Sections in this handbook

Section 1: Introduction

Introduction and welcome (pages 5–7)
- Welcome from the Head of Department
- About your Student Handbook
- Term dates and academic week numbers
- Your timetable
- The myEssex student portal

About our Department (pages 8-13)
- Meet your departmental staff
- Who to go to if you need help, contacting members of staff, our location
- Departmental resources
- Location of departmental office, opening hours, noticeboards, photocopying.
- Departmental support; your personal tutor, peer mentors, job references, help to prepare for your exams
- The Department and social media and the Maths Support Centre
- How we will contact you
- Departmental prizes

Section 2: Academic Matters

Learning and Teaching (pages 14-26)
- Learning and Teaching methods
- Moodle, ORB and FASER
- Course structures, a brief outline of degree courses, programme specifications and learning outcomes
- Changing your degree and maximum period of study
- Module enrolment procedure, changing optional modules, requesting a class change
- Final year projects and dissertations, guidelines for students undertaking a project, guidelines for the marking of projects, the order of assessment of project reports
- Listen Again
- Courses with a year abroad
- Employability; careers advice, degree courses with a placement year
- Student representation, SSLC, SAMT, student surveys
- Information for disabled, international, part-time and mature students
- Library services
- Attendance monitoring (Count-me-in), absence from teaching events
Assessment (pages 26-30)

- Rules of assessment, including exit awards and requirements for Year Abroad & Placement Years
- Extenuating circumstances, withdrawing and intermitting
- Re-marking of coursework
- Moderation, second marking policies and External Examiners
- Appeals and complaints
- Academic offences policy
- Ethics

Coursework (pages 30-32)

- Assignment and essay length
- Coursework submission details (including FASer and deadlines)
- Return of coursework policy
- Late coursework policy
- Essay writing support
- Anonymous marking in coursework policy
- Reassessment of coursework
- Group work and performance

Examinations (pages 32-33)

- Examination regulations
- Access to exam scripts
- Calculators
- General information about summer exams and exam results
- Anonymous marking policy in examinations
- Reassessment in examinations

Referencing, plagiarism and good academic practice (pages 34-36)

- Guide to referencing
- The University Academic Offences Policy
- Plagiarism, academic conduct and responsibilities relating to plagiarism

Section Three: You Matter  Pages 37 - 42

Practicalities: Getting Started and IT Matters (pages 37-39)

- Registration, module enrolment and award documents
- Find Your Way and room numbering system
- IT support
- Immigration information
- On-campus facilities
- Graduation
Skills, Employability and Experience (pages 39-40)

- Employability and Careers Centre
- Learning a language
- Talent Development Centre
- Career Hub+
- Frontrunners
- Student Ambassadors
- Volunteering
- Big Essex Award
- Essex Interns

You Matter: Health, Welfare, Support and Safety (pages 41-42)

- Student services hub
- Harassment advisory network
- Faith groups
- Nightline
- Health and safety on campus, including personal evacuation plans and campus security details
- Residence Life
- Health Centre
- Students’ Union Advice Centre
- University Privacy Statement

Section 4: Essex Matters  Pages 43 - 44

The Essex Experience

- The Essex Charter
- Freedom of speech policy and the Code of Conduct
- Essex Spirit, social media and What’s on?
- Students’ Union
- Alumni
- What comes next? Postgraduate study in the department and the University
Section 1: Introduction

Welcome from the Head of Department

It is my great pleasure to welcome first year students to the Department and to welcome back second and final year students. In the following, I'd like to point out recent developments, highlight your and our responsibilities and that we are working together to achieve the vision of our University:

**Excellence in Education and Research.**

To support student and staff communication and working together, each year has a dedicated team of Personal Tutors who will be involved in events and tasks of the employability and careers module (MA199) as well. We have achieved together that the department is ranked among the top 30 universities for Mathematics in the UK according to the Times Good University Guide 2017 and ranked fourth for graduate employability in the UK according to the Guardian University Guide 2018. 87% of our students are employed in graduate jobs 6 months after graduating (DLHE survey 2016/17).

Recently we received further funding by Innovate UK supporting an environment of excellent opportunities for our students and graduates and contributing to the development and delivery of our taught courses. Moreover, it underpins our new MSc Data Science and MSc Statistics (both introduced October 2014) and the introduction of the MSc Actuarial Science (October 2017). The Department continues to grow. Since 2013 four academics specializing in Applied Mathematics have joined Essex Mathematical Sciences allowing us to work on further improvements of our Applied Mathematics modules and in addition we are considering introducing four year taught undergraduate MSci programmes (anticipated start October 2018): Actuarial Science and Statistics; Applied Mathematics; Data Science and Mathematics.

We encourage that room 6.314 be used as our common and meeting room. In the morning (9.30am), at lunch time (1.30pm) and in the evening (6pm – 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. On Tuesday and Thursday evenings we encourage use by a student-led Maths society and on Wednesday evenings an Essex chess club. As last year we aim to support the organisation of at least one social event for each year group per term. One of our graduates of 2017, Ms Penny Harris, has joined the department as a Project Worker (Student Engagement) and will support student activities such as the Maths Society and engagement with the Essex Mathematical Sciences community in the autumn and spring terms.

Moreover, we are delighted that the University of Essex is investing substantially in Mathematical Sciences. By 2018 we will have a new home in the state-of-the-art £13.2million science, technology, engineering and
mathematics (STEM) building. The new STEM building will transform Square 1 into a dedicated science square with new collaborative learning spaces and interdisciplinary teaching facilities.

Our Department is relatively small and we believe that this has many benefits to students and all members of the Essex Mathematical Sciences community. For instance, staff members will know you by name. It is also easy for you to know all members of staff, whether they teach you or not. You will find that staff will try to contact you for all sorts of reasons! You need to check your Essex email on most working days during term time, since staff who want to contact you will normally do so by email.

If you have timetable problems or other general problems relating to administrative matters, please talk to Claire Watts our Department Manager, or Vicki Cantegreil and Gemma Rice, our Undergraduate Administrators, who look after most undergraduate matters. If you want guidance on academic matters you can either talk to the Undergraduate Directors, Dr Noferini for first year students, Dr Williams for second year students or Professor Higgins for third year students, or to your Personal Tutor. If you have problems of a personal nature, you can talk to your Personal Tutor or the Senior Tutor (Dr Aris Perperoglou), or to any other members of the departmental staff that you find easy to talk to. Remember also that there is a Counselling Service available through Student Support, which is completely confidential.

The Department operates an Open Door policy which should allow you to get help whenever you need it, provided the lecturer is available. The Maths Support Centre also runs daily help sessions that you should take advantage of. It is located on the ground floor of the Silberrad Student Centre.

By the very nature of the educational process, we are all learners together. We hope that you will tell us about things that we could do better, or ways in which we have particularly helped you. There is a formal mechanism for this called the Staff/Student Liaison Committee (see page 24), and we rely on you to ensure that there will be sufficient student volunteers for those committees, but we also hope that you will feel free to talk to us at any time.

I hope that you will have an enjoyable and productive time in the coming academic year as a member of the Essex Mathematical Sciences community.

Professor Berthold Lausen
Head of Department
About your Student Handbook

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

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

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

Term dates

2017-2018

Autumn term  5 October 2017 – 15 December 2017
Spring term  15 January 2018 – 23 March 2018
Summer term  23 April 2018 – 29 June 2018

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/timetables (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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<tr>
<th>Role</th>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>Head of Department</strong></td>
<td>Prof Berthold Lausen</td>
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<td>blausen, 6.316, 2958</td>
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<tr>
<td><strong>Departmental Manager</strong></td>
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<td><strong>Departmental Administrators</strong></td>
<td>Miss Claire Watts</td>
<td></td>
<td>cmwatts, 6.318, 3040</td>
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<tr>
<td>Mrs Vicki Cantegreil (part-time job share)</td>
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<td>vlcant, 6.320, 3355</td>
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<td>Ms Gemma Rice (part-time job share)</td>
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<td>grice, 6.320, 2926</td>
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<td><strong>Graduate Administrator</strong></td>
<td>Mrs Shauna Meyers</td>
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<td>smcally, 6.320, 2704</td>
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<tr>
<td><strong>Operations Administrator</strong></td>
<td>Ms Chrissy Brown (part-time)</td>
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<td>c.brown, 6.320, 3095</td>
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**Academic Staff**

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Dr Chris Antonopoulos</td>
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<td>canton, 6.323, 3018</td>
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<td>Mr Keith Bannister (part-time)</td>
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<td>kbanni, 2.525, 3618</td>
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<td>Dr Dan Brawn (part-time)</td>
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<td>dbrawn, 2.521, 3620</td>
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<td>Prof Edd Codling (research leave)</td>
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<td>ecodling, 6.302, 4567</td>
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<td>Dr Hongsheng Dai</td>
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<td>hdala, 6.304, 3304</td>
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<tr>
<td>Dr Georgi Grahovski</td>
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<td>gggrah, 6.313, 3033</td>
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<tr>
<td>Dr Martin Griffiths (part-time)</td>
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<td>griffm, 2.523, 3027</td>
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<td>Dr Andrew Harrison</td>
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<td>harry, 6.306, 2964</td>
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<td>Dr Haslifah Hashim</td>
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<td>hhashim, 6.305, 3025</td>
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<td>Prof Peter Higgins (3rd Year Director)</td>
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<td>peteh, 6.317, 3019</td>
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<tr>
<td>Dr Vanni Noferini (1st Year Director)</td>
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<td>vnofer, 6.309, 3032</td>
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<tr>
<td>Dr John O’Hara (part-time)</td>
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<td>johara, 5A.536, 2860</td>
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<tr>
<td>Dr David Penman (Deputy Dean (Education))</td>
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<td>dbpenman, 5A.211, 2839</td>
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<tr>
<td>Dr Aris Perperoglou (Senior Personal Tutor)</td>
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<td>aperpe, 6.311, 3036</td>
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<td>Dr Chris Saker (Director of Education)</td>
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<td>cjsake, 6.315, 2961</td>
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<tr>
<td>Prof Abdel Salhi (research leave)</td>
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<td>as, 6.301, 3022</td>
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<tr>
<td>Dr Hadi Susanto</td>
<td></td>
<td>hsusanto, 6.307, 2689</td>
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<tr>
<td>Dr Alexei Vernitski</td>
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<td>asverm, 6.303, 3024</td>
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<td>Dr Spyridon Vrontos</td>
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<td>svrontos, 6.319, 4717</td>
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<td>Dr Gerald Williams (2nd Year Director)</td>
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<td>gwill, 6.308, 3035</td>
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<tr>
<td>Dr Xinan Yang (Study Abroad Officer)</td>
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<td>xyangk, 6.310, 2787</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 Personal 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 academic staff is not available, then the departmental office (room 6.320) is the next point of contact. Notes can be left on staff doors or in pigeonholes. Students wishing to see the Head of Department should contact Claire Watts, Department Manager, for an appointment.

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

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

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

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

Departmental resources

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

Noticeboards
There are student noticeboards in the lobby area outside room 6.311. Please check this noticeboard regularly for general university and departmental notices.

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
Each student in the Department of Mathematical Sciences is allocated to a Personal Tutor, who is a member of the Department's academic staff. The list of Personal Tutors is posted on the notice board on the wall outside room 6.311. First year students will have an opportunity to meet their Personal Tutor during Welcome Week. Your Personal Tutor is there to help you, to give you guidance in both work and personal concerns. If you have any worries at all you must get in touch with your Personal Tutor as soon as possible; if they are unable to help they can usually suggest someone else who can. In particular you should inform your Personal Tutor of any circumstances (medical or otherwise) that are affecting your ability to study. A conversation with your Personal Tutor will normally be confidential unless you both agree otherwise. Other matters you may 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 in your final year and beyond. 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.

Dr Aris Perperoglou is the Department's Senior Tutor. He 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 Senior Tutor, who will organise this for you. (If your Tutor is Dr Perperoglou and you wish to change Tutors, please talk to Professor Higgins). If you have difficulty in finding either your Tutor or the Senior 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 department operates a peer mentoring system. 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. If you are interested in having or becoming a mentor please email vlcant@essex.ac.uk. You can find more information about peer mentors here: www.essex.ac.uk/students/study-resources/mentoring/peer-mentoring/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, Capstone project supervisors or Undergraduate Directors are likely to be more suitable than lecturers that have taught you on a first year optional module. Discuss the matter with Professor Higgins 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 and ten years for research 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 and at 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

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
Twitter: http://twitter.com/EssexMaths

Maths Support
Maths support is open during term-time. It's run jointly by the Talent Development Centre and the Department of Mathematical Sciences. You can get help from their trained advisors, who are all students from the Department of Mathematical Sciences.

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

All your questions and problems will remain confidential.

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

How we will contact you

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

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

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

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

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

**IMA Prize** (awarded to two students annually)

Criteria: Awarded to two undergraduate students with outstanding performance in the final year of a mathematics course.

In the event that there are students with the same mark the students will each get the IMA prize subject to agreement from the IMA.

Value: A year’s free membership to the Institute of Mathematics and its Applications (IMA)

**Winsten Prize** (awarded to one student annually)

Criteria: Awarded to the undergraduate student with the best degree mark across all degrees administered by the Department of Mathematical Sciences.

In the event that there are students with the same mark the prize will be awarded to the student with the best overall degree performance.

Value: £200

**Timothy Jarvis Prize** (awarded to one student annually)

Criteria: Awarded to the first year student with the best year mark above 60%.

The prize will be awarded at the Graduation reception (where the first year student will be invited to attend).

In the event that there are students with the same mark the prize will be split.

Value: £100
Section 2: Academic Matters

Learning and teaching methods
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.

Moodle, ORB and FASER

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

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

FASER is our online coursework submission and feedback system. Use it to check coursework deadlines, upload coursework and receive electronic feedback all in one place: faser.essex.ac.uk

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

Course structures

Undergraduate Degree Courses

BSc Single Honours
- Mathematics G100
- Mathematics with Physics G1F3
- Mathematics and Statistics 9K12
- Actuarial Science N323

BSc Joint Honours
- Mathematics with Computing G1GK
- Economics and Mathematics LG11
- Finance and Mathematics GN13
- Management, Mathematics and Economics NGL0
All of the above degrees are also offered as four year programmes with the third year abroad or with a placement year with the exception of Management, Mathematics and Economics. Courses marked with * are no longer available to new students. Course marked with ¨ are accredited by the Institute of Mathematics and its Applications (IMA).

A Brief Outline of the Degree Courses

The first year at Essex is spent in students gaining the basic knowledge that is required before specialising in their chosen degrees.

The examinations at the end of the first year do not count towards the class of degree finally awarded. However, students must obtain a minimum of 330 credits (out of a possible 360) to get a degree. It is therefore very important that students pass all their modules. Students should act on the assumption that they must pass all their modules. Naturally, a sound knowledge of the first-year topics will be required in order to do well in the subsequent years.

The marks obtained in the first-year examinations also provide a useful guide in determining whether a student should proceed to the final stages of the degree originally chosen, or should switch to another degree which appears better suited to that student's ability.

The department offers a Mathematics Careers and Employability module (MA199) taken by all undergraduate students on all degree schemes. This is a compulsory, 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.

The more advanced work starts in the second year. The final degree mark is calculated using the second and final year results in accordance with the rules of assessment. Please note that students must pass at least 90 credits at level 6 (third year modules) in order to be eligible to graduate.

On a standard 3-year degree, your second year counts for 40% and your final year 60% of the overall degree mark. Your year mark, if you take eight 15-credit modules, is the total of all marks divided by 8.

A 4-year degree including a year abroad, is weighted 30% second year, 20% year abroad, 50% final year. The year abroad mark will only be included if it raises your final degree mark. If not, the standard 40% second year, 60% final year weighting will apply.

A 4-year degree including placement year is weighted 40% second year, 60% final year. The placement year is pass/fail only and therefore cannot contribute to the degree mark.

Mathematics degrees with a year abroad

All courses offered by the Department of Mathematical Sciences are available as four year versions with the third year spent abroad (with the exception of Management, Maths & Economics). Students on these degrees should start thinking about which University abroad they wish to go to before the end of their first year, and discuss the subject with the Study Abroad Officer, Dr Xinan Yang. Note that students on courses with a year abroad have additional requirements to meet compared with most courses. For detailed rules please see the Rules of Assessment: www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx
The module structure for your first two years and your final year are the same as our three-year versions. Any institution with which we have a partnership can be selected, provided there are suitable modules for your degree, at the right level, for you to take during the year abroad (and you speak the local language well enough if it is not English). We enjoy particularly close links with California State University in Chico and the University of Utah in Salt Lake City, but our Study Abroad Office will help you wherever you want to go. This offers you an exceptional opportunity to live in and experience another culture, explore a greatly enhanced range of mathematical topics (since the subjects taken during your third year differ from those subsequently taken in your fourth year) and to enhance your CV and employability.

Students doing these degrees should be aware that they are expected to, in addition to the usual requirements for passing a year, obtain an overall year mark of 50% in their first year and must pass all their core second year modules at the first attempt. They should also be aware of the Rules of Assessment for these courses.

**BSc Actuarial Science**

The course aims to provide an advanced understanding of the theoretical, practical and technological developments that affect the whole of the actuarial discipline. The course also provides the foundation for a career in many areas of finance and risk. It also offers the opportunity to prepare for eight of the Core Technical Subjects (CT1 to CT8) of the professional examinations of the Institute and Faculty of Actuaries. As well as specialised Actuarial modules, the course includes modules in Economics, Finance and Mathematics.

**BSc Economics and Mathematics**

The first year for this degree contains economics and mathematics, including computing. Years two and three of the course are equally divided between modules in Economics and modules in Mathematics. At the end of the degree, a graduate has a good training in mathematics, and economics at both the micro-level and the macro-level.

**BSc Finance and Mathematics**

This is a challenging degree: in every year students take modules in three different disciplines (mathematics, economics and accounting).

**BSc Mathematics**

This course gives you the knowledge and skills that are currently in demand in mathematically-oriented employment; in business, commerce, industry, government service, the field of education and in the wider economy. In your first year you will study core mathematics modules and a targeted computing module that includes Matlab and Maple. In your second year you start to choose optional modules and in your third year have a wide choice of options, enabling you to build a programme of study that matches your interests.
BSc Mathematics and Statistics

Mathematics and Statistics is a degree designed for mathematicians who are oriented towards applying their skills into understanding and analysing data using modern statistical methods. This is an area suitable to those who enjoyed Mathematics and Statistics at A-level and enjoy solving practical problems.

BSc Mathematics with Computing

This course is for the mathematician with a serious interest in computing. After a first year covering the core mathematics, and key computing topics like programming, databases etc., students do further maths and computing in their second years, then have a broad range of options for a final year.

BSc Mathematics with Physics

Our BSc Mathematics with Physics is a three-year course that allows you to gain the knowledge and skills that will be in demand across both the mathematically- and scientifically-oriented sectors. This will provide you with employment opportunities within business, commerce, education, engineering, government service, industry and research as well as from the wider economy.

BSc Management, Mathematics and Economics

This course combines the study of core mathematics, central economic theory and management. Students can choose to specialise to some extent in the later stages of the degree.

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
First Year Credit Structure 2017/18

Please note that this is subject to change in subsequent years.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Maths (G100)</th>
<th>Maths &amp; Stats (9K12)</th>
<th>Math w Comp (G1GK)</th>
<th>Maths w Physics</th>
<th>Actuarial Science</th>
<th>Fin &amp; Maths (GN13)</th>
<th>Econ &amp; Maths (LG11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA101-4-FY: Calculus</td>
<td>30</td>
<td>Core</td>
<td>Core</td>
<td>Core</td>
<td>Core</td>
<td>Core</td>
<td>Core</td>
</tr>
<tr>
<td>MA105-4-AU: Applied Maths</td>
<td>15</td>
<td>Comp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA108-4-SP: Statistics I</td>
<td>15</td>
<td>Core</td>
<td>Core</td>
<td>Core</td>
<td>Core</td>
<td>Core</td>
<td>Core</td>
</tr>
<tr>
<td>MA114-4-AU: Linear Maths</td>
<td>15</td>
<td>Core</td>
<td>Core</td>
<td>Core</td>
<td>Core</td>
<td>Core</td>
<td>Core</td>
</tr>
<tr>
<td>MA125-4-SP: Mathematical Skills</td>
<td>15</td>
<td>Comp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA126-4-SP: Financial Mathematics</td>
<td>15</td>
<td>Comp</td>
<td></td>
<td>Core</td>
<td>Comp</td>
<td>Comp</td>
<td></td>
</tr>
<tr>
<td>MA181-4-AU: Discrete Mathematics</td>
<td>15</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA182-4-SP: Numerical Methods &amp; Computing</td>
<td>15</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA199-4-FY: Mathematics Careers and Employability</td>
<td>0</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
</tr>
<tr>
<td>CE151-4-AU: Introduction to Programming</td>
<td>15</td>
<td>Comp</td>
<td>Core</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE152-4-SP: Object-Oriented Programming</td>
<td>15</td>
<td></td>
<td>Core</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE163-4-AU: Foundations of Electronics I</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td>Comp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EC111-4-FY: Introduction to Economics</td>
<td>30</td>
<td></td>
<td>Core</td>
<td>Core</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BE302-4-SP: Introduction to Finance</td>
<td>15</td>
<td></td>
<td>Core</td>
<td>Core</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>120</td>
</tr>
</tbody>
</table>

Note: AU means Autumn term
SP means Spring term
FY means Full Year
Comp means Compulsory
Opt means Optional

The first year of four-year courses with the third year spent abroad or on placement are identical to the three-year counterparts.
The second year of four-year courses with the third year spent abroad or on placement are identical to the three-year counterparts.

* MA205 is optional in year 3 of the Finance and Maths course.

Students on joint degrees which contain modules from the partner department are advised to check the enrolment tab on their online timetable to confirm their course structure for the year.

Students should select an appropriate number of optional modules so that including the credits for their compulsory modules they are taking a total of 60 credits in each of the Autumn and Spring terms.
Second Year Credit Structure 2017/18
Please note that this is subject to change in subsequent years.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>Mathematics (G100)</th>
<th>Actuarial Science (N323)</th>
<th>Maths &amp; Statistics (9K12)</th>
<th>Maths with Physics (G1F3)</th>
<th>Maths with Computing (G1GK)</th>
<th>Economics &amp; Maths (LG11)</th>
<th>Finance &amp; Maths (GN13)</th>
<th>Maths, Maths &amp; Econ (NWb)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA302-6-SP: Complex Variables</td>
<td>15</td>
<td>Comp</td>
<td>Opt</td>
<td>Comp</td>
<td>Comp</td>
<td>Opt</td>
<td>Opt</td>
<td>Opt</td>
</tr>
<tr>
<td>MA303-6-AU: Ordinary Differential Equations</td>
<td>15</td>
<td>Comp</td>
<td>Opt</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
<td>Opt</td>
</tr>
<tr>
<td>MA305-6-AU: Nonlinear Programming</td>
<td>15</td>
<td>Opt</td>
<td>Opt</td>
<td>Comp</td>
<td>Comp</td>
<td>Opt</td>
<td>Opt</td>
<td>Opt</td>
</tr>
<tr>
<td>MA311-6-SP: Mathematics of Portfolios</td>
<td>15</td>
<td>Core</td>
<td>Opt</td>
<td></td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
<td></td>
</tr>
<tr>
<td>MA312-6-AU: Contingencies II</td>
<td>15</td>
<td>Comp</td>
<td>Opt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA314-5-SP: Graph Theory</td>
<td>15</td>
<td>Opt</td>
<td>Opt</td>
<td>Opt</td>
<td>Opt</td>
<td>Opt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA320-6-SP: Financial Derivatives</td>
<td>15</td>
<td>Core</td>
<td>Opt</td>
<td></td>
<td>Opt</td>
<td>Opt</td>
<td>Opt</td>
<td></td>
</tr>
<tr>
<td>MA323-6-SP: Partial Differential Equations</td>
<td>15</td>
<td>Opt</td>
<td>O</td>
<td>Opt</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA830-6-SP: Capstone Project</td>
<td>15</td>
<td>Comp*</td>
<td>Comp*</td>
<td>Comp*</td>
<td>Comp*</td>
<td>Comp*</td>
<td>Comp*</td>
<td>Comp*</td>
</tr>
<tr>
<td>MA831-6-FY: Capstone Project</td>
<td>30</td>
<td>Comp*</td>
<td>Comp*</td>
<td>Comp*</td>
<td>Comp*</td>
<td>Comp*</td>
<td>Comp*</td>
<td>Comp*</td>
</tr>
<tr>
<td>MA199-6-FY: Mathematics Careers and Employability</td>
<td>0</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
<td>Comp</td>
</tr>
</tbody>
</table>

All students must take one of either MA830-6-SP or MA831-6-FY. Actuarial Science students must take MA830-6-SP. Please see the separate Capstone Project Handbook for full details of these modules.

MA314-5-SP Graph Theory is now a level 5 module but is available as an option to final year students (when it has not been taken in the second year). Please be aware that you must pass at least 90 credits at Level 6 to be awarded a degree.

MA315-6-AU and MA333-6-SP will not be running in 2017/18 due to staff study leave.

Students on joint degrees which contain modules from the partner department are advised to check the enrolment tab on their online timetable to confirm their course structure for the year.

Students should select an appropriate number of optional modules so that including the credits for their compulsory modules they are taking a total of 60 credits in each of the Autumn and Spring terms.
Note: depending on your degree course, there may be a requirement to complete optional modules from another department. Please refer to the Programme Specifications for more information. www.essex.ac.uk/programmespecs/

Changing your degree and maximum period of study

Changing your course

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

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

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

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

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

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

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

Maximum period of study

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

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. A core module must be taken and passed, a compulsory module must be taken and an optional module is one that a student selects from a list of options via ENROL (see below).

Reading lists

All reading lists are available here: http://readinglists.essex.ac.uk/
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.

You can change your Autumn Term choices up until 8:59am on Monday 23rd October 2017. No changes will be considered after this date for Autumn term modules. ENROL will reopen at noon on Wednesday 6th December for changes to Spring Term choices, which can be made up until 8:59am on Monday 29th January 2018.

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 Undergraduate 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 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.

listenagain.essex.ac.uk

Courses with a Year Abroad

Broaden your horizons!

There are many opportunities for Essex undergraduate students who wish to study in the United States (including Hawai'i), Australia, Canada, Europe, Hong Kong, Japan, Latin America, the Middle East, New Zealand or Russia, for one term or one year as part of their University of Essex programme of study.

We have exchange agreements with a wide variety of universities and can help students to select the most appropriate destination.

Study abroad can enhance your CV and gives you valuable experience of another culture and way of life. Spending an extended period of time in another country provides an unparalleled opportunity to see a side
of life which tourists never encounter. It is also true that employers value international experience in today’s global economy.

Study Abroad in the Mathematical Sciences Department is normally undertaken as the 3rd year of a 4 year degree. The marks you obtain abroad will contribute towards your final degree result only if it improves the final degree mark. There are usually no tuition charges other than what you normally pay to Essex (if you study abroad for a full year your fees will be lower than the normal rate). Also, in many cases, the cost of living elsewhere is lower than Colchester, so you should not assume that study abroad is an expensive proposition.

Any student interested in applying should consult the Departmental Study Abroad Officer (Dr Xinan Yang) in the first instance, for approval in principle.

For further information, contact the Essex Abroad Office, Square 2 (next to the Employability and Careers Centre), email: saoadmin@essex.ac.uk

www.essex.ac.uk/essexabroad

Four year versions are available for all degrees offered by the Department of Mathematical Sciences (with the exception of Management, Maths and Economics). The third year is taken abroad and the final year is taken at Essex. To learn more about Study Abroad opportunities, talk to Dr Yang in the first instance.

Employability

Careers Advice

Dr Spyros Vrontos is the Departmental Employability Development Director, supported by two deputies; Dr Chris Antonopoulos and Dr Haslifah Hashim. 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 Departmental Employability team 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. The Maths Careers and Employability module (MA199) should help you do this. There is also 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

Degree courses with a placement year

All of our degree courses are now available as four-year degrees, where the third year of study is spent undertaking a placement. A work placement also allows you to learn more about a particular sector, company or job role, and apply your academic knowledge in a practical working environment, giving you ideas of what you want to do as a future career. During the placement your experience and study combine into an integrated package where your practical work and academic study enhance each other. You can show employers that you can use your subject understanding to add commercial value, and demonstrate you can deliver on challenging projects that meet client demands. See http://www.essex.ac.uk/careers/placements/ for more information, including current placement vacancies and how the University supports you while you’re on a placement.
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 volunteer to be) a **student representative** who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.

http://www.essexstudent.com/representation/coursereps/

http://www.essex.ac.uk/quality/student_representation/student_rep.asp

http://www.essex.ac.uk/quality/student_representation/sslc.asp

Every year, we will ask you to complete the **Student Assessment of Module and Teaching (SAMT)**. 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.

**Disability and emotional wellbeing**

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

You can find out about the support we offer here: [www.essex.ac.uk/students/contact/help.aspx](http://www.essex.ac.uk/students/contact/help.aspx)

UK students may be eligible for a Disabled Students’ Allowance grant. See our webpages for more information, including application forms and key changes: [www.essex.ac.uk/students/disability/funding.aspx](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, give advice and assist you during your time at Essex.

You can find helpful information here: [www.essex.ac.uk/students/new/international/default](http://www.essex.ac.uk/students/new/international/default).
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/students/groups/mature-students.aspx](http://www.essex.ac.uk/students/groups/mature-students.aspx)

**Library Services**

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

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

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

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

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**

The Rules of Assessment are used to calculate your results: [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 following is only a summary of the key points. You should read the rules and make sure you understand them. If you need advice, ask your Personal Tutor, Department Manager, Undergraduate Administrator or SU Advice.

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

The rules cover:

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

**Marks and degree classification**

<table>
<thead>
<tr>
<th>Marks</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-49</td>
<td>Pass/third class (3)</td>
</tr>
<tr>
<td>50-59</td>
<td>Lower second class (2.2)</td>
</tr>
<tr>
<td>60-69</td>
<td>Upper second class (2.1)</td>
</tr>
<tr>
<td>70 and above</td>
<td>First class (1)</td>
</tr>
</tbody>
</table>

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

**Core, compulsory and optional modules**

To understand the requirements to pass your course, you need to know the status of the modules that you are taking. You can find details of the status of your modules in Section C of your programme specification via My Essex.
Core | You must take this module | Must pass this module. No failure can be permitted.
---|---|---
Compulsory | You must take this module | There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.
Optional | You can choose which module to study | There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.

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

What do I need to do to pass my course?

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

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

Variations to the Rules of Assessment

There is only one variation to the Rules of Assessment in the Department of Mathematical Sciences, which is as follows:

In respect of the courses:

**BSc Actuarial Science (Including Placement Year) N233**
**BSc Mathematics and Statistics (Including Placement Year) 9K13**

**Stage One**
Students must achieve a minimum Stage Mark of 60%.

**Stage Two**
Students must achieve 120 credits at level 5 or above at the first attempt.

Exit Awards

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

Extemporating 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)

Extemporating 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, extemporating 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 given here: www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx

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

You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from the Students’ Union Advice Centre (www.essexstudent.com/services/advice_centre/) or the Student Services Hub (www.essex.ac.uk/students/contact/default.aspx).

Thinking of leaving or taking a break from your studies?

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

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

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

Withdrawing is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from 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 here: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_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 is part of the Marking Policy. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given. A moderator would not change individual marks for the work, but would liaise with
the first marker to agree whether marks should be reviewed across the particular piece of assessment or module, which may lead to marks being adjusted.

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

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

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

**Please note: you may not contact External Examiners directly under any circumstances.** If you have any concerns about the quality and standards of your course, please contact your student 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](http://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](http://www.essex.ac.uk/see/complaints)
Academic Offences Policy

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

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

If you aren’t sure what the conventions are, particularly in relation to referencing, you should ask your department, contact the Talent Development Centre, and also refer to the section on 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
Coursework components must be submitted in the manner prescribed by the lecturer by the deadline stated in the Undergraduate 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 module to module. 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 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 a mark of zero is awarded, 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**

Advice on essay writing is given in MA224 (The Laws of Physics) and 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)

If you take optional modules outside your home department, you should make sure you are aware of the policy on whether coursework is marked anonymously or not, and how to submit coursework.
Reassessment of coursework

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 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 examinations, the only models you are permitted to use are the Casio FX-83GT PLUS or the Casio FX-85GT PLUS.

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

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

General information about summer exams and examination results

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

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

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

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

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, plagiarism 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

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

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 and 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.

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. Please also see page 38 for a link to the University’s Academic Offences policy.

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
**Practicalities: Getting started and IT matters**

**Registration**

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

New students: [www.essex.ac.uk/students/new/registration.aspx](http://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](http://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 and graduating undergraduate students also be able to access their electronic HEAR which gives details of all marks obtained during their studies.

Further information can be found at: [www.essex.ac.uk/students/graduation/award-documents/default.aspx](http://www.essex.ac.uk/students/graduation/award-documents/default.aspx)

**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/](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

Visit our website to set up your IT account and password, register an external email address and passphrase and request a reminder for a forgotten passphrase: www.essex.ac.uk/it/getaccount.

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

Once you’re set up, you can access email, log on to lab computers, connect to eduroam wi-fi and much more.

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

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

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

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

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

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

On-campus facilities

There is a broad range of facilities to support your living and learning experience at our Colchester Campus – including study-based services like the IT helpdesk and group study pods, but also various food and drink venues, two banks, a general store run by the Students’ Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.
www.essex.ac.uk/students
www.essex.ac.uk/welcome

Graduation

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

Skills, Employability and Experience

Employability and Careers Centre

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

Learning a Language

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

Talent Development Centre

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

CareerHub+

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

Frontrunners

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

www.essex.ac.uk/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/big

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 at www.essex.ac.uk/careers/internships
You Matter: Health, Welfare, Support and Safety

Student Services Hub

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

Colchester email: askthehub@essex.ac.uk

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

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/

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/default.aspx

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.aspx
Health and safety on campus

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

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

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.aspx
www.essex.ac.uk/health-safety/fire/peep

Residence Life

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

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

Health Centre

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

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

Students’ Union Advice Centre

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

www.essex.su/advice
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/site/privacy_policy.aspx
www.essex.ac.uk/records_management/request
The Essex Experience

The Essex Charter

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

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

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
www.essex.ac.uk/governance/regulations

Essex Spirit, social media and What’s on?

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

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/
twitter.com/Uni_of_Essex

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

www.essex.ac.uk/events

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.

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

What comes next?

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

www.essex.ac.uk/study/pg
www.essex.ac.uk/coursefinder

The Department of Mathematical Sciences has an international reputation in many areas such as semi-group theory, optimisation, probability, applied statistics, bioinformatics and mathematical biology. Our staff are strongly committed to research and to the promotion of graduate activities.

Taught courses
We offer a variety of taught Masters courses which provide you with up-to-date training in your area of study. We have strong links with Essex Business School, the Department of Economics, and the Schools of Computer Science and Electronic Engineering and Biological Sciences. This enables us to offer some unique courses.

Research study
We offer a lively and stimulating environment in which to carry out your postgraduate research. Our academic staff are working on projects at the cutting edge of their fields.