DEPARTMENT OF MATHEMATICAL SCIENCES

Postgraduate taught
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University of Essex

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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 34).

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 Departmental Handbook

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

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

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

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

Your timetable

You can view your timetable at: https://www.essex.ac.uk/students/course-admin/timetables.aspx (you will be prompted to login using your Essex username and password). Once you have chosen all your modules and received confirmation, they will appear on your personal timetable. You may find that the first week of your timetable is blank if you do not have any course commitments in Welcome Week. You can also access your timetable on most mobile devices including smart phones and tablets.

The myEssex student portal

myEssex is your online account. Use it to see your timetable, keep your personal details up-to-date, see how you’re doing on your course, let us know if you’ll miss a lecture or class, contact the Student Services Hub and much more. https://www.essex.ac.uk/myessex/

Meet your Departmental staff

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<th>Role</th>
<th>e-mail</th>
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<tr>
<td>Head of Department</td>
<td>blausen</td>
<td>6.316</td>
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<tr>
<td>Professor Berthold Lausen</td>
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<tr>
<td>Departmental Manager</td>
<td>cmwatts</td>
<td>6.318</td>
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<tr>
<td>Miss Claire Watts</td>
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<tr>
<td>Undergraduate Administrators</td>
<td>vlcant</td>
<td>6.320</td>
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<tr>
<td>Mrs Vicki Cantegreil (part-time job share)</td>
<td>vlcant</td>
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<tr>
<td>Ms Gemma Rice (part-time job share)</td>
<td>grice</td>
<td>6.320</td>
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<td>Graduate Administrator</td>
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<tr>
<td>Mrs Shauna Meyers</td>
<td>smcnally</td>
<td>6.320</td>
<td>2704</td>
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<tr>
<td>Operations Administrator</td>
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<tr>
<td>Ms Chrissy Brown (part-time)</td>
<td>c.brown</td>
<td>6.320</td>
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Academic Staff

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<tr>
<td>Dr Chris Antonopoulos</td>
<td>canton</td>
<td>6.323</td>
<td>3018</td>
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<tr>
<td>Mr Keith Bannister (part-time)</td>
<td>kbanni</td>
<td>2.525</td>
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<tr>
<td>Dr Dan Brawn (part-time)</td>
<td>dbrawn</td>
<td>2.521</td>
<td>3620</td>
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<tr>
<td>Professor Edd Codling (research leave)</td>
<td>ecodling</td>
<td>6.302</td>
<td>4567</td>
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<tr>
<td>Dr Hongsheng Dai (Graduate Director)</td>
<td>hdaia</td>
<td>6.304</td>
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<tr>
<td>Dr Georgi Grahovski</td>
<td>ggrah</td>
<td>6.313</td>
<td>3033</td>
</tr>
<tr>
<td>Dr Martin Griffiths (part-time)</td>
<td>griffm</td>
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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 Tutor?
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, Departmental Manager, for an appointment.

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

Contacting members of staff
Lecturers will specify their preferred method of contact. If they have office 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 office 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.

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

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.

Departmental Support
Your Personal Tutor
All taught postgraduate students have a personal tutor who you’ll meet soon after you’ve arrived, and who you’ll meet regularly throughout your course. Your personal tutor is 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 Personal Tutor of any circumstances (medical...
or otherwise) that are affecting your ability to study. Your personal tutor may also recommend other support services on campus that might be able to help. A conversation with your Personal Tutor will normally be confidential unless you both agree otherwise. Other matters you want to discuss with your Personal Tutor include your employability portfolio.

It is very important that you make semi-regular contact with your Personal Tutor since you want someone to know you well enough to be able to write references for you. Indeed, Tutors will normally be asking their tutees to come to see them at least a couple of times each year to discuss any issues that may arise, including signing in at the start of each term.

Dr Hongsheng Dai, the Graduate Director, will be available to help you if your own Tutor is ill or away. If, for any reason, you wish to change your Tutor you should see the Dr Dai, who will organise this for you. (If your Tutor is Dr Dai and you wish to change Tutors, talk to Shauna Meyers). If you have difficulty in finding your Tutor then speak to one of the Administrators in the Department, who will be able to get in touch with them for you.

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

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.

For example, Personal Tutors, dissertation supervisors, the Graduate Director, or core course supervisors are likely to be more suitable than lecturers that have taught you on an optional module. Discuss the matter with Dr Dai if in doubt. 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 for taught students. If a reference is retained beyond this timeframe, our Department will seek explicit consent from the student concerned.
Help to prepare for your exams
Exams in this department are taken in the main exam period. Preparing for exams can be stressful and you can find some useful advice on this at [http://www.essex.ac.uk/maths/documents/exam-advice.pdf](http://www.essex.ac.uk/maths/documents/exam-advice.pdf) and at [http://www.essex.ac.uk/maths/documents/exam-advice2.pdf](http://www.essex.ac.uk/maths/documents/exam-advice2.pdf).

Exam rubrics can be found online on the “Current Students” webpage: [www.essex.ac.uk/maths/current_students/Default.aspx](http://www.essex.ac.uk/maths/current_students/Default.aspx)

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](mailto:mathssupport@essex.ac.uk) or visit our webpage: [http://www.essex.ac.uk/students/study-resources/tdc/maths/](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.
Departmental prizes

**Townsend MSc Dissertation Prize** (awarded to one student annually)

The Department awards the Townsend MSc Dissertation Prize to the student with the best MSc dissertation mark. In the event that there are students with the same dissertation mark, the prize will be split. The value of the prize is £100.

The prize will be awarded at the Graduation reception.
Learning, teaching and independent study
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 place for individual students to support them through their studies.

A range of methods of teaching are used in this Department, according to what lecturers of particular modules feel is the most appropriate way to convey information in that particular case. The main method in most courses is a formal lecture, but lab work (where appropriate) is also common and examples classes are built into most modules. These methods of teaching have somewhat complementary, though overlapping, aims. If you wish to discuss the methods of teaching in any particular module further, talk in the first instance to the module lecturer. As well as participate in timetabled teaching events, you will be expected to undertake independent study.

Moodle, ORB and FASER
Our online resource bank (ORB - http://orb.essex.ac.uk/ma/) stores important module materials such as past exam papers.

We use Moodle (https://moodle.essex.ac.uk) 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 (faser.essex.ac.uk) 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/

Course structures
The structures for the taught Postgraduate schemes may be found over the next few pages or, in the case of the Graduate Diploma, at https://www.essex.ac.uk/courses/pg00368/1/graduate-diploma-mathematics.

These (and the Programme Specifications) indicate the syllabus for each scheme. You are urged to familiarise yourself with the structure for your course. When choosing options from outside departments, you must bear in mind that the relevant lecturer may want to know whether your background is suitable for the chosen module.
Please note that changes might occur in scheme structures. There also might be clashes in your timetable. Clashes concerning compulsory modules will be resolved. However, clashes concerning optional modules will only be resolved where possible. If not, an alternative option must be taken.
PGD/MSc in Mathematics

Game theory, with roots in mathematics, statistics and economics, is routinely applied to understanding and predicting human behaviour. Problems of protection of digital information against piracy are closely related to aspects of set systems. And the RSA cryptosystem, used on computers all over the world, depends on classical results of number theory.

Our MSc Mathematics covers many aspects of discrete mathematics and their potential use in practice, and provides you with options in:

- Optimisation
- Machine learning
- Data mining
- Statistics

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<tr>
<td>MA306-7-AU Combinatorial Optimisation</td>
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<tr>
<td>MA305-7-AU Nonlinear programming</td>
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**With 2 options (one from list A and one from list B):**

**List A**

- CE802-7-AU Machine Learning and Data Mining | 15
- MA317-7-AU Modelling Experimental Data | 15

**List B**

- EC943-7-SP Game Theory and Applications | 20
- MA314-7-SP Graph Theory | 15
MSc in Statistics

Providing a balance of solid statistical theory and practical application, this course builds your knowledge in all areas of statistics, data analysis and probability. You also have the opportunity to specialise, taking optional modules in topics including:

- Survey methodology
- Operations research
- Applied mathematics
- Computer science

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<td>CE706-7-SP Information Retrieval</td>
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<td>MA314-7-SP Graph Theory</td>
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PGD/MSc in Statistics and Operational Research

Businesses, organisations, and individuals all strive to work as effectively as possible. Operational research uses advanced statistical and analytical methods to help improve the complex decision-making processes to deliver a product or service. Working in this field, you might be identifying future needs for a business, evaluating the time-life value of a customer, or carrying out computer simulations for airlines.

Our MSc Statistics and Operational Research will appeal if your first degree included mathematics as its major subject, and we expect you to have prior knowledge of statistics – for example significance testing or basic statistical distributions – and operational research such as linear programming.

You specialise in areas including:

- Continuous and discrete optimisation
- Time series econometrics
- Heuristic computation
- Experimental design
- Machine learning
- Linear models

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| Compulsory | MA902-7-FY Research Methods | 15 |
| Compulsory | MA305-7-AU Nonlinear Programming | 15 |
| Compulsory | MA306-7-AU Combinatorial Optimisation | 15 |
| Compulsory | MA318-7-AU Statistical Methods | 15 |
| Compulsory | MA319-7-AU Stochastic Processes | 15 |
| Compulsory | MA322-7-SP Bayesian Computational Statistics | 15 |

Two compulsory choice options:

| Compulsory with Options | MA216-7-SP Survival Analysis | 15 |
| Compulsory with Options | MA311-7-SP Mathematics of Portfolios | 15 |
| Compulsory with Options | MA314-7-SP Graph Theory | 15 |
| Compulsory with Options | MA320-7-SP Financial Derivatives | 15 |
| Compulsory with Options | MA323-7-SP Partial Differential Equations | 15 |
PGD/MSc in Statistics and Finance

Specialised statistical methods are hugely important in dealing with particular problems of economic data. For instance, time series econometrics provides methods for analysing the dynamic processes that are often found in macroeconomics, while other techniques are required for analysing the stock market and other financial data.

Econometrics can be described as the application of statistics in an economic context so this course will interest you if your first degree included some training in both statistics and economics.

You study topics including:

- Methods of linear regression and hypothesis testing
- Bayesian statistical modelling and methods
- Actuarial modelling and time series models
- Applied statistics
- Game theory

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<td></td>
<td>MA321-7-SP Applied Statistics 15</td>
</tr>
<tr>
<td></td>
<td>MA322-7-SP Bayesian Computational Statistics 15</td>
</tr>
<tr>
<td></td>
<td>MA311-7-SP Mathematics of Portfolios 15</td>
</tr>
<tr>
<td></td>
<td>MA320-7-SP Financial Derivatives 15</td>
</tr>
</tbody>
</table>
PGD/MSc in Actuarial Science

Actuaries provide assessments of financial security systems, with a focus on their complexity, their mathematics, and their mechanisms. Actuaries quantify the probability and manage the risk of future events in areas such as insurance, healthcare, pensions, investment, and banking and also in non-financial areas. This course is taught by the Department of Mathematical Sciences and is intended for students with a first degree in mathematics, statistics, economics or finance who would like to acquire knowledge in actuarial science.

Our MSc Actuarial Science course is based on the syllabus of the majority of the Core Technical subjects of the Institute and Faculty of Actuaries, so you'll cover Core Technical subjects as part of your course (CT2 or CT3, depending on the optional module selected, CT4, CT5, CT6, and CT8). This focus on up-to-date research findings in actuarial methodologies and actuarial applications means that you gain a solid training in actuarial modelling and actuarial analysis.

It is also possible to specialise on a topic of choice, with options including:
- Actuarial and Financial Modelling.
- General Insurance
- Life Insurance

<table>
<thead>
<tr>
<th>Core (MSc only)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA981-7-FY Dissertation</td>
<td>60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compulsory</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA902-7-FY Research Methods</td>
<td>15</td>
</tr>
<tr>
<td>MA318-7-AU Statistical Methods</td>
<td>15</td>
</tr>
<tr>
<td>MA319-7-AU Stochastic Processes</td>
<td>15</td>
</tr>
<tr>
<td>MA320-7-SP Financial Derivatives</td>
<td>15</td>
</tr>
<tr>
<td>MA311-7-SP Mathematics of Portfolios</td>
<td>15</td>
</tr>
<tr>
<td>MA312-7-AU Contingencies</td>
<td>15</td>
</tr>
<tr>
<td>MA216-7-SP Survival Analysis</td>
<td>15</td>
</tr>
</tbody>
</table>

One compulsory choice option:

<table>
<thead>
<tr>
<th>Compulsory with Options</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA211-7-SP Finance and Financial Reporting</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compulsory with Options</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA325-7-AU Data, Probability and Statistics</td>
<td>15</td>
</tr>
</tbody>
</table>
MSc in Data Science

Data science is a growing and important field of study with a fast-growing number of jobs and opportunities within the private and public sector. The application of theory and methods to real-world problems and applications is at the core of data science, which aims especially to use and to exploit big data. You study a balance of solid theory and practical application including:

- Computer science
- Programming
- Statistics
- Data analysis
- Probability

<table>
<thead>
<tr>
<th>Core (MSc only)</th>
<th>MA981-7-FY Dissertation</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory</td>
<td>MA902-7-FY Research Methods</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory</td>
<td>MA317-7-AU Modelling Experimental Data</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory</td>
<td>MA321-7-SP Applied Statistics</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory</td>
<td>CE802-7-AU Machine Learning and Data Mining</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory</td>
<td>CE706-7-SP Information Retrieval</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory with Options</td>
<td>MA325-7-AU Data, Probability and Statistics or option from List A</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory with Options</td>
<td>CE705-7-AU Programming in Python or option from List B</td>
<td>15</td>
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</tbody>
</table>

Plus 1 option from either List A or List B

<table>
<thead>
<tr>
<th>List A</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory with Options</td>
<td></td>
</tr>
<tr>
<td>MA305-7-AU Nonlinear Programming</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory with Options</td>
<td></td>
</tr>
<tr>
<td>MA306-7-AU Combinatorial Optimisation</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory with Options</td>
<td></td>
</tr>
<tr>
<td>MA318-7-AU Statistical Methods</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory with Options</td>
<td></td>
</tr>
<tr>
<td>MA319-7-AU Stochastic Processes</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory with Options</td>
<td></td>
</tr>
<tr>
<td>MA322-7-SP Bayesian Computational Statistics</td>
<td>15</td>
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</table>

<table>
<thead>
<tr>
<th>List B</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory with Options</td>
<td></td>
</tr>
<tr>
<td>CE807-7-SP Text Analytics</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory with Options</td>
<td></td>
</tr>
<tr>
<td>CE816-7-AU High Performance Computing</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory with Options</td>
<td></td>
</tr>
<tr>
<td>CE887-7-AU Natural Language Engineering</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory with Options</td>
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</tr>
<tr>
<td>CE888-7-SP Data Science and Decision Making</td>
<td>15</td>
</tr>
<tr>
<td>Compulsory with Options</td>
<td></td>
</tr>
<tr>
<td>CE889-7-AU Neural Networks and Deep Learning</td>
<td>15</td>
</tr>
</tbody>
</table>
PGD/MSc in Mathematics and Finance

One of our most popular courses, MSc Mathematics and Finance allows those with a background in mathematics to study finance. Since finance routinely involves modelling and evaluating risk, asset pricing and price forecasting, mathematics has become an indispensable tool for this study.

You explore topics including:
- Models and mathematics in portfolio management
- Risk management in modern banking
- Financial modelling
- Actuarial modelling
- Applied statistics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA981-7-FY</td>
<td>MA902-7-FY Dissertation</td>
<td>60</td>
</tr>
<tr>
<td>MA902-7-FY</td>
<td>MA306-7-AU Combinatorial Optimisation</td>
<td>15</td>
</tr>
<tr>
<td>MA306-7-AU</td>
<td>MA318-7-AU Statistical Methods</td>
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<td>MA311-7-SP Mathematics of Portfolios</td>
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<tr>
<td>MA311-7-SP</td>
<td>MA320-7-SP Financial Derivatives</td>
<td>15</td>
</tr>
<tr>
<td>MA320-7-SP</td>
<td>MA322-7-SP Bayesian Computational Statistics</td>
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</table>

Choose one option:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BE351-7-SP</td>
<td>BE351-7-SP Derivative Securities</td>
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<tr>
<td>BE352-7-AU</td>
<td>BE352-7-AU Asset Pricing</td>
<td>20</td>
</tr>
<tr>
<td>BE356-7-SP</td>
<td>BE356-7-SP Financial Modelling</td>
<td>20</td>
</tr>
<tr>
<td>BE361-7-SP</td>
<td>BE361-7-SP Risk Management</td>
<td>20</td>
</tr>
<tr>
<td>BE367-7-SP</td>
<td>BE367-7-SP Data Analysis in Finance</td>
<td>20</td>
</tr>
<tr>
<td>BE368-7-AU</td>
<td>BE368-7-AU Finance Research Techniques Using Matlab</td>
<td>20</td>
</tr>
<tr>
<td>BE651-7-SP</td>
<td>BE651-7-SP Bank Strategy and Risk</td>
<td>20</td>
</tr>
</tbody>
</table>
Programme specifications

Programme Specifications provide key information, such as the structure and aims of your course, as well as the knowledge and skills you will develop. The relevant Programme Specification for your course and stage of study will be available to you when you log onto either myEssex or eNROL. You can also view Programme Specifications online at www.essex.ac.uk/programmespecs/.

Learning outcomes

Your course’s learning outcomes are set out in the Programme Specifications. They are categorised into knowledge and understanding, intellectual/cognitive, 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 can find a copy of the module map showing how your course learning outcomes are connected to the modules at: http://www.essex.ac.uk/programmespecs.

Full module outlines are available in the online Module Directory at http://www.essex.ac.uk/modules.

Changing your degree

Changing your course
If you want to change your course, you should talk to someone in your department first. Check the deadlines for course changes with the Student Services Hub. www.essex.ac.uk/students/course-admin/changing-course.aspx

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

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

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

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: www.essex.ac.uk/immigration/studies/changes

Module details
Please see the module directory www.essex.ac.uk/modules for more details of each module, including who teaches them, the number of contact hours and the assessment requirements.

Reading lists
All reading lists are available here: https://essex.rl.talis.com/index.html
Module Enrolment Procedures

www.essex.ac.uk/enrol gives University information about how to enrol for optional modules online. Details about how to change modules are given at www.essex.ac.uk/students/course-admin/modules.aspx.

Note that while you can change your Autumn Term choices up until 8:59am on Monday 23rd October 2017, you cannot change thereafter without special permission, which may not be obtainable.

If you wish to change modules after the second week of teaching, or wish to change from one course to another you should inform the Graduate Director, Dr Dai. If Dr Dai agrees that changing modules or course is possible, please complete the relevant form on the Electronic Student File system: https://www.essex.ac.uk/esf/

Changing optional modules
By the start of your course or a new academic year, you will already have made an initial choice of modules. If you are in any doubt as to whether you have made the right choice, try to talk it over with your Personal Tutor or the Graduate Director. It is usually possible to change modules up to the end of the second week of the Autumn Term. If you are not sure which modules to take you could attend lectures for several different modules before making your final choice. For more information go to information on changing modules at the start of the academic year: www.essex.ac.uk/students/course-admin/modules.aspx

Requesting a class change
Students are automatically assigned to classes based on availability by the Central Timetabling Office and in the attempt to produce a clash free timetable for every student.

In special circumstances students may request a change in their class allocations – for example, if you have childcare or caring commitments, work commitments, attendance on other courses of study or for medical reasons. Permission to change to an alternative class or lecture is agreed at departmental level and the right is reserved to refuse permission to change. The above list is not exhaustive, and we understand there may be other genuine reasons for changes. We may ask for evidence to support your change of class request. Please note class change requests are subject to availability within other classes.

Listen Again

Did you miss something? Our Listen Again digital recording service lets you listen again to lectures so you grasp every detail. It's available in teaching rooms or lecture theatres where you see the sign. http://listenagain.essex.ac.uk/
Research Methods and Dissertation

Examination of MA902 (Research Methods)

<table>
<thead>
<tr>
<th>Short Report</th>
<th>5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>95% (10% of which will be a presentation)</td>
</tr>
</tbody>
</table>

After introductory lectures on LaTeX and research skills, you will start working on your project with your supervisor from the autumn term. You will submit a short report in week 19 (deadline 5th February 2018), which aims to provide an outline of your research and should be written in LaTeX. This short report will count for 5% of the module. The short report should be one A4 page or longer (no-maximum limit, as the length of the report will not be assessed). The report should outline what you have studied so far and what you plan to do to complete your MA902 project.

The short report will be assessed in terms of understanding the use of LaTeX, rather than the mathematical/statistical content, for example the use of LaTeX features for referencing journal articles (automatic generation of bibliographies), typesetting math formulas (different fonts for math environment) and so on. The marking scheme is as follows:

- producing a latex sourced report based on a template. [2 marks -- 40%]
- referencing journal articles and automatic generation of bibliographies. [1 mark -- 20%]
- use of tables or figures or itemize or enumerate [1 mark - 20%]
  Note that all students can use ‘itemize’, ‘enumerate’ or ‘tables’ to produce the plan for works in the next several weeks.
- typesetting mathematical formulas or math environment [1 mark -- 20%]

The MA902 project is handed in at the start of the summer term – Monday 23rd April 2018. Two markers, one of whom will normally be your supervisor, will independently mark your project, bearing in mind the points mentioned below.

Oral presentations are given on these projects during the week commencing Monday 7th May 2018. The presentation counts for 10% of the marks: in addition, you are likely to be asked questions about your project at the presentation, and the quality of your answers may affect your marks. All MSc and PG Diploma students are expected to attend these presentation sessions. Finally, as soon as possible after the presentation, the two markers will independently write short reports on your presentation, and will then meet to finalise a mark for your MA902 project. These marks will not be made public until exam marks are announced (at around the end of June).

An MA902 project will be at least 3000 words in length, excluding references, appendices, figures and tables. Typically it might not exceed 6000 words, though this is far from being a binding upper limit. Different projects may well be different lengths. Consult your supervisor if in doubt.
Dissertation topics

Students typically continue working with the same supervisor for their dissertation. However, this cannot be guaranteed because of staff numbers and availability, staff interests etc.

Departmental Guidelines for the Supervision of MA902 projects and MSc Dissertations

1. The allocation of supervision will be made by the start of the autumn term by the Graduate Director after consultation with the Head of the Department.

2. During the autumn and spring terms, supervisors are responsible for being available to discuss the preliminary reading that will form the basis for the project assessed as MA902.

3. Supervisors should provide a project outline, possibly including suggested milestones, which should be given to the student.

4. Normally, a student’s MA902 supervisor will also be their Dissertation supervisor (if the Board of Examiners permits progression to the dissertation).

5. Dissertation supervisors are expected to be reasonably available over the summer, for exercising supervision. Meetings should take place between student and supervisor at frequent intervals. Such meetings should be arranged around reasonable holiday entitlement.

6. Supervisors should normally see and comment on a draft dissertation no later than mid-August, in order for there to be sufficient time for necessary revision before the deadline for submission. Students must be available for interview throughout the week commencing 3rd September 2018 (they are more likely to be held later in the week).

7. If at any stage during the dissertation, the supervisor has serious cause for concern about the supervisee’s progress, the Graduate Director and/or the Head of Department should be immediately informed.

Examination of the Dissertation

Submission Date

Although the latest date for submission of the MSc dissertation is Friday 31st August 2018, it is unwise to use late-August to produce new material. For different reasons it is also unwise to cut short the project merely to submit a report very much earlier than that date. All the interviews on the dissertations will take place in the week commencing Monday 3rd September 2018 (they are more likely to be held later in the week).

Despite the fact that the Dissertation interviews take place in the week commencing Monday 3rd September 2018, do not book return travel before Monday 17th September 2018.
Length of report

There is no prescribed length for a dissertation. In the past, we have found that most dissertations are between 10,000 and 30,000 words in length. However, these are guidelines, not mandatory, and different kinds of dissertations may require different word lengths. Supervisors will provide advice on the appropriate length for particular kinds of projects.

Layout

The dissertation must be typed or printed on A4 paper with at least 1 and a half line spacing. The right and left margins should be at least 2.5 cms with a sufficient margin on the binding edge so that no text is obscured. Two hard copies must be handed in, which will be retained by the department.

Points the examiners will be looking for in MA902 projects and summer dissertations.

It is impossible to give hard-and-fast rules on how a project/dissertation will be marked. Instead we indicate some of the key things that the two markers will be looking for, and some features which projects/dissertations at various levels are likely to have.

1. Clarity and coherence: you must make it clear that you have understood the ideas involved in your subject at an appropriate level. In a project developing some piece of theory, which will be relevant to you in the dissertation, this will usually involve developing the theory in a logical order, with clear definitions and explanation of how these ideas could be useful in practice. It may well involve proving some of the results discussed: if a key proof is too hard to give, you should explain the role of the result, perhaps trying to give some idea of why it might be true.

   If your project is an overview of some topic in practical mathematics, statistics or Operational Research, you must explain the key ideas of the practical situation, and make it clear how mathematical ideas illuminate the subject. Perhaps you will look at suitable data to see how the ideas work in practice.

   Computation is more likely to be a substantial topic in the summer dissertation than in your MA902 project. However, if your MA902 project involves substantial computation, you must explain clearly why your computations are of interest: your programs should be well commented and well documented, their structure must be described carefully, and it must be shown that the programs have been properly tested on well-chosen examples.

   An historical project will explain carefully how the ideas under discussion evolved and clearly show good understanding of the relevant theory.

   In any project, your work must be well presented. For example, there should be a clear list of contents at the beginning; you should have a summary (perhaps a page or so) making clear what you aim to investigate, and some conclusions at the end saying how far you think you succeeded. If you are pulling several diverse sources together, you should choose (and stick to) a consistent notation.
Your report should be written in good English: this requirement includes legibility, good grammar, spelling and punctuation. Any figures or diagrams must be tidy, clearly labelled and explained. You must use a single logical system of referencing, with all your sources given at the end.

2. Difficulty, depth and breadth of ideas expressed. Your material must be of sufficient depth for an MSc student – in particular, it should have little or no overlap with material in your lecture courses. More marks will be given for understanding difficult material than for material which should be routine at MSc level. You should not just be seeking to regurgitate your sources: you should be studying them critically. Original material or insights are not required, but are very welcome, and often you can at least give slightly different examples from your sources.

If you are aiming to give a broad overview of some topic, we expect you to give a balanced account of the topic, with more important topics getting more attention, but avoiding irrelevant material. If on the other hand you concentrate on some narrow (usually difficult) problem, you should still make it clear how it relates to the broader subject around it.

3. Initiative. We usually expect you to show some initiative, including looking in libraries and the web for an appropriate (for that project) range of sources beyond those first suggested by your supervisor. Often you will have more than one source. Your supervisor’s marks will be influenced by the extent to which he/she feels that you have managed to work independently of him/her.

4. Word processing. Marks will be given for the quality of your word processing.

5. Oral presentation (in MA902 only): Usually, you will use PowerPoint in your presentation. (A whiteboard will be available to make additional points). You do not have to use PowerPoint, or some similar package, for the presentation: legibly hand-written slides will receive the same mark as PowerPoint slides if they are otherwise identical.

6. Interview (dissertation only): In the summer, you will be interviewed on your dissertation. Your mark may be affected by the quality of the answers you give to the questions. Please bring a copy of your dissertation to the interview. No marks will be announced until they have been approved by the External Examiner.

Some typical characteristics of projects at various levels

We again emphasise that these cannot be binding guidelines. Bear in mind that MA902 is looking for evidence that your summer project will be of MSc standard, thus the same standards apply here.

A pass level project (i.e. one with a mark of 50% or above) will normally be a sensibly constructed project, with a summary, a list of contents, and brief conclusions. It will contain a reasonable amount of material, which exhibits non-trivial understanding of some topic relevant to the particular scheme and the proposed summer project. It will be quite coherent and should be written in reasonably good English, with proper referencing of a suitable range of sources.

A distinction level project (i.e. one with a mark of 70% or above) will normally be a well-written and well-organised account, with a clear summary, contents and clear conclusions, good referencing and good
English. It will exhibit substantial knowledge and understanding of some topic relevant to the particular scheme and the proposed summer project, with evidence of a substantial amount of material having been pulled together (usually from several sources) and explained clearly. It may well involve some elements of novelty.

Marking of dissertation

In dissertations (which, as previously indicated, will often be between 10,000 and 30,000 words in length – talk to your supervisor for detailed advice on what length is appropriate for your dissertation) examiners will often be looking for the same sorts of things as described above. However, there is no presentation on the dissertation: instead, you will be interviewed by the two markers, usually for about an hour. They will be checking that you have written the dissertation and how well you understand the material in it. Again, the two markers will independently have marked the dissertation before the interview, and will modify their marks in the light of your interview performance, before meeting to agree a final mark for the dissertation. This mark then has to be approved by the External Examiner, so will not be announced immediately after the interview.

80-100% Candidates will demonstrate all of the qualities required for a distinction in the 70-79 range. Work marked in this range also needs to demonstrate the originality as to potentially changing some conventional understanding about the subject treated.

70-79% (Distinction) The dissertation should contain a comprehensive amount of materials (in depth and breadth), which (together with the interview) exhibits independent insights and demonstrates an ability to handle historical concepts and methods related to the chosen topic with confidence. It should be of outstanding quality, coherent, and should be written in accurate English, with proper referencing of a wide range of sources.

60-69% (Merit) The dissertation should contain a substantial amount of materials (in depth and breadth), which (together with the interview) exhibits a solid knowledge and understanding of historical concepts and methods related to the chosen topic. It should be of high quality, coherent and should be written in good English, with proper referencing of a sufficient range of sources.

50-59% (Pass) The dissertation should contain a reasonable amount of material, which (together with the interview) exhibits a reasonable level of knowledge and understanding of the historical concepts and methods related to the chosen topic. It should be coherent and written in reasonably good English, with proper referencing of a suitable range of sources.

0-49% (Fail) The dissertation shows some knowledge of historical concepts and methods, and shows some ability to make arguments and handle evidence, however, the report is in inadequate in addressing the chosen research question.

You may find the above advice relevant to other written project work during the year. However you should also check any advice given by the Department running the particular course involved.
Employability
The department offers an optional Mathematics Careers and Employability module (MA199-7-FY) taken by postgraduate students on all degree schemes. This is an optional, zero credit module and does not count towards the degree but the final result (Pass/Fail) will appear on the transcript. The module will allow students to compile a portfolio of employability skills which are essential to gaining employment after graduation.

Careers Advice
The Department's Employability Development Director in 2017/18 is Dr Vrontos. The Careers Advisor for Mathematical Sciences in the Employability and Careers Centre is Dee Hardcastle. You should also be aware of the Employability and Careers Centre website www.essex.ac.uk/careers. The Department's Employability Development Director will be able to tell you about contacts in the Centre, and will inform students from time to time of forthcoming careers events. You should be aware that most of you will have to look for jobs eventually, and that it is highly desirable to at least start thinking about this early in your degree. There is a frontrunner placement scheme, an internship scheme and opportunities for working and studying abroad run by the University. For more information see: http://www.essex.ac.uk/careers/about_us/default.aspx

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

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

UK students may be eligible for a Disabled Students' Allowance grant. Go here for more information including application forms and key changes for 2016-17
http://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, advice and assist you during your time at Essex.

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

If you are studying on a Tier 4 visa, don't forget to read the section on Tier 4 Information in 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/life/students/mature.aspx](http://www.essex.ac.uk/life/students/mature.aspx)

Student representation, Student Staff Liaison Committee, 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 the time to feedback to the University.

You can do this in a number of ways:

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.


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 Greg Cadge 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

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

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

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

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

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

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

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

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

**Assessment**

**Rules of Assessment and Credit Accumulation** [www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx](http://www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx)
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:

- whether you can be awarded credit for the modules you have studied
- whether 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)
- whether you have done enough to pass your course
- whether you need reassessment
- whether you are eligible to receive a merit or distinction

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

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

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

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

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

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

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

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

**Extenuating Circumstances, withdrawing and intermitting**

[www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx](http://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 personal nature that affect you for any significant period of time and/or during the examination period.

You need to submit your form by the deadline, see: [www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx](http://www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx)

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

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

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

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

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

You should also read our guidance on intermitting very carefully at [www.essex.ac.uk/see/intermit](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.

**Re-marking of coursework**

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found at: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy.

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

**Moderation, second marking policies and External Examiners**

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

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

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

You can find out more about how the University uses External Examiners by following this link: www.essex.ac.uk/quality/external_examiners

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

**Appeals and complaints**

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

We strongly advise all students thinking about making an appeal to contact the Students’ Union Advice Centre.
You may not appeal against academic judgement. This means that you can’t appeal against the marks you have been given by a Board of Examiners without evidence of extenuating circumstances or procedural irregularity.

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

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

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

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

**Academic Integrity and Academic Offences**

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

Coursework

Assignment and essay length
Please refer to the module directory (http://www.essex.ac.uk/modules/) for details of the coursework elements of your modules. Details of the coursework components will be provided by the relevant lecturers.

Coursework submission details (including FASer) and deadlines
Coursework components must be submitted in the manner prescribed by the lecturer by the deadline stated in the Postgraduate Coursework Deadlines document which is published online in the "Coursework and Exams" section of the Current Students, Information for Students, Maths web pages www.essex.ac.uk/maths/current/default.aspx. You may have to fill in a cover sheet, which may vary from course to course. For most modules students will be asked to scan and upload their work to the online Feedback, Assessment & Submission Electronic Repository (FASer): http://faser.essex.ac.uk/ and then submit the hard copy to the lockers provided outside 6.311. This is mostly the case for summative coursework (coursework that counts towards the final mark) but for formative coursework there may be less formal submission procedures.

Return of coursework policy
The return of assessed work should normally be no more than four weeks, less wherever possible and that this should apply to vacation periods 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, not four weeks into it). The details of how it will be returned will be announced by individual lecturers. Note that often assignments have to be retained for inspection by External Examiners and quality assurance procedures, but students will have an opportunity to go over their work with a member of the academic staff.

The nature of feedback provided on coursework varies with the character of the assignments concerned. On coursework consisting of tests or solution of examples, in addition to being told the mark they have obtained, students may request to see their scripts afterwards, on which individual comments will have been made. On more elaborate coursework (projects for example, or reports on computer-based investigations), the lecturer or assessor may provide a general report on his or her perception of what was well done and ways in which typical submissions might be improved.

Late coursework policy
There is a single policy across the University for the late submission of coursework. All coursework submitted after the deadline will receive a mark of zero unless satisfactory evidence is provided of extenuating circumstances that indicate you were unable to submit the work by the deadline. No extensions will be granted in advance so you should familiarise yourself with the policy and arrangements for late submission of work.
For work submitted after the deadline, marking is at the discretion of the department unless there are extenuating circumstances, which have been accepted by either the Late Submissions Committee or the
Extenuating Circumstances Committee, and a model answer has not been circulated. Coursework may otherwise be marked for formative purposes (that is, no formal marks will be awarded). See [https://www.essex.ac.uk/students/exams-and-coursework/late-submission.aspx](https://www.essex.ac.uk/students/exams-and-coursework/late-submission.aspx) for more information on this policy and how to make a late submission request.

**Essay writing support**

University-wide advice on this may be found at [https://www.essex.ac.uk/students/study-resources/tdc/writing/modules.aspx](https://www.essex.ac.uk/students/study-resources/tdc/writing/modules.aspx). The University Talent and Development Centre also provides helpful support:

[https://www.essex.ac.uk/students/study-resources/tdc/default.aspx](https://www.essex.ac.uk/students/study-resources/tdc/default.aspx).

**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, departments will inform you in advance of the assessment task.

[www.essex.ac.uk/quality/university_policies/default.asp](http://www.essex.ac.uk/quality/university_policies/default.asp)

**Reassessment of coursework**

The need to reassess coursework only arises when a student’s overall mark has fallen short of the required minimum. Most modules in the Department of Mathematical Sciences are reassessed by resit exam only which counts for 100% of the module mark.

If the Board of Examiners requires you to complete essays or assignments over the summer vacation, the Assessment Team will send you a letter by email with further information. Please check your Essex email account regularly once your results have been released. The Department will send you details of the assignments which you are required to undertake. If you haven’t received anything within three weeks of the results being published, you must contact the Department or the Assessment Team.

**Group work and performance**

Discussing problems with others is often a good way of learning mathematics. You can often find a quiet room around the University in which to discuss problems (e.g. the Departmental Common and Meeting Room 6.314). You are encouraged to work in this way (provided you remember you will have to sit the exams at the end of the year on your own).

For work which does not actually count towards the final mark for a module, we have (again subject to remembering you will be on your own in the exam at the end of the year!) no objection to joint work – indeed this can be educationally beneficial. However we object strongly to simple copying. This is a waste of your time and also that of the lecturer who has to mark the copied work. Marks of zero may be awarded if a lecturer has evidence of copying. Though such work does not count for formal assessment, the routine assignments are there to provide you with the practice that is an essential part of the learning of Mathematics.
In modules that have a coursework component which counts towards the module result, the coursework may be either individual or in groups (where you will be specifically assigned to a group with the requirement that your group produces a single piece of work). There are several objectives here, one of which is to provide preparation for careers in which good teamwork is essential. Where there is coursework, the final work must be yours (or the group's) and yours (or the group's) alone, though discussion with others about ideas may still be helpful. You must reference any help received.

Students should be aware that the policy on collaboration in coursework of other Departments may well differ from that in Mathematical Sciences: this applies, for example, to computing modules. It is extremely important that you stick to the rules of the Department running a particular module, as otherwise you may well receive a mark of zero for that piece of coursework. If in any doubt, ask the lecturer what the rules are for that piece of coursework before starting work on it.

Examinations

Examination regulations

The General Regulations which govern examinations can be found via the website here: www.essex.ac.uk/governance/regulations.

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

Access to exam scripts

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

Calculators

If you are allowed to use a calculator in your exam, the only models you are permitted to use are the Casio FX-83GT PLUS or the Casio FX-85GT PLUS. The only exception is for certain Finance exams that require a financial calculator, in which case you may use the Hewlett Packard 12c (all variants) or the Texas Instruments BAII Plus (including the BAII Plus Professional).

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

General information about summer exams and exam results

You can find your personalised exam timetable online at: www.essex.ac.uk/examtimes/
You must bring your registration card and exam entry form with you to the exam. You will not be allowed entry without them. Remember to check your exam entry form carefully and contact the Examinations Office if there are any errors.

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

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

Anonymous marking policy in examinations

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

Reassessment in examinations

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

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

Referencing and good academic practice

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

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

Referencing is a key academic/scientific skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising). Referencing allows you to give credit to authors'/researchers' concepts and ideas/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

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) which we run on essays and projects. 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 dirigiste 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.

What do we mean by academic offences in examinations and coursework?

An academic offence in examinations includes copying the work of another student or communicating with another student in an examination; and introducing any written, printed or electronically stored information into an examination, other than material expressly permitted in the instructions for that examination.

An academic offence in coursework includes using the work of others (whether written, printed or some other form) without acknowledgement, whether this has been the result of negligence or of intention to deceive. It is therefore very important that you learn how to reference your work properly, and that you familiarise yourself with your departmental guidelines on referencing. If, after having read the guidelines, you are still unclear about referencing, you must talk to your lecturer before you submit your assignment, and/or contact the University’s Talent Development Centre for support. Ignorance of the regulations will not be accepted as a defence against an allegation of an academic offence or negligence in referencing.

www.essex.ac.uk/see/academic-offence
Repeated work
You may also be accused of an academic offence if you repeat work previously submitted for an assessed assignment without full acknowledgement of the extent to which that previous work has been used; in other words, if you hand in the same or a very similar essay to one that you have already submitted. You should note that it is also an offence for a student knowingly to assist another student to commit an academic offence, whether in an examination, or in any other piece of work.

Group work
Sometimes students who have been working together end up submitting almost identical work and are accused of an academic offence. While we do not want to dissuade you from working with or discussing your work with another student, you must be careful that you do not collaborate too closely, and it would be wise to seek advice from your lecturers on the limits of collaboration before you submit your work.

Read the rules
Details of the University's Regulations relating to these and other academic offences and the procedure for dealing with allegations of academic offences are published in the University Regulations, which can be found here: http://www.essex.ac.uk/about/governance/regulations/default.aspx. Further guidance on how you can avoid plagiarism is also available online at www.essex.ac.uk/plagiarism and includes definitions of plagiarism, an online test and some common mistakes. Students should be aware that all work submitted electronically will be screened via the Turnitin Plagiarism software.

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 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.

Responsibilities relating to plagiarism

1. Plagiarism
   - Plagiarism is cheating
   - Submission of work that is plagiarised is unacceptable
   - Poor academic practice with regard to referencing, which may be considered as contributing to plagiarism, is also unacceptable

2. Students’ responsibility
   - To appraise him/herself of the nature of plagiarism
   - To appraise him/herself of the academic offences policy of the University of Essex
   - To submit work that does not contain plagiarism
   - To utilise plagiarism checking systems where available

3. Our Department’s responsibility
   - To ensure that all Department staff have a shared understanding of the nature of plagiarism and action to be taken in the event of plagiarism being uncovered (Head of Department)
   - For ‘standalone’ modules (regardless of whether they form part of a programme) - to include within each module induction, accurate information regarding plagiarism (Module Leader)
   - For modules studied as components of a single programme – to include within the programme induction, accurate information regarding plagiarism and supporting information within the Virtual Learning Environment. A record of attendance at plagiarism induction will be maintained (Programme Leader).
   - To include supporting information and links on our Department website and on our Department’s Moodle Study Skills resource (Head of Department)
   - To advise all students that they should expect that submissions for assessment will be subjected to a plagiarism check (TLQE/Programme Leads)
   - To refer plagiarism to Head of Department in a transparently fair and equitable manner (all markers)
   - To remind students on commencement of each term of their responsibilities regarding plagiarism (Head of Department)
   - To transparently apply University Rules regarding plagiarism (Head of Department)
4. The University’s responsibility

- To apply the Academic Offences Policy universally and transparently
- To provide equitable access to plagiarism checker systems
You Matter

Practicalities: Getting started and IT matters

Registration, enrolling and transcripts

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

New students: www.essex.ac.uk/students/new/registration.aspx

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

Module enrolment

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

Award documents

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

Find Your Way and room numbering system

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

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

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

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

**IT support, 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](http://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](http://www.essex.ac.uk/password).

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

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

**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. Information on computer lab locations, opening hours, real-time availability, study group pods, software, computer servers and assistive technology please view: [www.essex.ac.uk/it/services/computers-and-software/default.aspx](http://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, three banks, a general store run by the Students' Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.  
www.essex.ac.uk/students  
www.essex.ac.uk/welcome

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 Languages at Essex

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

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

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/

Career Hub+

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

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/frontrunners/

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 and get University recognition for all your extra-curricular experience on your Higher Education Achievement Record (HEAR). Sign up and start your journey!

[www.essex.ac.uk/careers/bige](http://www.essex.ac.uk/careers/bige)

**Essex Interns**

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

[www.essex.ac.uk/careers/internships](http://www.essex.ac.uk/careers/internships)

**You Matter: Health, Welfare, Support and Safety**

**Student Services Hub**

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

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

[www.essex.ac.uk/students/disability/academic.aspx](http://www.essex.ac.uk/students/disability/academic.aspx)

UK students may be eligible for a Disabled Students’ Allowance grant. Go here for more information including application forms and key changes for 2017-18

[www.essex.ac.uk/students/disability/funding.aspx](http://www.essex.ac.uk/students/disability/funding.aspx)

**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](mailto:askthehub@essex.ac.uk)

[www.essex.ac.uk/students/health-and-wellbeing](http://www.essex.ac.uk/students/health-and-wellbeing)

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

[http://www.essex.ac.uk/fees-and-funding/money/](http://www.essex.ac.uk/fees-and-funding/money/)
Harassment advisory network, dignity and respect

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

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

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](http://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](http://www.rowhedgesurgery.co.uk)
[www.nhs.uk](http://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](http://www.essex.su/advice)
[suadvice@essex.ac.uk](mailto:suadvice@essex.ac.uk)
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’.

[www.essex.ac.uk/website-privacy](http://www.essex.ac.uk/website-privacy)
[www.essex.ac.uk/records_management/request](http://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 the University's website:

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 across the University with our Essex Spirit blog. Go to our email lists to subscribe to the fortnightly e-bulletin.

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

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

What comes next?

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

www.essex.ac.uk/phd
www.essex.ac.uk/coursefinder