Director.

You may request changes until the end of Week 3, Monday 23 October 2017 at 8.59am. No changes will be considered after this date for autumn term modules.

If you have any problems with the online web pages, please email enrol@essex.ac.uk.

Part-time students’ modules

If you are a part time student, you cannot access eNROL to select your modules. Instead, please email the Senior Student Administrator with your module choices and they will manually enrol you.
As a part-time student, you will probably find yourself working to one of two general patterns. You will either:

(a) Follow all the taught modules in the first year and write your dissertation in the second; or
(b) You will take 60 credits in their first year (including all core and compulsory modules) and the remaining 120 credits (including the dissertation) in their second year.

The minimum requirement is that part time students write two essays before the beginning of the Summer term of your first year, so that on achieving a Pass mark for both essays you may be permitted to proceed to the second year of study by the MA Board of Examiners.

Please note that part-time students must adhere to the same coursework submission deadlines as the full-time students.

In order to balance your workload, the Department recommends that both full time and part time students take an even number of modules in the Autumn and Spring terms of an academic year. An imbalance of workload will not be considered by the Department should you submit an extenuating circumstance form.

Reading Lists

Please refer to the Talis Aspire website which has full and comprehensive reading lists.

Employability

Many of your modules here in Literature, Film, and Theatre Studies are designed to encourage you to develop a range of practical and transferable skills, through a variety of teaching and assessment methods. These include:

• Developing critical and independent thinking
• Managing your own time and acquiring high levels of self-motivation and organisation
• Performing well under stress
• Collaborating with others
• Seeing projects through to their completion
• Specific transferable skills including working with archives, databases and others.

The Department holds an Employability Conference for all postgraduate students in the Spring term. This is a workshop and discussion programme designed to give students ideas and strategies for their future career path. The Employability Conference is designed and delivered by the Department in conjunction with elected MA Course Representatives and the University of Essex's Employability and Careers Centre.

Listen Again

Did you miss something? Our Listen Again digital recording service lets you listen back to lectures so you grasp every detail. It is available in teaching rooms or lecture theatres where you see the sign.

Disability and emotional wellbeing

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, Student Staff Liaison Committees, Student Assessment of Modules and Teaching and student surveys

Student feedback is a vital part of the University’s approach to quality assurance and enhancement. It is therefore important that you are given the opportunity to feedback and that you take time to 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 and the University’s policy.
3. You can find out information about Student Staff Liaison Committees (SSLCs).

MA Course Representatives are a vital point of contact for a diverse and discerning postgraduate population. As an MA Course representative, you will be expected to use a range of communication techniques to solicit feedback and queries from your fellow students, actively locating the voices that are under-represented, and to have the judgement to discriminate which issues need to be escalated to the Student Staff Liaison Committee, and which can be solved by more light-touch methods. You must excel in diplomacy, and know the importance of discretion, but still be prepared to take a stand on issues that matter to the student body – sometimes representing opinions counter to your own. You need to make sure that you have the time and inclination for a public-facing role whilst undertaking a demanding programme of studies.
Potential MA Course Representatives are asked to submit a short statement in support of their appointment which will be voted on by the MA cohort. Two representatives will be elected.

Every year, we will ask you to complete the Student Assessment of Module and Teaching (SAMT). This survey will be summarised and discussed by SSLCs and will inform reports written by us for central University committees as part of our quality assurance processes.

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

Library services

At our Colchester Campus, the Albert Sloman Library on Square 5 has a variety of study spaces over six floors, including 24/7 facilities and group work areas. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, overnight chat service and the opportunity to book appointments with your Subject Librarian to help you through your studies and beyond.

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 on the Library website to get in touch.

For guidance in relation to third-party proofreading of student work, please see here.

Building your research profile and presentation skills

The Summer term sees the MA and PhD conferences for the Literature, Film, and Theatre Studies Department. This is an excellent opportunity to gain experience at presenting conference papers, building an academic profile and also getting peer-feedback on your research ideas. Participants give 10-15 minute papers on their research, and submissions from writers and creative practitioners are actively welcomed. The conferences are curated around a theme, and whilst they are supported by large numbers of the Department’s academic staff, they are both student organised, managed and delivered. This gives the conference organisers an important skill for their CV and insight into another part of academic life.

The Department has a budget allowance available for the organisation of the MA conference. The budget for the agreed outline of the event is overseen by the MA Director and the Department Manager.

You can put yourself forward to be a conference organiser at any time during the year by submitting a short statement to the MA Director.
Attendance monitoring (Count-me-in) and absence from sessions

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

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

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

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

For more information on attendance, and for links to forms and guidelines see [here](#).

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

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

Assessment

Rules of Assessment and credit accumulation

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

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

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

If you **fail your dissertation** you may be permitted by the Board of Examiners to resubmit your work, provided you meet the criteria as set out in the Rules of Assessment for Postgraduate Taught Awards. Alternatively, if you have obtained enough credits in your taught modules, you may be eligible for another award such as a Postgraduate Diploma or Certificate.
Individual modules can yield 15 or 20 credits depending upon which Department you are studying in. Each award has a defined structure, normally consisting of a combination of core, compulsory and optional modules, and requires a specific volume of credit to be achieved:

- Graduate/Postgraduate Certificates - 60 credits (all taught module credits)
- Graduate/Postgraduate Diplomas - 120 credits (all taught module credits)
- Masters Courses - 180 credits (normally 100 credits of taught module credits and a 80 credit dissertation or equivalent)

Extenuating circumstances, withdrawing and intermitting

**Extenuating circumstances** are circumstances beyond your control which cause you to perform less well in your 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.

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

You will **not** get extra marks if you hand in an extenuating circumstances form. Boards of Examiners use other methods to take into account extenuating circumstances, such as permitting further reassessment opportunities for uncapped marks.

**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 your Student Services Hub to talk to one of our advisers.

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

**Withdrawing** is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from 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.

**Appeals, complaints, and fitness to practise**

**Appeals on academic grounds** can be made following the meeting of the Board of Examiners and the publication of your results. Be aware that there are strict deadlines for the submission of the appeal form and your evidence.
We strongly advise all students thinking about making an appeal to contact the Students’ Union Advice Centre.

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

More information about appeals, including the deadlines and forms to complete, can be found [online](#).

**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.

**Coursework submission**

**Online coursework submission**

All essays and your dissertation must be submitted using the online system known as FASer. Please see the [webpage](#) for instructions on how to submit essays.

**Coursework deadlines**

You will be able to see your coursework deadlines via [myEssex](#).

**Coursework deadline policy**

We have a single policy at the University of Essex for the late submission of coursework in taught MA courses: all coursework submitted after the deadline will receive a mark of **zero**. **No extensions will be granted.**

A student submitting coursework late will have the University's and Department's arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline.

If you have experienced extenuating circumstances immediately around the time of the deadline, which prevent you from submitting your work by the deadline, you should submit your late work along with a Late Submission of Coursework Form with supporting evidence to the Senior Student Administrator within **seven days** (including weekends and/or bank holidays) of the deadline date. Your Late Submission of Coursework Form will then be considered by the Department's Late Submissions Committee.
Anonymous marking in coursework policy

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

Return of marked coursework

Your marked coursework will be returned to you within 20 working days, less wherever possible. The 20 working days does not include Bank Holidays and any of the University’s Christmas closure period. Other vacation periods are included in the 20 working days as well as term-time (i.e. coursework handed in at the end of term should be returned at the start of the following term). Working days are Monday to Friday.

Re-marking of coursework

You have the right to request a re-mark of your coursework if it has only been single marked. You can apply for a re-mark up to seven days (including weekends and/or bank holidays) after receiving your mark and feedback on FASer. To request a re-mark, please contact the Senior Student Administrator. You will need to include a short statement detailing the reasons why you would like your work re-marked.

The University Marking Policy can be found here.

Please be aware that marks can go down as well as up. The re-marked result will be the mark that is recorded for that particular assessment.

Moderation, second marking policies and External Examiners

The University policy on moderation can be found as part of the Marking Policy. Moderation is primarily about providing assurance that assessment criteria have been appropriately applied. Moderation must take place on individual assessments worth more than 40% of an individual module. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given. A moderator would not change the individual marks for the work, but would liaise with the first marker to agree whether marks should be reviewed across the particular piece of assessment or module, which may lead to marks being adjusted.

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

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

You can find out more about how the University uses External Examiners here.

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

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 coursework. An academic offence can take place even if you didn’t mean to commit one, and examples include plagiarism and falsifying data or evidence.

More information about academic offences and getting support can be found here.

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

Referencing is a key academic/scientific skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising). Referencing allows you to give credit to authors/researchers’ concepts and ideas/ideas and results, demonstrate your breadth of reading and knowledge on a subject, direct readers to your sources, and avoid plagiarism.

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

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.

Purchasing essays or dissertations online (‘Essay Mills’)

You must not under any circumstances purchase any written-to-order essays or dissertations online or otherwise. This is a very serious academic offence which will be dealt with strictly by the University and may have serious implications for your degree.

Students should be prepared to provide their assignment notes and drafts upon request.

If you are concerned about progress with your coursework or dissertation, please speak to your class teacher, supervisor or Personal Tutor as soon as possible.

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.

Assignment and essay guidelines

Structure

- Opening: concise summary of the main points of your argument.
- Argument: one or, at most, two points per paragraph – each supported by textual references.
- Conclusion: just that – conclude your argument.

Argument

- You must have a clear argument and sustain it throughout the essay. The single most important issue to address is the essay title/research question you have decided upon.
- Decide what are the stages of the argument that you wish to conduct and arrange them in an order which will be clear to your reader. Each sentence and each paragraph should contribute to the support of your argument. Make sure each point you make is linked logically, clearly and fluently to the next.
- Most importantly, don't just retell the action of the text.
- Try to distinguish between feelings and thought, and between opinion and analysis.
- If you make a specific point, you must provide evidence in the form of details or quotations from the text.
- A single sentence does not comprise a paragraph. Paragraphs should, ideally, be approximately half a page in length.
- Also remember to use the correct layout: the first line of a paragraph should be marked (i.e. indented), for the ease of the reader. It is not easy to read multiple blocks of text.
- Quality of thought is related to concision. Never write a single word more than is strictly required by your argument. Go through your essay after you have drafted, striking out anything that is not essential. Make sure, however, that you have given sufficient information, and a broad enough context, for your reader to understand the point you are making.

Secondary reading

- Locating and analysing appropriate secondary sources are important academic skills. Make sure you analyse and do not simply reproduce what a published critic writes. Comment on any facts or opinions cited.
- Why is a secondary text interesting? What evidence that you yourself see in the primary text leads you to agree, or modify, or challenge the cited material? Signpost where indebtedness to others ideas begins (often with explicit comment: As Robert Alter notes/suggests/asserts . . . ) and ends (with a footnote to Alter’s book and to the relevant page numbers).

Plagiarism

- If you do not indicate your sources clearly and in detail, you will be open to a charge of plagiarism, and your essay will be referred to the Academic Offences Officer. The penalties for plagiarism are severe: for the first offence, an essay usually receives a mark of zero. Please refer to the University web pages for information on plagiarism if you are at all unclear about its definition.
• Remember that you need to reference not only all quotations, but also any ideas that you paraphrase or that have influenced your own argument. All texts, including secondary articles, books, and websites consulted for the essay along with lectures and seminars. It counts as self-plagiarism if you reproduce substantial sections from other essays you have written.

Language

• Vernacular (i.e. slang) is not acceptable in an academic essay. Abbreviations are usually too colloquial.
• Avoid claims which are vague (such as ‘effective’ as general praise) and those which you could not substantiate on the basis of your own reading (such as calling a poet ‘the greatest’ or ‘the first’).
• ‘You’ is normally avoided in academic arguments—as distinct from practical advice like this.
• ‘I’ is acceptable, but best used sparingly to define an individual response (‘when I saw a production of Electra, I felt . . .’) or an independent line of argument (‘Although Melville, in the introduction to his edition of Metamorphoses, asserts that . . . , I would argue that . . . ’). In opening paragraphs of essays, avoid a tedious series of statements announcing what you intend to do (‘I will discuss . . . I will compare . . . ’), especially when these statements repeat the title of the essay. Just do it! Name the authors and texts you are comparing, and make a point about their similarities or differences.

Spelling

• Pay careful attention to spelling, particularly titles of texts and names of authors and characters.
• Be careful about your use of apostrophes, especially avoiding ‘it’s’ for ‘its’.

Grammar

• Pay equal attention to your grammar. Try to avoid clumsy and/or over-long sentences.
• Be aware that marks will be lost for poor spelling and grammar.
• Remember you are not writing for yourself, but for another reader. Make sure your writing style is clear and your argument and ideas easy to follow.

Suggested reading

• If you are unsure about academic essay writing, there are a variety of publications that will give you advice and guidance on all of the points outlined above. A good buy is: Brian Greetham, How to Write Better Essays (Basingstoke: Palgrave Macmillan, 2001).
• There is also a variety of publications that give advice on locating and researching secondary critical sources. A good buy is: Ellie Chambers and Andrew Northedge, The Arts Good Study Guide (Milton Keynes: Open University Press, 1995). Word Count
• The essay word count will be set by the Module Supervisor and will vary depending on which module you are studying. All details will be available on Moodle, but please check with the Module Supervisor or the General Office if you have any questions.
Marking Criteria for the written component of MA Literature, MA American Literatures, MA Film and Literature (critical), MA Avant-Gardes (critical), MA Playwriting (critical) and MA Wild Writing (critical) essays and dissertations:

The Pass mark for MA essays and dissertations is 50%.

Coursework and dissertations are awarded numerical marks according to the following guidelines:

80%+ Distinction

Work which, over and above possessing all the qualities of the 70-79 mark range, indicates a fruitful new approach to the material studied, represents a real advance in scholarship, or is judged by the markers to be of publishable quality.

79-70% Distinction

Outstanding piece of work, showing full conceptual command, good methodology, impressive overall organisation, and pertinent and persuasive analysis. Excellent use is made of well-chosen critical, theoretical or other relevant material. The thought is clearly articulated and concisely expressed. The argument is well-conceived and executed rigorously. The work includes a full, accurate and properly laid out bibliography with complete references.

69-60% Merit

The work is soundly structured and shows good conceptual command. It demonstrates detailed knowledge of the subject-matter, good use of critical writing and evidence of independent critical thinking and of analytical skills. The argument is well-conceived and conducted and analysis is clear. The work includes a full, accurate and properly laid out bibliography with complete references.

59-50% Pass

Sensible and reasoned work which covers major points, clearly expressed, with some analysis and some use of critical reading. The range of knowledge is satisfactory and the argument coherent. Structure is basically sound. The bibliography is properly presented and adequate references are given.

49-40%

The work shows basic understanding, and an adequate grasp of the material. There is little independent thought, ideas are not always well expressed, and the argument is deficient at some levels. The bibliography is incomplete or not properly presented, and references are not fully given.

39% or below

Patchy understanding of the material at best, poor expression, incoherent argument. Does not address the question or the title. Embryonic bibliography. Poor references.

Please note that poor presentation is not acceptable and it will be penalised by up to ten points. Poor presentation can include, for example, spelling mistakes, grammatical and
syntactical errors, careless writing, lack of proof-reading, inconsistent or incorrect referencing.

Marking Criteria for MA in Film Studies/Film and Literature (practical component only, if practical component is chosen)

The Pass mark is 50%.

Numerical marks are awarded according to the following guidelines:

LT932 Film Project (recommended length 15-30 minutes);
Dissertation Film/video/digital component (recommended length: 15-30 minutes; 50% of overall dissertation mark)

80%+ Distinction.

Work, which, over and above possessing all the qualities of the 70-79 mark range, indicates a genuinely innovative approach to the medium, or signals a new departure for film language in its audio-visual style or narrative strategy, or is judged by the markers to be of a standard worthy of public (festival or commercial) exhibition.

79-70% Distinction.

Whether documentary, experimental, or narrative fiction, this is an outstanding piece of work, exhibiting a clear command of the medium, original thinking, and an effective overall technical approach. Excellent use of human and technical resources. The work should show evidence of thoughtful planning (pre-production), effective execution of plans (production), and mastery of post-production techniques. The thought behind the project is clearly and creatively articulated in the finished product. There are full, accurate and properly laid out titles and credits.

69-60% Merit.

The work is soundly structured and shows good conceptual command of the medium. It demonstrates a good use of human and technical resources. There is good evidence of independent thinking, of translating ideas into images, and of effective execution at all level of the production process. There are few or only minor technical problems in evidence. The work includes titles and credit attribution for significant contributors.

59-50% Pass.

A reasonably well-thought-out work which shows evidence of a conceptual command of the medium. There should be evidence of planning and largely successful execution of plans. All stages of the work should be of a reasonable technical standard but may contain some minor technical problems. Overall, this is a satisfactory project that shows some creative thinking, and a fairly coherent use of the medium. Titles and credits of a reasonable standard.

49-40%

The piece of work shows a basic understanding of the visual medium, but nevertheless demonstrates a marginally adequate execution of plans and intents. There is little independent thought, ideas are not always well expressed through the images and/or text, and the work is technically deficient at some or many levels. Titles and credits are not clearly presented.
39% or below

Patchy understanding of the medium, poor expression of ideas. Incoherent as a visual text. Shows little evidence of successful planning or execution. Poor titles and credits.

**Note on film projects:** Obvious technical problems will be taken into consideration by markers only if there is clear evidence presented of adverse circumstances beyond the student’s control.

*Please note that poor presentation is not acceptable and it will be penalised by up to ten points. Poor presentation can include, for example, spelling mistakes, grammatical and syntactical errors, careless writing, lack of proof-reading, inconsistent or incorrect referencing.*

**Marking Criteria for MA Playwriting (practical projects only, if practical component is chosen)**

**The Pass mark is 50%**

**80%+**

Work, which as well as the qualities outlined in the 70-79 category, also has one of the following attributes:

- It shows a highly innovate approach
- It demonstrates a progression in theatre form
- It shows a compelling and sophisticated use of language and/or composition
- It is judged to be at a standard worthy of public exhibition

**79%-70% Distinction.**

An outstanding piece of work which displays all the following criteria:

- **Creativity and originality:** the piece clearly and successfully integrates experimentation and imaginative ideas into elements of the performance (communication of the narrative, the acting style, the use of theatrical space, etc.).
- **Conceptualisation:** the piece demonstrates clearly that theoretical and conceptual ideas have been researched and successfully applied.
- **Coherence:** the piece constitutes a creative and conceptual whole.
- **Organisation:** the overall organisation of the performance is highly effective and professional.
- **Addressing the audience:** the audience is addressed fully.

**69-60% Merit.**

A very solid piece of work, which displays a significant number of the following criteria:

- **Creativity and originality:** the piece integrates some experimentation and imaginative ideas into elements of the performance (communication of the narrative, the acting style, the use of theatrical space, etc).
- **Conceptualisation:** the piece demonstrates that theoretical and conceptual ideas have been researched and applied.
- **Coherence:** the piece constitutes a creative and conceptual whole.
- **Organisation:** the overall organisation of the performance is effective and professional.
- **Addressing the audience:** the audience is addressed.
59-50% Pass

A satisfactory though unremarkable piece of work, which displays some of the following criteria:

- **Creativity and originality**: the piece integrates some experimentation and imaginative ideas into elements of the performance (communication of the narrative, the acting style, the use of theatrical space, etc.).
- **Conceptualisation**: the piece demonstrates that theoretical and conceptual ideas have, to some extent, been researched and applied.
- **Coherence**: the piece holds together.
- **Organisation**: the organisation of the performance is fairly effective and professional.
- **Addressing the audience**: the audience is to some extent addressed.

49-40%

A hardly adequate piece of work which barely displays the following criteria:

- **Creativity and originality**: the piece integrates some experimentation and imaginative ideas into elements of the performance (communication of the narrative, the acting style, the use of theatrical space, etc.).
- **Conceptualisation**: the piece demonstrates that theoretical and conceptual ideas have, to some extent been researched and applied.
- **Coherence**: the piece holds together.
- **Organisation**: the organisation of the performance is fairly effective and professional.
- **Addressing the audience**: the audience is to some extent addressed.

39% or below

A very poor piece of work which does not meet any of the above criteria.

*Please note that poor presentation is not acceptable and it will be penalised by up to ten points. Poor presentation can include, for example, spelling mistakes, grammatical and syntactical errors, careless writing, lack of proof-reading, inconsistent or incorrect referencing.*

**Marking Criteria for MA in Film and Creative Writing, MA Creative Writing, MA Avant-Gardes and MA Wild Writing (creative writing components only)**

**The Pass mark for MA essays and dissertation is 50%.**

For the sake of convenience, criteria for creative work and commentary have been separated, though often the two will work synergistically.

**80%+ Distinction.**

Work which, over and above possessing all the qualities of the 70-79 mark range, indicates a fruitful new approach to the genre, represents a real advance in method, or is judged by the markers to be of publishable quality.

**79-70% Distinction.**

An outstanding piece of creative work, showing complete stylistic command, good conceptual understanding of genre, original thinking, very effective overall organisation.
Excellent use is made of appropriate sources, where relevant, and work displays a mastery of writing skills. The work is original, well-conceived and executed rigorously.

The commentary is pertinent and persuasive, clearly articulated and concisely expressed, making excellent use of appropriate secondary material. It is original, well-conceived and executed rigorously. It includes a full, accurate and properly laid-out bibliography and complete references.

69-60% Merit

The creative work is soundly structured and shows good stylistic command and makes appropriate choice of stylistic options. It demonstrates thorough knowledge of the genre, some original thinking and is well organised.

The commentary is well structured, demonstrating a detailed knowledge of the subject matter, independent critical thinking and analytical skills. It is well-conceived and executed with some rigour. There is a full, accurate and properly laid out bibliography and there are complete references.

59-50% Pass

A sensible and well-written piece of creative work, showing some stylistic merit. The work is satisfactorily conceived and executed, with some creative thinking.

The commentary contains some analysis and some appropriate use of secondary reading and a fairly coherent argument. Structure is basically sound. The bibliography is properly presented and adequate references are given.

49-40%

The piece of creative work is relevant and shows a basic grasp of creative writing skills, but nevertheless fails to cohere as a piece of writing. There is little independent or creative thought, ideas are not always well expressed, and the choice of stylistic options is deficient at some levels.

Commentary demonstrates only a marginally adequate grasp of the material. The bibliography is incomplete or not properly presented, and references are not fully given.

39% or below

Patchy creative work at best, poor expression and/or structure. The work does not exhibit good use of stylistic options and shows little independent or creative thought. Incoherent argument in the commentary. Embryonic bibliography and poor references.

Please note that poor presentation is not acceptable and it will be penalised by up to ten points. Poor presentation can include, for example, spelling mistakes, grammatical and syntactical errors, careless writing, lack of proof-reading, inconsistent or incorrect referencing.
Writing the dissertation

You should begin to write your dissertation during the Summer term and a draft should be shown to your supervisor in early July. The revised final draft must be ready by the second week of August for the supervisor to approve it before it is prepared for submission (see Timetable below). There are two separate pieces of assessed work that you need to submit as coursework for LT901 in order to proceed to the dissertation: The Dissertation Proposal and The Dissertation Outline.

Dissertation Proposal

The Dissertation Proposal (worth 25% of your coursework for LT901) is meant to help you firm up your dissertation ideas and form the basis of discussion with your supervisor. For this you should write a 200-300 word summary of the intended scope of your project, including your proposed primary texts, together with an indicative bibliography of at least 10 secondary sources. The proposal should demonstrate your potential for independent study and scholarship, and be the outcome of preliminary research and planning for your dissertation. It should not repeat essay material from your other modules.

The 200-300 word summary should formulate a problem to be solved or an argument to be pursued, detailing the research questions that guide your inquiry, the critical or creative context in which your work is situated, and your research methods, including the theoretical approaches you plan to draw upon or practical methods of data collection. For creative writers, the “problem to be solved” or “argument to be pursued” might involve, for example, the distinction between “fabula” and “sjuzet” (that is, the story to be told and the specific way and order in which it will be told) and the aesthetic choices to be made or the mode of representation to be chosen, including details such as appropriate choices of style, language, point of view, and structure. Methods might include visits to places/locations or museums, and interviews.

You should complete this piece of work using the Dissertation Proposal Form available on the LT901 Moodle page, and submit it online by Thursday of week 11 (14 December 2017). Once the Dissertation Proposals have been marked, you will be allocated a supervisor with whom you will develop the project further.

The Dissertation Proposal is an important stage of the research process for the dissertation; it is also crucial for us to identify an appropriate supervisor to support you through the remainder of the process. However, the Dissertation Proposal is a provisional piece of work, and we understand that your ideas will change in the course of research. There will be an opportunity to reflect these changes in the Dissertation Outline, below.

Dissertation Outline

The Dissertation Outline counts for 75% of the course assessment for the LT901 Research Methods module. This piece of work should consist of (1) an abstract of 200-300 words, (2) a sequenced plan of the structure of your dissertation, and (3) an indicative bibliography of at least 20 entries, 10 of which must be annotated.

The abstract in the Dissertation Outline can be identical to the summary in the Dissertation Proposal you submitted in the first assessment or it can be a revised version of it. In the plan, you should list the provisional chapter headings of your dissertation, indicating which themes and/or texts will be covered in each chapter. The bibliography should provide a brief description of each annotated item, summarizing its argument or approach, and why it will be
useful for your research. The entire word count for this assignment (including the bibliography) should be in the region of 2,000-2,500 words.

The Dissertation Outline should be submitted online by 12 noon on Thursday of week 32 (8 May 2018).

Dissertation writing

Topic

It is never too early to start thinking about, and even working on, your dissertation. As soon as you have an idea, mention it to the MA Course Director, your Personal Tutor, or the Convenor of a relevant module for informal feedback. Through research, reading, and careful thought, try to gauge the scope of the project. Remember that most topics will grow to be more complicated when you start to work on them, so either begin with a narrow field or concept, an informed question, or be prepared to concentrate on a specific aspect of the area of interest. A good way to consider whether you have a viable topic is to summarise it in writing in 100 words.

The dissertation will probably be the most important piece of writing you have yet had to undertake. It will be read by the External Examiner, and judged according to high standards of scholarship. It is important that you conceive of it as qualitatively different from the module essays, as well as (at 10,000-20,000 words) much longer.

MA dissertation supervision

Students will be allocated a supervisor for their dissertation dependent on the topic area submitted in the Dissertation Proposal. Students will be informed of their supervisor early in the Spring term. Students will be allocated a supervisor with the expertise and capacity to supervise their dissertation, but students cannot expect a specific member of staff to be their supervisor.

We encourage our students to follow their academic and creative interests, and hopefully produce new knowledge. Therefore, you must anticipate that your supervisor will sometimes gain knowledge and insight on the specificities of your topic along with you. What you can expect is that your supervisor has the academic and critical experience to offer you subject guidance, knowledge of the critical field, and writing expertise. If, for some reason, your dissertation topic changes substantively, the Department will endeavour to find you a new supervisor with the relevant expertise.

It is expected that you will have five face-to-face supervisory meetings over the course of the dissertation project. These meetings should last around thirty minutes, and no more than one hour. All meetings should be preceded by the submission of sample work seven days before the meeting. At these meetings, students can expect supervisors to give advice on additional reading, development of argument, intersection with theory, structure, and time-management. Supervisors are not required to proof-read or edit dissertations.

This is the culmination of your MA study, and a mark of independent research-work, and therefore your supervisor will endeavour not to exceed the supervisory time allocation. In certain circumstances, face-to-face meetings will be substituted for email exchange and written commentary, on agreement with the individual supervisor, but candidates should be aware of the more limited range of feedback possible by this method. You are not under any obligation to use all of your supervisory allocation, but this is a rich part of the postgraduate experience, and is often linked to the achievement of the highest grades.
Part-time students will also be allocated supervisors upon the production of initial Dissertation Proposal, and will be supported to use the span of their postgraduate study to refine and select the topic and subject matter that reflects their developing interests and knowledge.

Dissertation timetable

The first meeting with your supervisor will be to discuss the submitted Dissertation Proposal, and the further development of the research area towards the production of the Dissertation Outline. The remaining meetings will discuss work in draft form and to guide the student towards successful submission.

Plan your allocated supervisory sessions with your supervisor during late Spring and Summer terms. You should begin to write your dissertation during the Summer term and it is recommended that at least half of it be drafted to show to your supervisor before the end of Summer term. Plan to complete a draft by early August, leaving time for editing, revisions, and proofreading. It always takes longer than you imagine to write up, revise, and package the final version of the dissertation.

Dissertation requirements

Different MAs have slightly different dissertation requirements.

Please note that submissions may be penalised if they are 10% over or under the expected word count. Bibliographic material, the abstract and footnotes do not count towards the word limit. In certain circumstances, appendices may be included under negotiation with the supervisor, but candidates must be aware that these materials will not form part of the marked assessment.

Dissertation for MA in Literature
A written dissertation of 20,000 words, which will be assessed according to the marking criteria for MA essays and dissertations (see Marking Criteria above)

Dissertation for MA in American Literatures
A written dissertation of 20,000 words, which will be assessed according to the marking criteria for MA essays and dissertations (see Marking Criteria above)

Dissertation for MA in Film Studies; MA in Film and Literature
The MA in Film Studies offers two options for the dissertation:

- a written dissertation of 20,000 words, which should adhere to the criteria outlined for the MA in Literature, OR
- a practical/creative film or digital project accompanied by a shorter written component (c.10,000 words)

The recommended length of the practical project is 15-30 minutes, depending on genre and content (please consult your supervisor). The written component should engage with the practical component in one or more of the following ways: it should include detailed commentary regarding methodology or analysis of methods and intentions in the project; it should place the project within a historical and/or critical frame; it should be an original scholarly work in film studies that bears some relation to the practical project and that illuminates its primary goals. The written component will be assessed according to the marking criteria for the MA in Literature (see Marking Criteria above), and the practical component will be assessed according to the marking criteria for practical components for the MA in Film Studies/Film and Literature (see above).
Dissertation for MA in Playwriting
A play (including plays for radio) AND a 10,000 word dissertation. The written component should engage with the practical component in one or more of the following ways: it should include detailed commentary regarding methodology or analysis of methods and intentions in the project; it should place the project within a historical and/or critical frame; it should be an original scholarly work in theatre studies that bears some relation to the practical project and that illuminates its primary goals. The 10,000 word critical component will be assessed according to the marking criteria for the written component of MA essays and dissertations (above).

Dissertation for MA in Creative Writing
A substantial piece of creative work, length negotiable, AND a critical commentary of c.10,000 words. The written component should engage with the practical component in one or more of the following ways: it should include detailed commentary regarding methodology or analysis of methods and intentions in the project; it should place the project within a historical and/or critical frame; it should be an original scholarly work in theatre studies that bears some relation to the practical project and that illuminates its primary goals. The creative writing component and critical commentary will be assessed according to the marking criteria for MA Creative Writing dissertations (see above).

Dissertation for MA in Wild Writing
This degree offers two options for the dissertation:

- a 20,000 word dissertation, which should adhere to the criteria outlined for the MA in Literature, OR
- a piece of creative writing (10,000 words) which will be assessed according to the marking criteria for MA Creative Writing dissertations AND a critical commentary (10,000 words), exclusive of the notes and bibliography, which should adhere to the criteria outlined for the MA in Literature.

Dissertation for MA in Avant-Gardes
This degree offers two options for the dissertation:

- a 20,000 word dissertation, which should adhere to the criteria outlined for the MA in Literature, OR
- a piece of creative writing (10,000 words) which will be assessed according to the marking criteria for MA Creative Writing dissertations AND a critical commentary (10,000 words). The written component should engage with the practical component in one or more of the following ways: it should include detailed commentary regarding methodology or analysis of methods and intentions in the project; it should place the project within a historical and/or critical frame; it should be an original scholarly work in theatre studies that bears some relation to the practical project and that illuminates its primary goals. The 10,000 word critical component will be assessed according to the marking criteria for the written component of MA essays and Dissertations (above).

Presentation of the dissertation
The University regulations state that the Dissertation must be presented in typescript and consist of no more than 20,000 words (abstract, bibliographic materials and footnotes are not included in the word count). Consult your supervisor and/or MA Course Director if there are special circumstances – but do so well before the dissertation deadline.
Organisation of the dissertation

Think, as you are writing, about the best way to organise your material. You need an organisation appropriate to the material, but, usually, a clear introduction, a division into three to five chapters or sections, and a clear conclusion is an appropriate approach.

Appearance of the dissertation

Give some thought to the appearance of the dissertation: consult dissertations from earlier years to find models. The watchwords in presentation are clarity and space. The paper should be standard A4, of good quality. The dissertation must be word-processed with one-and-a-half spacing, on one side of the paper only, leaving a wide left-hand margin. Footnotes may be single spaced. Always start with a title-page, a contents page, and a one-page abstract outlining the aims and organisation of the dissertation. Number the pages sequentially from the beginning of the introduction. Follow the Departmental Style Guide (see Appendix).

An electronic copy of your dissertation will be retained in the Department for future researchers. It is therefore in your interest that the dissertation be presented immaculately.

Proof-reading of the dissertation

Always proof-read your work. Print out the complete version in draft form, read it through and if possible, get a friend to read it too for spelling and typing mistakes you might have missed.

If professional proof-reading has been sought, it must be declared in the Acknowledgements.

If you have not proof-read your dissertation thoroughly, this will affect your final result.

Corrections

If you have had another person correct the English of your work, you must acknowledge the nature and extent of that correction in your Acknowledgements.

Dissertation submission requirements

Please note that you are required to upload and watermark ONE electronic copy of your dissertation on FASer before the deadline. A formal dissertation title page will be circulated by the Department to you in advance of the deadline and must be completed and inserted into your dissertation as a formal front cover page. If you wish to have a more decorative title page, this can be inserted after the formal front cover page.

Deadline to submit the dissertation

The deadline for the submission of the dissertation is 12 noon on FASer on Friday, 31 August 2018. You may submit your dissertation earlier, but discuss doing so with your supervisor first. If you fail to submit your dissertation by the deadline, you will receive a mark of zero. Dissertations do not fall under the Late Submission of Coursework policy.

Extensions for dissertations

A request for an extension in order to complete the writing of a dissertation will be considered only if there are Extenuating Circumstances.
A request should be made to the MA Director through your supervisor as soon as the need for an extension becomes evident to you, and no later than the end of July 2018. Requests that fall outside of the permissible Extenuating Circumstances will not be accepted.

Requests can be for four weeks or one-term. Approved extensions of four weeks will see the dissertation marked and the degree results ratified within the standard time period.

If your request for an extension of one term or more is granted you will be required to register as a continuation student and pay the continuation fee. Please note, however, that after September 2018 there may be no campus accommodation available for you, and the extension may have an impact on your financial commitments. The degree results of students granted such extensions will be decided at a meeting of the Examination Board held in the following year.

Your Essex email account

Please keep your Essex email account activated (by just sending one email now and again) after you have submitted your dissertation, because this is how you will receive an alert to tell you when the results of the Final Exam Board are published. You will also have to use your Essex log-in to access the online web results page.
Section 4    YOU MATTER

Practicalities: Getting started and IT matters

Registration

All new and returning students must register at the start of each academic year.

For more about registration, visit our student webpages 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+](http://careerhubplus.essex.ac.uk).

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](http://linguistics.essex.ac.uk) 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+](http://careerhubplus.essex.ac.uk), 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](http://careerguidance.essex.ac.uk) 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 disability 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 874034.

University Privacy statement

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

Graduating with an MA from the University of Essex is a great professional and personal asset and you will have a choice of either getting a job immediately or, if your inclinations and capacities allow it, pursue an even higher research degree. If you aim to find a job, do not forget the extensive support the University’s employability services offer (see Employability).

If you decide to stay on for further study with us, please note that our research degrees include PhD, MPhil, and MD in all the subject areas covered by the Department, and that we welcome both theoretical-critical and practice-led doctoral-level study. Our culture of world-class research provides an outstanding and supportive environment in which to undertake your research study. You’ll develop knowledge in your chosen area and learn from some of the top academics in the field, while becoming a valued member of our postgraduate community. Explore our courses on our course finder, and find out more about the value of being a researcher.
Section 6    APPENDIX

Departmental Style Guide

This guide should be used as the stylistic basis for all coursework and dissertations submitted to the Department. It 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 guide.

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. As such, note that you can expect to lose marks if this style sheet is not followed for MA essays and dissertations.

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 allow you 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:


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).
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.

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 The Aeneid or 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).

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 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.

Footnote sample entries: from the *Chicago Manual of Style (15th edition)*

**Book**

**One author**


**Two authors**


**Four or more 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)

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.