DEPARTMENT OF MATHEMATICAL SCIENCES

Postgraduate research
Sections in this handbook

Section 1: Introduction

Introduction and welcome (pages 5–7)

- Welcome from the Graduate Director
- About your Student Handbook
- Term dates and academic week numbers
- The myEssex student portal
- Student responsibilities

About our Department (pages 7-13)

- Meet your departmental staff
- Who to go to if you need help, contacting members of staff, our location
- Departmental resources
- Location of departmental office, opening hours, noticeboards, photocopying, RSCL
- Departmental support; your Supervisor, peer mentors, job references
- The Department and social media and the Maths Support Centre
- Academic Networking
- How we will contact you
- Absence
- Graduate Teaching Assistants (GTAs) and Demonstrators: Work opportunities
- PhD Mini Conference

Section 2: Academic Matters

Learning and Teaching (pages 14-21)

- Learning, teaching and the nature of doctoral studies
- What students can expect of staff and what staff can expect of students
- Moodle, ORB and FASer
- Registering, intermitting, changes to studies
- Supervision and PGR milestones
- Information for disabled, international and mature and part-time students
- Student representation, Student Assessment of Modules and Teaching and Student Surveys
- Library services

Research and Skills training (pages 21-22)

- Proficio and Academic Networking

Assessment (pages 22-27)

- Principal Regulations for Research Degrees, including exit awards
- Extenuating circumstances, intermitting and withdrawing
• Thesis submission Pre-Examination
• Thesis submission for Award
• Thesis Deposit
• Retention
• Your viva and your examiners
• Appeals, complaints and fitness to practice
• Academic offences policy
• Ethics

Referencing and good academic practice (pages 27-30)
• Referencing
• Guide to referencing
• Plagiarism, academic conduct and responsibilities relating to plagiarism

Section Three: You Matter

Practicalities: Getting Started and IT Matters (pages 31-33)
• Registration, enrolling and transcripts
• Find Your Way and room numbering system
• IT support, wifi, email account, free MS office, computer labs, M:drive
• Immigration information
• On campus facilities
• Graduation

Skills, Employability and Experience (pages 33-34)
• Employability and Careers Centre
• Learning Languages at Essex
• Talent Development Centre
• Career Hub
• Frontrunners
• Student Ambassadors
• Volunteering
• Big Essex Award
• Essex Interns

You Matter: Health, Welfare, Support and Safety (pages 35-37)
• Student services hub
• Harassment advisory network
• Faith groups
• Nightline
• Health and safety on campus, including personal evacuation plans and campus security details
• Residence Life
• Health Centre
• Students’ Union Advice Centre
• University Privacy Statement
The Essex Experience

- The Essex Charter
- Freedom of speech policy and the Code of Conduct
- Essex Spirit, social media and other channels of communication with students
- Students’ Union
- Alumni
Welcome from the Graduate Director

Welcome to the Department of Mathematical Sciences and thank you for choosing to study with us.

The Department of Mathematical Sciences is committed to high standards in both research and teaching. It is host to some internationally renowned researchers and research groups. Its research outputs can be found in many learned scientific journals and popular textbooks. We are confident that you will derive great benefit from working and studying in such an environment.

The Department will need to keep in touch with you during the year, and you are expected to check your email on working days (Monday-Friday) during term time. It is extremely important that we have an up-to-date address for you – any changes can be made in myEssex.

Please read this handbook carefully. In particular, please note that it is your responsibility to know about the key dates in each term (see page 6) and the University rules on academic offences (see page 26).

Finally, a request: we very much want to maintain the quality of our teaching and the good atmosphere in which students and staff work together. You can help us achieve this goal in a number of ways but, especially, by becoming a representative on the Student-Staff Liaison Committee or in the Departmental Meeting. Only by hearing from students can we respond to their concerns. Please consider whether you could take on one of these roles.

I hope you will have an interesting, educational and enjoyable time here, and I look forward to meeting you. The Department wishes you success in your studies and great benefit from your time in Colchester.

Dr Hongsheng Dai
Department of Mathematical Sciences
About your Student Handbook

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

Other helpful sources of information are available at www.essex.ac.uk/myessex and www.essex.ac.uk/students. Make sure you bookmark the departmental website too (www.essex.ac.uk/maths). Our friendly departmental staff are also here to help and you can find their contact details in this handbook.

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

All information in this guide was correct at the time of printing. For updates please refer to www.essex.ac.uk.

Term dates

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

The university year by week and academic week numbers can be found here: https://www.essex.ac.uk/students/course-admin/timetables.aspx

The myEssex student portal

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

Student responsibilities

Professional doctorate students have a responsibility to:

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

- Attend lectures and seminars for taught modules and attend meetings with your professional practice and research supervisors and Supervisory Panels as arranged and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.

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

Provide updates on progress as outlined in the Progress and Appeals Procedures for Research Degree Students
Complete the work required for your taught modules and carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.

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

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

Attend any research training and generic skills courses as agreed with the PG Director.

Submit reports on progress as requested to professional practice and research supervisors, Supervisory Panels, the PG Director, or the departmental Research Students’ Progress Board.

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

Inform the relevant module coordinator or supervisor and/or the PG Director promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students’ Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.

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

You must present your thesis for examination by the end of the final term of your minimum period or completion period, depending on your programme of study.

A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted, an extension, you will not be expected to register or pay the prescribed fee for that two week period.

If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree unless you are permitted an exceptional further period of completion.

Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.

Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.
Meet your Departmental staff

**Head of Department**
Professor Berthold Lausen
blausen 6.316 2958

**Departmental Manager**
Miss Claire Watts
cmwatts 6.318 3040

**Undergraduate Administrators**
Mrs Vicki Cantegreil (part-time job share)
vlcant 6.320 3355
Ms Gemma Rice (part-time job share)
grice 6.320 2926

**Graduate Administrator**
Mrs Shauna Meyers
smcnally 6.320 2704

**Operations Administrator**
Ms Chrissy Brown (part-time)
c.brown 6.320 3095

**Academic Staff**
Dr Chris Antonopoulos
canton 6.323 3018
Mr Keith Bannister (part-time)
kbanni 2.525 3618
Dr Dan Brawn (part-time)
dbrawn 2.521 3620
Professor Edd Codling (research leave)
ecodling 6.302 4567
Dr Hongsheng Dai (Graduate Director)
hdaia 6.304 3304
Dr Georgi Grahovski
gggrah 6.313 3033
Dr Martin Griffiths (part-time)
griffm 2.523 3027
Dr Andrew Harrison
harry 6.306 2964
Dr Haslifah Hashim
hhashim 6.305 3025
Professor Peter Higgins (3rd Year Director)
peteh 6.317 3019
Dr Vanni Noferini (1st Year Director)
vnofer 6.309 3032
Dr John O’Hara (part-time)
johara 5A.536 2680
Dr David Penman (Deputy Dean Education)
dbpenman 5A.211 2839
Dr Aris Perperoglou (Senior Personal Tutor)
aperpe 6.311 3036
Dr Chris Saker (Director of Education)
cjsake 6.315 2961
Professor Abdel Salhi (research leave)
as 6.301 3022
Dr Hadi Susanto
hsusanto 6.307 2689
Dr Alexei Vernitski
asvern 6.303 3024
Dr Spyridon Vrontos
svrontos 6.319 4717
Dr Gerald Williams (2nd Year Director)
gwill 6.308 3035
Dr Xinan Yang (Deputy Graduate Director)
xyangk 6.310 2787

Who to go to if you need help

If you have any queries relating to your Department or course of study, please contact the departmental office in the first instance (room 6.320).

Need to talk to your Supervisor?

Members of staff will publicise their Academic Support hours (usually an “open-door” policy) but are always available by prior arrangement outside these hours. They can be contacted by telephone and by email. If any emergency arises and a member of staff is not available, then the Graduate Administrator is the next
point of contact. Notes can be left on staff doors or in pigeonholes. Students wishing to see the Head of Department should contact Claire Watts, Department Manager, for an appointment.

Our staff
For more details on any member of staff in the Department, please see http://www.essex.ac.uk/maths/staff/Staff.aspx?type=all.

Contacting members of staff
Lecturers will specify their preferred method of contact. If they have Academic Support hours, they will display them on their doors, but most members of staff have an Open Door policy, i.e. they will see students at once unless they have another commitment. Most staff are in most days except perhaps one working day per week (at most) during term. During the vacations, or outside Academic Support hours, it may be best to email the relevant member of staff to make an appointment to see them in advance, as not all members of staff will be in every day due to conferences, holidays, etc. You can reasonably expect an acknowledgement within about two working days and a full reply within about five working days during term time, but responses may take longer during vacations.

Our location
Colchester Campus
Department of Mathematical Sciences
University of Essex
Wivenhoe Park
Colchester CO4 3SQ

Direct tel: 01206 873355
General enquiries: maths@essex.ac.uk
Pre-registration programme enquiries: maths@essex.ac.uk
Website: www.essex.ac.uk/maths

Departmental resources

Departmental Common and Meeting Room 6.314
This room is available to students at many times during the week. We encourage that room 6.314 is used as our common and meeting room. In the morning (9.30 am), at lunch time (1.30 pm) and in the evening (6–8pm) the room is a potential meeting point to be used by all members of the Essex Mathematical Sciences community: alumni, friends, students and staff. The room is equipped with a microwave, water cooler and hot drinks machine. We will try to make students aware of when the room is going to be in use via a weekly timetable on the door. Please keep the Common and Meeting Room clean and tidy.

Departmental Seminars
Seminars by speakers, often from other institutions, are usually held on Thursdays at 2pm in Room 6.300. Graduate students are encouraged to attend, and tea/coffee/biscuits are provided afterwards in Room 6.314.

Computer Labs
Need to use a computer on campus? We have more than 600 Windows-based computers on our Colchester Campus for you to use for study or work related tasks, located within 17 computer labs across campus,
including in the Albert Sloman Library. Many stay open until late and some are open for 24 hours a day, 7 days a week. For computer lab locations, opening hours and real-time availability please visit: http://www.essex.ac.uk/it/services/computers-and-software/.

There is a Departmental Computer Lab in room 6.327 equipped with 20 computers and 2 stations with data port connections for laptops as well as printing and scanning facilities. These computers are for use by Maths students working on Capstone Projects. The Departmental Computer Lab may sometimes be used for teaching. It can be used by all Maths students when available.

**Departmental Office 6.320**

Vicki Cantegreil and Gemma Rice are the Undergraduate Administrators and deal with most undergraduate matters. Chrissy Brown is the Operations Administrator and deals predominantly with attendance monitoring and departmental events. Shauna Meyers is the Graduate Administrator and deals with all graduate matters. Claire Watts is the Departmental Manager and is able to assist with both undergraduate and graduate matters.

The Office is normally open to students from 9.30am-12.30pm and 2pm-4.30pm.

**Noticeboards**

There are student noticeboards in the lobby area outside room 6.311. Please check this noticeboard regularly.

**Photocopying**

There are photocopiers for student use in the Albert Sloman Library and the Silberrad Student Centre. There are instructions by each copier which tell you how to use the copiers, and how to follow copyright law.

**Research Students’ Liaison Committee – convenor Dr Dai**

This meets at least once a year, usually in Spring Term. Students with any items for discussion should give these to Shauna Meyers. The committee consists of the Graduate Director and another member of staff and all research students in the Department. This is an opportunity for students to express any concerns they may have. Students may request further meetings of the Committee if they feel that would be helpful. Minutes of these meetings will be circulated to all research students.

In addition to this, you are welcome to make comments at any time you like to the Graduate Director and/or any individual member of staff.

**Desks**

We aim to allocate a desk to each research student in the Department (subject to space and availability of resources). If you have any questions about this, please talk to Shauna Meyers.

**Departmental Support**

**Your Supervisor**

All research postgraduate students have a Supervisor who you'll meet soon after you've arrived, and who you'll meet regularly throughout your course. The main role of your supervisor is to direct your research and ensure that you are producing material of a suitable standard. This could include advice on suitable reading material, suggestions of ways to tackle a particular problem, ensuring that you are continuing to move forward with your research and that you understand the appropriate standards required and are attaining them (with advice on how to do so).
Supervisors may provide some suggested preliminary reading before starting your research. This will obviously vary, depending on the subject you are going to be working on. In the 1st and 2nd years, you and your supervisor will fill in a form stating what technical requirements you need to learn (e.g. mathematical word-processing, knowledge of some particular topic, etc.). The taught module MA902 covers many of the general skills of research methods, so your supervisor may require you to attend MA902.

Your Supervisor is also there to help you feel connected to your department, and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. You should inform your Supervisor of any circumstances (medical or otherwise) that are affecting your ability to study. Your Supervisor may also recommend other support services on campus that might be able to help. A conversation with your Supervisor will normally be confidential unless you both agree otherwise. Other matters you want to discuss with your Supervisor include your employability portfolio.

Peer Mentors
The University operates a peer mentoring system – at postgraduate level this is known as ‘Ask a Postgraduate’. Mentoring is a relationship usually between a new student – the mentee, and a more experienced student – the mentor, who can help a mentee to settle in and inspire and motivate the mentee to make the most of their University experiences. You can find more information about the scheme here: [www.essex.ac.uk/students/study-resources/mentoring/ask-pg/default.aspx](http://www.essex.ac.uk/students/study-resources/mentoring/ask-pg/default.aspx)

Job references: Requesting references from members of staff
If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject.

Every reasonable effort will be made to meet a request for a reference for graduates up to three years after they leave the University. Requests received outside of this timescale may, of course, be met if a member of staff is equipped with the necessary information on the student and is willing to provide a reference.

It is helpful if you can provide the member of staff with details of the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – it is not always possible for a member of staff to write a reference immediately.

Copies of references
A copy of any reference provided will be retained within our Department for no longer than three years. If a reference is retained beyond this timeframe, our Department will seek explicit consent from the student concerned.

The Department and social media
The Department of Mathematical Sciences is on Facebook and Twitter! ‘Like’ us on Facebook or follow us on Twitter for details of departmental events, the latest departmental news, job adverts, quizzes, and stories of mathematical interest:

Facebook: [http://www.facebook.com/UoEmaths](http://www.facebook.com/UoEmaths)

Twitter: [http://twitter.com/EssexMaths](http://twitter.com/EssexMaths)
Maths Support Centre

The Support Centre, run by trained student advisors, will offer support to businesses and the University community on maths issues on all levels.

They have a range of resources available including practice worksheets and online numeracy tests. They're happy to help on a one-to-one or small group basis. The aim is to give you an opportunity to chat through a problem and to help you see how to solve it yourself.

All your questions and problems will remain confidential.

To contact the Maths Support Centre e-mail: mathssupport@essex.ac.uk or visit our webpage: http://www.essex.ac.uk/students/study-resources/tdc/maths/ for more information.

How we will contact you

**By email:** this is the preferred form of communication with students. Be sure to check your Essex email regularly. The Department strongly recommends you to check your email every day.

**By letter:** to your local or home address: this is used only when email is inappropriate (e.g. for serious problems concerning academic progress or absence from teaching events).

**By a notice on your student portal:** myEssex. Your student portal will alert you about modules and other aspects of your studies.

**By telephone:** this is used in emergencies or when it is otherwise necessary to receive an immediate response.

Please ensure that you keep your contact details up to date. You can update them via myEssex.

Absence

If you know in advance that you will be absent from the University for 5 days or more, please inform the Graduate Administrator and your supervisor. You can do this in person, by telephoning, or by emailing. If you are away because of illness you should obtain a self-certification form from the Department Office and fill it in as soon as possible. This not only alerts staff to the fact that you have been ill, but will remain on file for use at a later date. http://www.essex.ac.uk/academic/docs/regs/absence.shtm

Graduate Teaching Assistants (GTAs) and Demonstrators: Work opportunities

For GTA work we require students to have already been studying in the Department for at least one year and are fluent in English. The University Senate has approved a Code of Practice on Teaching and Demonstrating by Graduate Students which covers the selection and training of GTAs as well as teaching duties and departmental arrangements. The Code of Practice is available here https://www.essex.ac.uk/governance/policies

In particular, note that all those involved in, and new to, GTA work are required to attend, at the first opportunity, a Learning and Development training course.
Graduate Teaching Assistants have the right to join the University and College Union (UCU).
Learning, teaching and the nature of doctoral studies
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 made for individual students to support them through their studies.

The objective of a research degree is to obtain a high level of understanding of the relevant material, and to convey it in your examination. For a PhD the emphasis has to be on original work: for an MSc or MPhil, there can be more weight attached to pulling together and conveying, with clear understanding, the ideas of others. Talk to your supervisor(s) if in doubt.

What students can expect of staff and what staff can expect of students
The responsibilities of Departments, Supervisors and Students are described in the University’s Code of Practice for Postgraduate Research Degrees, it is extremely important that you read this document thoroughly:

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

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

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

faser.essex.ac.uk

www.essex.ac.uk/it/services/learning-technology/

Registration, intermitting, changes to studies
All new students and returning students must register at the start of each academic year. The full process for new students includes activating your student record for the academic year - which is held by our Postgraduate Research Education Team – getting your email account, access to IT and library services, enrolment on modules and confirming your contact details.
You should discuss any proposed change of degree title with your supervisor. One you have decided you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form (available here: www.essex.ac.uk/esf/)

Until your final term, you may request a transfer from one mode of study to another, for example from full time to part time, including distance learning, or vice-versa. You should discuss any proposed change with your supervisor.

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

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online Change of Mode of Study form, which will need to be approved by your department and the Dean. You can find the form at: www.essex.ac.uk/esf/

If your request is approved your minimum and maximum period will be adjusted pro-rata.

Please read carefully our guidance on Tier 4 and course changes here: http://www.essex.ac.uk/immigration/studies/changes

Maximum and Minimum periods of study from 2008-09

<table>
<thead>
<tr>
<th>Research degree</th>
<th>Mode</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters by Dissertation (MA or MSc by)</td>
<td>FT</td>
<td>One year</td>
<td>Two years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Two years</td>
<td>Three years</td>
</tr>
<tr>
<td>Master of Philosophy (MPhil)</td>
<td>FT</td>
<td>Two years</td>
<td>Three years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Four years</td>
<td>Five years</td>
</tr>
<tr>
<td></td>
<td>PT only</td>
<td>Two years</td>
<td>Three years</td>
</tr>
<tr>
<td>Doctor of Medicine (MD)</td>
<td>PT only</td>
<td>Two years</td>
<td>Three years</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>FT</td>
<td>Three years</td>
<td>Four years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Six years</td>
<td>Seven years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Eight years</td>
<td>Nine years</td>
</tr>
<tr>
<td>Professional Doctorate</td>
<td>FT/PT</td>
<td>See individual programme</td>
<td>See individual programmes</td>
</tr>
</tbody>
</table>

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

Supervision and PGR milestones

1. Research students are required to read the documentation relevant to them; including the Regulations for their degree, the University’s Code of Practice for Postgraduate Research Degrees and these Departmental Procedures. Students should regularly check mail, email and notice boards.
2. For an MSc degree by research, the minimum period of full-time study is normally one year. Normally the maximum period of full-time study is two years.

For an M.Phil. degree, the minimum period of study is normally two years, and the maximum period is normally three years.

For a PhD degree, the minimum period of study is normally three years and the maximum period is normally four years.

For part-time students, the minimum periods of study prescribed above should normally be doubled. The maximum period of study for part-time MSc students is normally three years, for part-time M.Phil students is normally five years and for part-time Ph.D students is normally seven years.

(Please note that for students who started prior to 2008 the minimum and maximum dates are different. Please see the Higher Degree Regulations and Procedures for more information: http://www.essex.ac.uk/academic/docs/regs/higher.shtm)

If, at the end of the minimum period of study for an MPhil or PhD degree, a student's research is complete, and a substantial portion of the dissertation written in draft, s/he may be permitted to proceed to a twelve-month completion period. If an MPhil or PhD student's work is not sufficiently advanced for him/her to proceed to the completion period, then it will be recommended that an extension to the minimum period of study is made.

3. New research students may be required to attend the lectures for MA902 Research Methods.

MPhil and PhD students will be required to give a talk to their peers and supervisors during their second and/or third years of study.

4. A significant proportion of the first year of a Ph.D is likely to be taken up with background reading, literature searches and gaining necessary research skills. Preparation of the final thesis usually commences early in the third year. In between, most of the research work takes place. For an M.Phil thesis, it is likely that the first year will be taken up with familiarising oneself with the material, in a similar way to the first year of the Ph.D, and the second to synthesising the material and producing the dissertation. An MSc by research student may have to start their research work early in the year.

It is highly desirable to keep your ideas in a computer file, as fully written up as possible. Progress from one year to the next, including progress into the completion year, will depend on reaching the required milestone.

5. The Department has prepared a document (hereafter referred to as the "Milestones Document") outlining the progress that MPhil / PhD students are expected to make towards successful completion and submission of their theses. This may be found at: http://www.essex.ac.uk/maths/documents/pgr-milestones.pdf

All MPhil / PhD students are expected to familiarise themselves with it. In particular, it should be carefully noted that supervisors and Supervisory Panels (see below) will be assessing the progress of students against the criteria laid down in this document, and will make their recommendations regarding the student accordingly. Your supervisor (or the Graduate Director) will be able advise you if you have questions about these matters.
6. Full time students will have two Supervisory Panels every year (part time students will have one, usually in the Summer term). The Panel will consist of the student’s supervisor(s) and one other member of staff (the Chair).

Each full time student must submit to the Graduate Administrator written reports on progress during the previous six months and plans for the next six months, and addressing the criteria specified in the “Milestones Document” (consult your supervisor if you need guidance). A student’s first report should usually contain a critical account of the books and papers that s/he has read concerning the research topic. The report is forwarded to the supervisor(s).

7. The supervisor(s) must discuss with the student the report mentioned in paragraph 6. These discussions are held prior to the Supervisory Panel. The student and supervisor complete sections 1 and 2 of the Supervisory Panel report, which can be obtained from the Graduate Administrator. The completed form, a copy of the written report and, if applicable, the Training Needs Analysis form should be given to the Chair prior to the Supervisory Panel meeting.

8. At the Supervisory Panel, the Chair completes section 3 of the Supervisory Panel Report. Then the form shall be signed by the members of the Panel and the student, and submitted to the Graduate Administrator.

9. The Department’s Research Students’ Progress Board shall consist of the Graduate Director (in the chair), the Head of Department and at least one other experienced supervisor. The Board shall meet after the Supervisory Panels have met. It may also be convened to consider the case of a particular student at any other point in the year at the request of the student, his/her supervisor(s), the Supervisory Panel, the Graduate Director or the Dean. It shall have powers, on the basis of Supervisory Panel Reports, to make one of the following recommendations to the relevant Dean: that the student be allowed to proceed; that the student’s status be upgraded or downgraded; or that the student’s studies be discontinued. The Dean will receive a report from the Board outlining details of its recommendations.

10. Where the Research Students’ Progress Board is considering a recommendation that a student’s studies be downgraded or discontinued, it will discuss this with the student before making a final recommendation to the Dean. If downgrading or discontinuation is confirmed, the student may then request a review of the recommendation using the appeals procedure: http://www2.essex.ac.uk/academic/students/appeals.html

In the last resort, there is an option of appealing to the Office of the Independent Adjudicators.

11. Informal meetings between supervisor(s) and a full-time student shall take place as frequently as necessary and at least once a month (weekly meetings are, in fact, more common). It will be assumed that both student and supervisor(s) are entirely happy with the frequency of meetings unless either party indicates otherwise, in writing, to the Graduate Director. It is good practice to keep a record of these meetings, together with a short synopsis of the discussions and any actions.

12. If a student has any problems regarding supervisory arrangements, these should first be discussed with the supervisor if this is feasible. Alternatively, the student may wish to discuss such problems with the Graduate Director, the Head of Department, or, exceptionally, the Dean. You should note that you have the right to discuss supervisory problems with a member of staff who is not your supervisor. The discussions should normally remain confidential if the student so requests.
Research Students and their Progress

Confirmation of PhD status

PhD students are registered for a standard minimum period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students will be supervised as PhD students, but PhD status will need to be confirmed during the second year (end of the third year for part-time students).

In the second year (end of the third year for part timers) the first Supervisory Panel will review the evidence to confirm whether or not progress and work is at PhD level. The Confirmation Panel can make the following recommendations to the Research Students' Progress Board:

- Confirm PhD status
- Defer a decision to the next Panel
- Downgrading to MPhil
- Downgrading to Masters by Dissertation
- Discontinuation

When PhD status has been confirmed by the Dean, the student will be sent a letter/email indicating that their formal registration status has been changed to PhD instead of MPhil/PhD. The minimum period will be unchanged. Students will continue to have two Supervisory Panels each year (one for part-timers) and the full range of decisions regarding progress will remain open to the Panel i.e. confirmation is not a guarantee that a student will be permitted to enter Completion at the end of their minimum period or that a subsequent recommendation of downgrading or discontinuation could not be made if good progress does not continue.

If the first Confirmation Panel does not recommend that a student’s PhD status should be confirmed, the student will automatically have the right to continue as an MPhil/PhD student until the next Supervisory Panel (towards the end of the second year). If, however, a student accepts the assessment that their status be downgraded or discontinued, then this change will take place immediately. In such cases, the student does not have a right of appeal. A student who is downgraded to MPhil will have revised minimum and maximum dates.

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

If, following the second Confirmation Panel, PhD status is not confirmed, then the Panel will recommend to the Research Students' Progress Board either downgrading to MPhil or discontinuation. At this point, a student has a right of appeal against that decision. The RSPB’s recommendation is made to the Dean.
Criteria for Confirmation of PhD Status

The Confirmation Board is the 1st Supervisory Panel of the second year. The Panel will consider the work that a student has done during the year and a half after registration (3 years for part-time students) and decide whether or not it is at PhD level. The following criteria will be used:

1. A comprehensive review of the background material relevant to the research topic
2. Good understanding and appreciation of the published results directly relevant to the area/topic of study
3. A clear project definition within a research proposal, including reasonable progress milestones
4. Evidence of capability to generate original results e.g. from non-trivial preliminary theoretical/experimental results

Depending on the outcome of the meeting, minimum and maximum dates will be revised as necessary and the student will be notified in writing. Two supervisory panels (one for part-time students) per year will take place from then on and the panel will still have the capability to downgrade the student, i.e. prevent him/her from entering the completion period, if satisfactory progress is not achieved thereafter.

MSc by Research

Note that if you are initially registered for a Master’s degree, it may be possible to upgrade your work to a PhD (or an MSc to an MPhil), subject to satisfactory progress. Talk to your supervisor in the first instance if you are interested in this possibility.

Outline of Examination Arrangements for Research Students

The usual format is that, when you have submitted your dissertation, you are subsequently given an oral examination (“viva”) on the contents of it.

You should note that, even if you have kept conscientious computer files of your results during the work, turning these into a thesis is a long process. You should consult your supervisor in detail about how to go about this. It will usually take a few months from the submission date before your thesis can be examined (normally by two examiners, one of whom will be from another University). If you are worried in the build-up to an examination of your thesis, talk to your adviser, Student Support or any other member of Departmental staff.

The possible outcomes are:

- pass – no corrections required
- pass with minor typographical/presentational corrections
- pass with minor editorial revisions (to be made within two months)
- pass with editorial revisions (to be made within four months)
- referral (which basically means the right to resubmit a substantially revised version of the thesis within twelve months)
- fail
In the latter event, the Registry, on the advice of the Examiners, may specify that a thesis is eligible for a lower award (e.g. a PhD thesis might not quite make that level, but be eligible for an MPhil, or a failing MPhil thesis could deserve the award of an MSc).

Information for disabled students

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

You can find out about the academic and learning support we offer here:

www.essex.ac.uk/students/contact/help.aspx

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

www.essex.ac.uk/students/disability/funding.aspx

Information for international students

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

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

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

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 and part-time students

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

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

You can find more information here: www.essex.ac.uk/students/groups/mature-students.aspx
Student representation

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


3. You can find out information about Student Staff Liaison Committees (SSLCs) here: [http://www.essex.ac.uk/quality/student_representation/sslc.asp](http://www.essex.ac.uk/quality/student_representation/sslc.asp).

Library Services

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

[libwww.essex.ac.uk](http://libwww.essex.ac.uk)

The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and how to avoid plagiarism, using reference management software, and evaluating sources. Your Subject Librarian is Greg Cadge [greg.cadge@essex.ac.uk](mailto:greg.cadge@essex.ac.uk), or use the Book a librarian form on the Library website to get in touch.

For guidance in relation to third-party proofreading of student work: [www.essex.ac.uk/proofreading](http://www.essex.ac.uk/proofreading)

Proficio

Proficio is our innovative professional development scheme for doctoral students, and it’s unique to Essex. We believe that your academic and professional development is vital to your growth as a doctoral student and so we credit your Proficio account with funds that can be spent on a variety of courses. You can find out more information via [www.essex.ac.uk/students/study-resources/research](http://www.essex.ac.uk/students/study-resources/research) and you can contact the Proficio team at [proficio@essex.ac.uk](mailto:proficio@essex.ac.uk).
Academic Networking

It is important for research students to be aware of developments in the field they are working in, and to present their results to academic audiences. We have already mentioned our Seminar Programme, but there may also be some funding available to allow research students to attend suitable conferences. If you are interested in applying for conference funding please see the Graduate Administrator to obtain a form. Funding is limited. The normal expectation is for a student to present a paper at a conference.

Information on research in the Department may be found at http://www.essex.ac.uk/maths/research/

Principal Regulations for Research Degrees and the Code of Practice for Research Degrees  
[www.essex.ac.uk/about/governance/regulations/codes-higher](www.essex.ac.uk/about/governance/regulations/codes-higher)

The Principal Regulations and the Code of Practice are extremely important documents that set out both your responsibilities, and the responsibilities of the University to you. Take time to familiarise yourself with them. They outline the roles and responsibilities of you, your supervisor, your Supervisory Panel and the Research Student Progress Board.

Extenuating Circumstances, withdrawing and intermitting  [www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx](www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx)

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

**If you are taking taught modules** you need to submit your form by the deadline, see:  
[www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx](www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx)

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

You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from the Students’ Union Advice Centre (www.essexstudent.com/services/advice_centre/) or the Student Services Hub (www.essex.ac.uk/students/contact/default.aspx).
Exceptional circumstances submissions relating to your overall postgraduate research studies should be made to the Supervisory Panel and Research Student Progress Board and you should consult your supervisor for the appropriate deadline.

Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Please seek advice from the Students’ Union Advice Centre, [www.essexstudent.com/services/advice_centre/](http://www.essexstudent.com/services/advice_centre/), or the Student Services Hubs, [www.essex.ac.uk/students/contact/registry.aspx](http://www.essex.ac.uk/students/contact/registry.aspx) if you need any guidance.

Thinking of leaving or taking a break from your studies?

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

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

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

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

**Thesis Submission Pre-Examination**

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

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

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

You should submit to the Silberrad Student Centre:

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

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

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

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

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

**Thesis Submission For Award**

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

**Thesis Deposit**

Detailed thesis deposit instructions to the repository can be found here:

http://www.essex.ac.uk/reo/repository/research-thesis.aspx
Students wishing to place a restriction on their thesis must do so in writing prior to submission of their thesis to repository@essex.ac.uk. Further information regarding restrictions can be found here: https://www.essex.ac.uk/reo/repository/research-thesis.aspx

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

**Retention**

Your thesis will be made open access when deposited in the online Research Repository.

The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.

Full details of the requirements for thesis submission can be found at https://www.essex.ac.uk/-/media/documents/about/governance/thesis-submission-deposit.pdf

**Your viva and your examiners**

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

**Appeals and complaints**

If the recommendation of your Research Students Progress Board is that your degree should be downgraded or your studies discontinued, and you want to appeal, you must do so within two weeks of receiving the notification. You must do so in writing on the Form of Appeal which is available online at www.essex.ac.uk/students/exams-and-coursework/ppg/pgr/default.aspx.

You should read carefully the Appeals Procedure against a progress decision – postgraduate research students at: www.essex.ac.uk/about/governance/policies/research-progress-appeals.aspx

You may also appeal against an examination decision. ‘Failed’ or ‘referred’ candidates may submit their appeal no later than eight weeks after the notification of the decision.
You should read carefully the Appeals Procedure against an examination decision – postgraduate research students (thesis) at: https://www.essex.ac.uk/governance/policies

Professional doctorate students may appeal against the recommendation of a Research Students’ Progress Committee that they be discontinued or downgraded within two weeks of receiving notification of the recommendation. You should read carefully the Appeals Procedure for professional doctorate students at Policies | University of Essex

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

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

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

Academic Offences Policy

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

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

If you aren’t sure what the conventions are, particularly in relation to referencing, you should ask your department, contact the Talent Development Centre, and also refer to Referencing and good academic practice in this handbook.
More information about academic offences and getting support can be found at:

www.essex.ac.uk/see/academic-offence

**Ethics**

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

‘Human participants’ are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.

**Referencing and good academic practice**

**Referencing**

Drawing on the wide range of reading you do around your subject area, and demonstrating how you have used this to develop your knowledge and form your own views, is a key aspect of your work. It’s essential that you reference your source materials so it’s clear where the information has come from, and to avoid any misunderstanding over whether you are presenting ideas as your own.

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.

To find out about your departmental referencing style and for help with referencing, visit the library website: [http://libwww.essex.ac.uk/referencing.htm](http://libwww.essex.ac.uk/referencing.htm)
The Talent Development Centre provides online courses and guides to help you fully understand what is required from you. You can find out about the full range of workshops and resources that are available to you by visiting https://www1.essex.ac.uk/students/study-resources/tdc/default.aspx. You can also complete the online Academic Integrity course at https://moodle.essex.ac.uk/course/view.php?id=5844.

You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully. Failure to understand the academic conventions may result in you being found to have committed an academic offence (see section Academic Offences Procedure).

Further information relating to authorship and plagiarism is available at: www.essex.ac.uk/plagiarism/index.html

The Academic Offences Policy applies to all students www.essex.ac.uk/about/governance/policies/academic-offences.aspx.

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

Guide to Referencing

It is very important that you (a) do not represent the work of other people you are using as your own and (b) allow people who want to check up on the details of what you are saying to find the sources of information you have used. Under (a), if you are quoting some other person’s words, you must ensure that they are in inverted commas and clearly indicated as a text taken from J. Smith’s (or whatever) book. The University has plagiarism detection software (Turnitin). We do appreciate that in e.g. a pure mathematics project, everyone’s definition of a group (say) is essentially identical, and you need not worry too much about giving definitions identical to everyone else: but even if you are writing out a proof of a result based on somebody else’s, you should be able to at least somewhat rephrase the ideas in your own words. Remember you should aim for a consistent notation through your work.

Regarding (b), there are various ways of referencing and we do not want to be too prescriptive about imposing a system. However you should ensure that for every source (book, academic paper, website, communication from a supervisor or somebody else, etc.) you give some reference for it, which gives for each source the author(s)’ names, the title of the work, details of where and when published. One good way to do this is to have the various sources listed in your bibliography, preferably in alphabetical order by surname of first author, with numbers next to them, and then refer to these numbers in square brackets in the text. When referring to a particular theorem in a work, be specific - “(see [3], Theorem 20)” rather than just “(see [3])”. For example you could have in your bibliography:


etc. You could then refer to these in your text as follows (e.g.):

We need to investigate the order of the subgroups of $G$. By Lagrange’s Theorem (see [3], Theorem 12) they divide the order of $G$. By ( [5], Theorem 25) they cannot be equal to the order of $G$ divided by 2: thus they are all of order at most the order of $G$ over 3. Subgroups of order $|G|/3$ are possible, but those of order $|G|/6$ are not by ([3], Proposition 44).

We appreciate that often it is hard to attribute an author to a website or similar, use your judgement. If in doubt, talk to your supervisor.

Students are required to reference their sources properly, and failure to do so can lead to an allegation of an academic offence. When submitting any piece of work (e.g. essay, report, dissertation, or thesis) you will be required to acknowledge any assistance received or any use of the work of others.

**Plagiarism, academic conduct and responsibilities relating to plagiarism**

**Plagiarism**
Plagiarism is to steal ideas, verbalisations or writings from another person without correct acknowledgement, presenting these as your own work. It also includes utilising your own previous assessment submissions, without correct identification of such (which is referred to as self-plagiarism). Any source you access and utilise when preparing your work (book, journal article, newspaper article, internet page, podcast etc.) must be referenced appropriately to avoid plagiarism – ignorance of correct referencing techniques is inexcusable.

You may also be accused of assisting plagiarism if you lend your work to another student who then copies your text. Plagiarism is indefensible and will not be tolerated in any form within the University of Essex. This Academic Offence carries severe penalties, and you may be withdrawn from your programme. All students should view the University of Essex plagiarism online tutorial at: [www.essex.ac.uk/plagiarism/index.html](http://www.essex.ac.uk/plagiarism/index.html) to familiarise yourself with this issue. If you are concerned about plagiarism, you should talk with your Tutor.

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

**Academic conduct – personal recordings of teaching or other meetings**
A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student’s academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of those present. Disabled
students who have difficulty with note-taking are encouraged to contact Student Support for further information on when recording is permissible and other access strategies.
Practicalities: Getting started and IT matters

Registration, enrolling and transcripts

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

Find Your Way and room numbering system

Find Your Way is our interactive campus map app. Download it to help you find any location on campus and get directions quickly and easily. There's also a handy web version - findyourway.essex.ac.uk/

If you're looking for a specific room, follow these rules.

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

If the number has three parts and the first contains numbers and letters eg 5N.7.16, then the room is in square 4 or 5. The format is entrance.floor.room. The first part tells you the square and corner (eg 4S is the south corner of square 4), which matches the labels on the entrances (eg door 4NW is next to The Store). The second part is the floor and the third 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 eg 4.722, the room is in the Maths/Social Studies/Rab Butler/Square 1 building area. The first number shows the floor and the last three digits show the room number.

Also... if the last three digits are 700-799 the room is off Square 1, and if the last three digits are 500-599 the room is in the Square 2 area (Computer Science). For example, 5.512 is room 512, floor 5.
www.essex.ac.uk/about/colchester/documents/location_of_teaching_rooms.pdf

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

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

Once you’re set up, you can access email, log on to lab computers, connect to eduroam 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. www.essex.ac.uk/it

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

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

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

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

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, banks, a general store run by the Students’ Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.

www.essex.ac.uk/students
www.essex.ac.uk/welcome

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

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

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+ whether you have one hundred questions or just don’t know where to start! We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online services for creating CVs, interview preparation and job vacancies.

www.essex.ac.uk/careers

Learning a Language

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

www.essex.ac.uk/study/why/languages

Talent Development Centre

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

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

CareerHub+

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

careerhub.essex.ac.uk/students/login
Frontrunners

Challenge yourself. Frontrunners is Essex’s unique on-campus work placement scheme for students. You’ll get the chance to work on real projects in real workplaces and develop real skills for you to brag about on your CV. You’ll get fully trained in your role and you’ll get paid for it.

www.essex.ac.uk/fronrunners

Student Ambassadors

Be a Student Ambassador and make a difference to others and make a difference on your CV! Student Ambassadors help to promote the University and higher education. You’ll be a valued part of the Student Recruitment and Outreach teams. Keep an eye out for Student Ambassador vacancies on CareerHub+ at the start of the Autumn Term.

www.essex.ac.uk/careers/job_hunting/on_campus

Volunteering

Join the vTeam and be the difference. There are plenty of opportunities to volunteer during your time at Essex. The vTeam, run by the Students Union, is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.

www.essex.su/vteam

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!

www.essex.ac.uk/careers/bige

Essex Interns

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

www.essex.ac.uk/careers/internships
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? Struggling with exam stress? Your questions matter and you'll get answers from our team of experts.

Colchester email: askthehub@essex.ac.uk
www.essex.ac.uk/students/health-and-wellbeing/default.aspx

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

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

Harassment advisory network

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

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

Faith groups

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

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

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

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

Health and safety on campus

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

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

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

www.essexstudent.com/safetybus
www.essex.ac.uk/students/campus/emergency
www.essex.ac.uk/health-safety/fire/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.

www.essex.ac.uk/accommodation/support/reslife

Health Centre

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

www.rowhedgesurgery.co.uk
www.nhs.uk

Students’ Union Advice Centre

Our SU advice centre offers free, confidential, independent and impartial advice on any issue that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex.

www.essex.su/advice
University Privacy Statement

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

www.essex.ac.uk/website-privacy
www.essex.ac.uk/records_management/request
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.

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

Freedom of speech policy and the Code of Conduct

For regulations relating to the Code of Student Conduct; see:

www.essex.ac.uk/students/study-resources/handbooks/default.aspx
https://www.essex.ac.uk/governance/regulations

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

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

http://blogs.essex.ac.uk/essexspirit/
www.essex.ac.uk/students/new/

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

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

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

http://www.essex.ac.uk/events
Students’ Union

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

Say hello at [essex.su](http://essex.su)

Alumni

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

[alumni.essex.ac.uk/home](http://alumni.essex.ac.uk/home)