DEPARTMENT OF PSYCHOSOCIAL AND PSYCHOANALYTIC STUDIES

Postgraduate research
Welcome

I would like to offer a warm welcome to all new students this autumn and welcome back all who are returning for another year. I hope that you will enjoy your time with the Department of Psychosocial and Psychoanalytic Studies and find your studies rewarding and engaging. All the modules and courses we run encourage both learning and personal growth, so you can look forward not only to being intellectually and emotionally stimulated, but also challenged to think about new problems in new ways. As people search for individual meaning and for an understanding of social and political relatedness in a conflicted and uncertain world, our field is relevant as never before.

The Department provides the setting for a very wide range of courses and modules, from foundation degree to doctoral programmes, and across a multitude of subjects including psychoanalysis, analytical psychology, refugee care, counselling and management and organisational dynamics. Our research explores theoretical and clinical knowledge, as well as applying these in many different social and cultural settings. You will be tapping into this breadth of interest and expertise and starting to make your own particular contribution to a vibrant and expanding field.

We know you will be busy with your chosen studies, but we hope you will also make broader use of what the Department and the University have to offer. As well as conferences and workshops, the Department holds Open Seminars monthly in term time – these are free talks with invited speakers on a wide range of topics. A schedule is available in this handbook and will be updated with fuller details on the Department's web page. We have an e-mail forum for announcements and there is also a student blog at http://moodle.essex.ac.uk/. We also encourage you to follow your interests and take full advantage of the rich offerings in other departments, and make full use of the University environment and facilities.

All of us at PPS want to help make your time here successful and enjoyable. There are many sources of advice and support available to you, should you require it. Besides the teaching staff on individual modules, many courses will provide you with a personal tutor, while the members of the Administrative Team are knowledgeable and helpful about all aspects of Department and University life.

You will also have many opportunities to let us know how you are experiencing your time here: individually, in tutorials; through end-of-module evaluation questionnaires; through the Student-Staff-Liaison Committee;
and through student satisfaction surveys. It is important for us to have feedback and we take your input seriously and use it to improve our programmes. As Head of Department and Senior Tutor I will also be available by appointment if you have a specific concern. You can arrange this through Mrs Debbie Stewart in room 4SB.6.2, or by phone (873640) or email ppsdm@essex.ac.uk. Please also feel free to e-mail me direct at mffytche@essex.ac.uk. I am always happy to meet with you.

This handbook should be your first resource whenever you have a question. It contains important information that the University and Departmental staff will assume you know, including essay submission procedures, deadlines and rules of assessment, as well as general information about modules, the Department, the Graduate School and the Registry.

Whatever you are studying at the moment, also bear in mind the opportunities for further study. The Handbook contains information on all the Department’s activities, and what you cannot find in it, you can follow up on our web pages, at: http://www.essex.ac.uk/cps.

I look forward to seeing you around the Department. Best wishes for your time with us.

Matt ffytche
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

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

2017-2018
Autumn term 2 October 2017 – 15 December 2017
Spring term 15 January 2018 – 23 March 2018
Summer term 23 April 2018 – 29 June 2018

2018-2019
Autumn term 4 October 2018 – 14 December 2018
Spring term 14 January 2019 – 22 March 2019
Summer term 23 April 2019 – 28 June 2019
myEssex

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

Student responsibilities

Professional doctorate and PhD students have a responsibility to:

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

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

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

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

• Complete the work required for your taught modules and carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.

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

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

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

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

• Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. In the case of professional practice, this will usually take the form of a professional practice portfolio which forms part of the assessment for the degree. In the case of research, this may take the form of a log book or research portfolio to be signed off by your supervisor, but will not be part of the assessment for the research component.
• Inform the relevant module coordinator or supervisor and/or the PD Director promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students’ Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.

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

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

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

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

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

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

1. Introduction and term dates  
   pages 2-3

2. About our Department  
   pages 7-12

3. Learning and Teaching  
   pages 13-18

4. Research Skills Development  
   pages 19-21

5. Assessment  
   pages 22-27

6. Referencing and good academic practice  
   page 28

7. Practicalities: Getting Started and IT Matters  
   pages 29-30

8. Skills, Employability and Experience  
   pages 31-32

   pages 33-34

10. The Essex Experience  
    page 35

   Further useful information and links  
   page 36
About the Department of Psychosocial and Psychoanalytic Studies

Meet your Department staff (please note all emails end in @essex.ac.uk)

HEAD OF DEPARTMENT
Dr Matt ffytche  4SB.6.18  3958  mffytche

PROFESSORS
Professor Roderick Main  4SB.6.14  4842  rmain
Professor Renos Papadopoulos  4SB.6.12  3558  renos
Professor Andrew Samuels  4SB.6.12  3558  samua

SENIOR LECTURERS
Sue Kegerreis  4SB.6.16  3263  skeger
Dr Chris Nicholson  4SB.6.10  3075  cnich
Chris Tanner  4SB.6.13  3972  ctanne

LECTURERS
Dr Manuel Batsch  mbatsch
Dr Elena Della Rosa  4SB.6.11  3903  edella
Dr Zibiah Alfred Loakthar  4SW.6.22  2921  zl17088
Dr Kevin Lu  4SB.6.9  4971  klu
Dr Christian McMillan  4SB.6.14  4242  ckhmcm
Annie Moss  4SW.6.22  2921  am17420
Leonardo Nascimento  4SB.6.13  3962  nnasci
Mark Saban  4SW.6.22  2921  msaban
Dr Julie Walsh  4SW.6.22  2921  jw17840
Dr Jochem Willemsen  4SB.6.11  3903  jawill

EMERITUS PROFESSOR
Professor Bob Hinshelwood  2921  rhinsh
Professor Karl Figlio  2921  kfiglio

ADMINISTRATIVE STAFF
Debbie Stewart – Departmental Manager  3640  ppsdm
Alison Evans - Student Administrator (UG)  4969  ppsug
TBC - Student Administrator (PGT)  3745  ppspgt
Anne Snowling - Operations Assistant Part-time  4554  pps
Centre for Myth Studies  
**Director**  
Professor Roderick Main  
4SB.6.14  4842  rmain

Centre for Trauma, Asylum and Refugees (CTAR)  
**Director**  
Professor Renos Papadopoulos  
3558  renos

Staff research interests

**Dr Manuel Batsch**

- Freud’s metapsychology
- The connections between the theory and the practice of psychoanalysis
- The writing of psychoanalytic session
- Psychoanalysis and the post-structuralism
- Psychodynamic approaches of depression

**Dr Elena Della Rosa**

- Psychoanalytic psychotherapy with adolescents
- Young people’s relationship and use of mental health services
- Qualitative and process research in psychotherapy
- Psychotherapeutic technique and short term psychoanalytic psychotherapy

**Dr Matt ffytche**

- The history of psychoanalysis and analytical psychology
- Psychosocial Studies and integrations of psychology with sociology
- Nineteenth-century theories of the unconscious
- German Romantic psychology and philosophy
- Psychoanalysis and critical theory
- Modernist poetry and poetics

**Sue Kegerreis**

- Child and Adolescent Psychotherapy
- Psychodynamic Counselling with Children and Adolescents
- Applications of Psychodynamic Thinking in non-clinical work
- Organisational Dynamics
- Eating Disorders
- Training issues with Counsellors and Psychotherapists
Dr Zibiah Alfred Loakthar

- People's experiences of seeking refuge from persecution
- Voicing identities: power and belonging
- Diasporic community development
- Psychosocial perspectives on Human Rights
- Therapeutic humanitarian interventions
- Charity sector work, social justice campaigns and ethical conundrums
- The changing nature of the refugee voluntary sector in London
- Oral History, museums and public archives
- Life stories of talking therapists

Dr Kevin Lu

- C. G. Jung, analytical psychology, Jungian and Post-Jungian theory
- Psychoanalytic history, psychohistory and oral history
- Transgenerational transmission of trauma
- Chinese/Vietnamese Diaspora
- Psychology of Religion
- Graphic Novels

Professor Roderick Main

- Historical, philosophical, religious and cultural contexts of the work of C. G. Jung
- Depth psychology (especially Jungian psychology), religion and modernity
- Analytical psychology and society
- Synchronicity
- Myth

Annie Moss

Leonardo Nascimento

- History of Psychoanalysis, Psychology and Psychological Practices
- Epistemology of Psychoanalysis, Psychology and Psychological Practices
- Psychoanalysis and Neuroscience
- Consciousness and Philosophy of Mind

Dr Chris Nicholson

- Issues facing 'looked after' children, particularly trauma, transitions and leaving care
- Assessment of children and adolescents
- Therapeutic communities
- Robert Graves and modernism
- Psychoanalytic theory and literature
Professor Renos Papadopoulos

- Involuntary dislocation (forced migration), trauma and refugees
- Working with survivors of violence and disasters
- Psychosocial humanitarian interventions
- Psychosocial perspectives on Human Rights
- The interface between Analytical Psychology and systems, family therapy, and culture
- Epistemology of therapeutic endeavours
- Academic and professional interface with Eastern Orthodox Christianity

Mark Saban

- The prehistory and early development of analytical psychology
- Psychosocial aspects of analytical psychology
- Philosophical dimensions to psychoanalysis (especially Schelling and Simondon)
- Myth

Professor Andrew Samuels

- Application of psychoanalytic thinking to politics
- Comparative theoretical research in depth psychology
- Political, social and cultural aspects of transference and counter-transference
- The father
- The construction of masculinity;
- The history of Jungian psychology

Mr Chris Tanner

- Creating effective learning environments
- Psychoanalytic perspectives on organisational dynamic
- Executive coaching and consultancy practice in organisations
- Leadership development-psychodynamic perspectives
- Compassionate care in health and social care

Dr Julie Walsh

- Psychoanalysis
- Gender & sexuality studies
- Social & cultural theory
- The meeting of psychosocial studies and literature

Dr Jochem Willemsen

- Forensic psychotherapy
- Psychotherapy process research
- Crime, conscience and rehabilitation
- Narrative perspective on (change in) subjectivity
- Lacanian psychoanalysis
Your Departmental Contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Dr Matt ffytche</td>
</tr>
<tr>
<td>Deputy Head</td>
<td>Dr Chris Nicholson</td>
</tr>
<tr>
<td>Director of Education</td>
<td>Prof Roderick Main (summer term: Chris Nicholson)</td>
</tr>
<tr>
<td>UG Director</td>
<td>Prof Roderick Main</td>
</tr>
<tr>
<td>Director of Graduate Studies</td>
<td>Dr Kevin Lu</td>
</tr>
<tr>
<td>PGT Director</td>
<td>Dr Kevin Lu</td>
</tr>
<tr>
<td>GTA Co-ordinator</td>
<td>Dr Kevin Lu</td>
</tr>
<tr>
<td>Director of Research</td>
<td>Dr Jochem Willemsen</td>
</tr>
<tr>
<td>Director of Employability</td>
<td>Mr Chris Tanner</td>
</tr>
<tr>
<td>Placements Officer</td>
<td>Sue Kegerreis</td>
</tr>
<tr>
<td>Progress Officer (CO/SE)</td>
<td>Prof Roderick Main (CO)</td>
</tr>
<tr>
<td></td>
<td>Dr Chris Nicholson (SE)</td>
</tr>
<tr>
<td>Academic Offences Officer (CO/SE)</td>
<td>Prof Roderick Main (CO), Dr Jochem Willemsen and Dr Chris Nicholson (SE)</td>
</tr>
<tr>
<td>Taught Academic offences committee members (2)</td>
<td>Prof Roderick Main, Dr Jochem Willemsen</td>
</tr>
<tr>
<td>PGR Academic Offence Representatives</td>
<td>Dr Kevin Lu</td>
</tr>
<tr>
<td>Open Seminars Convenor (CO/SE)</td>
<td>Dr Jochem Willemsen</td>
</tr>
<tr>
<td>Social Media Officer</td>
<td>Leonardo Nascimento</td>
</tr>
<tr>
<td>Athena Swan</td>
<td>Dr Julie Walsh</td>
</tr>
<tr>
<td>DDLO</td>
<td>Dr Elena Della Rosa</td>
</tr>
<tr>
<td>Green Impact</td>
<td>Dr Kevin Lu</td>
</tr>
<tr>
<td>Tavistock Link</td>
<td>Sue Kegerreis</td>
</tr>
</tbody>
</table>

Further details about all of our staff can be found at: [https://www1.essex.ac.uk/cps/](https://www1.essex.ac.uk/cps/)

Who to go to if you need help

If you have any queries relating to your department or course of study, please contact your Student Administrator.

Opening hours

Our Administrative Office (4SB.6.2) is open: Monday to Friday 10am to 1pm and 2pm-4pm. The location of the Student Administration Office is 4SB.6.2, just off Square 4. Enter by the doors labelled 4SW. Proceed along the corridor to the end and go up one floor to level 6. Turn left at the top of the stairs and the office is the third door on the right.

All staff offices are located along the same corridor.

Common room

The Department’s common room is located on the floor directly below our offices in room 4SB.5.10. Please ask any of the Department’s administrators for the door code.
Departmental Library
We have a small Departmental library in room 4SB.6.15. All the books have been donated. Books and journals are for reference, and should be used in the library during office hours and when it is available. Information and a searchable database can be found at: http://www.essex.ac.uk/centres/psycho/current/library.aspx

Photocopying
If you need to photocopy material in connection with your studies, please use either the Albert Sloman Library or the Copy Centre on Square 4. Additional copying facilities are available during office hours in the Department, where you can purchase a photocopy card from the Department Administrator. There are copyright laws which must be adhered to.

Correspondence and communication
You are entitled to free e-mail supplied by the University. Please ensure that you know how to access this. The IT Helpdesk can assist you. You can visit in person, or telephone them on extension 2345 (internal) or 01206 872345 from outside the University. Further information on how to use your University email can be found online at: https://www1.essex.ac.uk/it/
The teaching and office staff will use this method of communication regularly, especially to tell you about last-minute changes in teaching arrangements or to send you other important messages. The University of Essex expects you to check your e-mail regularly. You can arrange for your University emails to be forwarded to your private e-mail address if you prefer. See the IT Services webpages for further information.

Recording Lectures
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.

Research Fund
The Department has a small fund to help our research students with exceptional expenses related to their research. All PGR students registered after October 2012 will be guaranteed a sum of £750 to be used over the course of their studies. If you registered prior to October 2012 please contact our Departmental Manager on ppsdm@essex.ac.uk for advice on the funds available to you. The principle will be 1) whether the expense is exceptional (not fees or ordinary travel expenses, books, photocopying, etc); 2) whether it is essential or very advantageous to your research; 3) whether it adds to the research reputation of the Department, especially its international reputation; 4) whether it enhances your research standing and career prospects. Typically students may request funds to help them attend conferences at which they have had a paper accepted.
We cannot promise to fund all requests, and you must set out your request in writing, with enough detail to make clear how it meets the above criteria, as well as the criteria outlined on the application form (in the section Notes for Information). The Application Form can be found at: http://www.essex.ac.uk/cps/fees-and-scholarships/default.aspx
Academic Matters

Learning and Teaching

Supervisors’ and Students’ Responsibilities

The Supervisor A supervisor is appointed for the duration of the student's registration, and he or she is responsible to the Department and to the University for the student's progress and academic welfare. The duties of the supervisor are:

- To maintain regular contact with the student (keeping the student well-informed in advance of any prolonged absences from the University), and maintain on a standard form a record of dates of meetings with the student, which can be produced later if necessary.
- Students' contact with Supervisors will be regularly monitored by the Department.
- To convene meetings of the Supervisory Panel (at least twice a year for full-time students and once a year for all other students, as well as more frequently when appropriate and/or when determined by the Research Students Progress Board) where appropriate, co-ordinating contact with such associate supervisors as may be appointed.
- To help with the formulation of the problem to be elaborated in the thesis
- To give guidance on the appropriate methodologies to be employed
- To suggest relevant literature to be consulted
- To read and comment on outlines, working and position papers, draft chapters, etc
- To co-ordinate any other supervisory or consultative input to the student’s research from other sources, either officially appointed by the University or otherwise.
- To communicate with the Director of Graduate Studies of the Department and through him or her, to submit reports, as required, for example to the Supervisory Panel and Progress Board.
- To provide guidance about the nature and standard of research work expected, and advice on attaining that standard, together with advice on academic practice in the discipline including health and safety and ethical issues.
- To facilitate meetings between the student and other researchers in the field (including opportunities to present work to staff and fellow postgraduates and for attendance and participation in appropriate seminars and conferences).
- To warn and advise students and, as necessary, the Supervisory Panel and the Progress Board where work is not of the appropriate standard and steps which might be taken to remedy the situation or of the supervisor’s belief that the standard in unlikely to be achieved.

The Student The student is expected to abide by Departmental and University regulations. The duties of the student are:

- To meet the requirements set out by the supervisor and supervisory panel with regard to producing outlines, working and position papers, draft chapters, etc, within the agreed time limits.
- To keep the supervisor informed regularly about the development of the research, and of any situation or needs that might affect the student’s work.
- To keep the supervisor informed of any substantial changes in the research
- To inform the supervisor of any additional input received from other sources and persons
- To prepare progress reports or other written material for the supervisory panel, and to keep a log of work done, to be discussed each term with the supervisor.
- To keep a record of personal progress, including a copy of the agreed training needs, modules that need to be attended and when they are attended. This may take the form of a log book or research portfolio to be signed off by the supervisor.
Moodle and FAser

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

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

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

Registration, intermitting, changes to studies

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

You should discuss any proposed change of degree title with your supervisor. One you have decided you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form (available here: www.essex.ac.uk/esf/)

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

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

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

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

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

Maximum and Minimum periods of study from 2008-09

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

(Table taken from the Principal Regulations for Research Degrees – Appendix 1)
The Director of Graduate Studies and the Research Student Progress Board

The Director of Graduate Studies, or his or her delegate, has overall responsibility for doctoral procedures in the Department. He or she deals with applications, liaises between the Department and the University administration on doctoral matters, and monitors the general progress of doctoral students via the Supervisory Panels. There is also a Departmental Progress Board, chaired by the Director of Graduate Studies. The Progress Board reviews reports from the Supervisory Panels and any other relevant information, and reports to the relevant Dean on the student’s progress. It also recommends to the relevant Dean any change in status.

Student induction

All research students should be provided with an induction programme. As well as a Departmental induction this will also include an Essex wide PGR Induction Conference which will cover such topics as “an overview of the PGR lifecycle, making the most of your supervisor, support available to you and Professional Development for PGR students”. During this induction, or within the first three weeks of term, the Director of Graduate Studies should discuss the supervisory documentation and other University and Departmental regulations.

Higher Degree Regulations - [www.essex.ac.uk/academic/docs/regs/highercont.shtm](http://www.essex.ac.uk/academic/docs/regs/highercont.shtm)

The Graduate School Code of Practice for Postgraduate Research Degrees (a copy will be provided on registration) is available at [www.essex.ac.uk/academic/docs/regs/prdcode.shtm](http://www.essex.ac.uk/academic/docs/regs/prdcode.shtm). University regulations regarding plagiarism can be found at [http://www.essex.ac.uk/plagiarism/](http://www.essex.ac.uk/plagiarism/) and the relevant sections of this handbook.

The student also meets with her/his supervisor. Together they devise an overall plan of the research, which includes a) an assessment of training needs and how they will be met; and b) the content, procedures and a tentative timetable for the research. A more detailed plan of the initial phase of the research is drawn up, where tasks are assigned and deadlines set. Please note that the Training Needs Analysis (TNA) form is completed online, and that Proficio funds will not be released until the TNA form is submitted. Training Plans will also be discussed during the Essex wide Research Student Welcome Conference.

Research students who register in January or April will be provided with the same induction information as those starting in October and they will also have the opportunity to meet with the Director of Graduate Studies.

Supervision Meetings

Once underway, a supervisor should normally meet with a student three times between supervisory panels. The frequency will vary with the stage of the research and the nature of the research project. Part-time Students should meet with their Supervisors at least once per term and twice per term leading up to a Supervisory Panel meeting. For Taught Doctorate students there may be less frequent meetings with a nominated member of staff, who will advise on the research proposal, in the first year. A student or a supervisor may request a meeting at any time, but students should plan their work so that they can meet during term times, or give their supervisor plenty of advance notice if a vacation meeting is going to be necessary. Vacation meetings are more difficult, because supervisors must attend conferences, visit abroad and undertake research activities.
Research Student Supervisory Panels

Each student has a supervisory panel, which consists of the supervisor and two other members of staff invited by the supervisor in consultation with the student. They may include members of other departments, if appropriate. The supervisory panel meets with the student to consider written work presented by him/her such as thesis outlines, draft chapters, etc. and to plan further research. The purpose of the panel is to assist the supervisor, to widen the range of professional advice available to the student, to monitor student progress and to set out in a report, in discussion with the student, the work expected by the time of the next panel meeting. Other members of the panel may also act as replacement supervisors when the principal supervisor goes on leave. The panel must meet twice a year (for full-time students), with more frequent meetings when needed or appropriate. The mid-term panel will be scheduled in late November or early December. The second panel will be held between early May and the end of June.

Part-time research students have one supervisory panel each year. This panel will be held between early May and the end of June. Part-time distance learning research students will have their supervisory panel during Research Student week which is held in Week 35. **This year the Research Student Conference week will be from 29th May – 1st June 2018.** You will be contacted by the Student Administrator (Research) to arrange a date for your panel to take place.

Full-time distance learners will have two panels per year. The first panel may be conducted via skype or Adobe Connect. The second panel must be attended in person.

All students have a supervisory panel in May or June. For students not resident in the UK, that meeting takes place in the same week as a range of research student activities, including seminars, the Research Student Conference, as well as other Departmental activities, including the annual Freud Memorial Lecture. The aim of this timing is to allow all research students to attend these events, which they are strongly encouraged to do.

PhD Milestones

These are be accessible via: [http://www.essex.ac.uk cps/current-students/default.aspx](http://www.essex.ac.uk cps/current-students/default.aspx)

All students must familiarise themselves with this document, as it forms the core basis on which progression is determined.

Confirmation of PhD status

PhD students will be registered for a standard minimum period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students will be supervised as PhD students, but PhD status will need to be confirmed by the end of the first full year of study (i.e., the second Panel for both full-time and part-time students). During the Confirmation Panel, the Panel members will review the evidence to confirm whether or not progress and work is at PhD level.

In order to decide whether to confirm PhD status, the supervisory panel will apply the following criteria:

1. The student has completed a review of the secondary literature in the field, established a critical position in relation to it, and identified the major primary and secondary sources to be used.
2. The student has begun examining primary sources and has demonstrated this in a draft chapter(s) of the thesis.
3. The student has adequately formulated the topic and produced a clear outline of the thesis, together with a plan of work for the remainder of the minimum period.
4. The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time.
The supervisory panel will also use the Milestones document to determine whether a student's PhD status may be confirmed.

The Confirmation Panel can make the following recommendations to the Research Students’ Progress Board

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

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

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

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

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

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

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
**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.aspx

If you are studying on a Tier 4 visa, don’t forget to read section 7.4 Tier 4 Information of this handbook which has further information and links.

**Mature and part-time students**
As a mature student you’ll be in very good company – around 37% of our students are mature students.

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

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

**Student representation**

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

You can do this in a number of ways:
1. You can contact (or be elected as) a student representative who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.
2. You can find more information on the Students' Union website www.essexstudent.com/representation/coursereps/ and the University's policy here: www.essex.ac.uk/quality/student_representation/student_rep.asp.
3. You can find out information about Student Staff Liaison Committees (SSLCs) here: www.essex.ac.uk/quality/student_representation/sslc.asp.

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

libwww.essex.ac.uk

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 Nigel Cochrane - contact him at nigelc@essex.ac.uk, or use the Book a librarian form on the Library website to get in touch.
Research Skills Development

Proficio

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

Please note that for all new students beginning as of October 2015, you will need to fill out a Training Needs Analysis (TNA) form before your Proficio funds will be released. To access this, please visit: https://moodle.essex.ac.uk/course/view.php?id=4474

It is important to make contact with other researchers in the field and to present your work to academic audiences. It is part of your learning experience to take part in a research culture. This should include presenting work to staff and fellow postgraduates in the Research Student Forum, the Research Student Conference and in seminars and conferences, as well as generally attending and participating in these activities.

All students in PPS are required to present twice during their time at Essex. The presentations can be delivered either as part of the Research Student Forum or the Research Student Conference.

Research Student Forum

The Research Student Forum is a central platform through which the Department seeks to foster critical thinking in the community of PhD students. There are three per term on the following dates:

Wednesdays in weeks 7, 10, 18, 21, 24 and 32 from 1.30 to 2.45 pm

Students who live within travelling distance are expected to attend every research forum. When possible papers will be pre-circulated for discussion, then put on the Department’s Research Space following the presentation. All distance learners are strongly advised to attend whenever possible. Regular attendance at the Research Forum will allow students to get a broader understanding of the different ways in which a research question can be posed; how best to form arguments in the realm of psychoanalytic studies; what kind of obstacles people find in their research; different disciplinary perspectives on and attitudes to methodology; and how to ask your own critical questions as well as the chance to enter into discussion and to socialise with other research students from the Department.

Students from their second year onwards are expected to apply to present to the Research Forum (application can be made direct to the Research Director, Dr Kevin Lu) and all are expected to present to either the Forum or the Research Student Conference at least twice during the course of their studies here.
Annual Research Student Conference

The annual conference is a two-day conference, in part co-organised with the students, and is held each year in week 35. This academic year it will be Thursday 31st May and Friday 1st June 2018. It is dedicated to exploring the state of research in the Department and to furthering critical discussion on all aspects of psychoanalytic studies, theoretical, clinical and applied. **Attendance is required from all students, including Distance Learners and Professional Doctorate students.**

Short Course on Research Skills and Psychoanalytic Methodologies

Each year the Department runs a three-day Short Course on Methods and Research Skills. All new students are encouraged to attend this in their first year. It covers some basic academic research skills, as well as some questions of methodology for those in the early stages of their research. The programme changes from year to year (a schedule will be sent out by the Research Student Administrator) and students in any year of their studies are welcome to come. Research students will be able to pay for this course using their Proficio funding. The three day course will take place on **November 27th, 28th and 29th 2017.**

In addition the Department will from time to time set up workshops run by the Department staff or visiting fellows. Please refer to the PPS Events page for more information: [https://www.essex.ac.uk/events?page=1&organiser=psychosocial-and-psychoanalytic-studies,-department-of](https://www.essex.ac.uk/events?page=1&organiser=psychosocial-and-psychoanalytic-studies,-department-of)

Auditing MA modules

PhD students may wish to receive extra training on certain areas of their research by auditing MA modules. These might be modules from the Department’s own programmes, including those on Psychoanalytic Studies or Jungian and Post-Jungian Studies. But they can also be from other departments, such as Sociology which has a very wide range of MA modules on empirical methodologies, and especially quantitative and qualitative research and interviewing techniques. ‘Auditing’ means one sits in on the MA seminars or lectures without doing any of the assignments. There is no charge for auditing an MA module, but application must be made to the convener of the module concerned as there may be limitations on numbers attending particular modules. There is a list of the Department’s modules on page 34. Further information can be gained from the module directory at [http://www.essex.ac.uk/modules/Default.aspx](http://www.essex.ac.uk/modules/Default.aspx)

As of October 2016, all PhD students are welcome to audit our range of PGT pre-sessional courses. In the first instance, we recommend students audit the pre-sessional course most closely aligned to the theoretical perspective being adopted in their respective theses. Students are welcome to audit any of the other courses so long as these do not conflict with any other commitments or courses on which the student has enrolled. Please contact the PPS PGR Administrator to register your interest: ppspgr@essex.ac.uk

Graduate Teaching Assistants (GTAs) and Demonstrators

The University Senate has approved a Code of Practice on Teaching and Demonstrating by Graduate Students which covers the selection and training of GTAs and Demonstrators as well as teaching duties and departmental arrangements. The Code of Practice is available on the Registry web pages at [http://www.essex.ac.uk/academic/docs/regs/gstudents.shtm](http://www.essex.ac.uk/academic/docs/regs/gstudents.shtm)
Details of any GTA posts that become available will be sent to all PhD students within the Department with details of how to apply for these posts, usually in the Summer term.

A Sub-Committee has been established by Academic Standards Committee to consider all matters relating to GTAs and Demonstrators and its membership includes representatives of both groups.

**Advice on Clinical Training**

Although the Department offers no clinical programme of its own, staff are aware that many students are interested in clinical training and are happy to be consulted for advice on this front. Students wanting advice should get in touch informally with staff working in the appropriate clinical fields.
Assessment

Progressions and Assessment
Principal Regulations for Research Degrees and the Code of Practice for Research Degrees
www.essex.ac.uk/about/governance/regulations/regulations-higher;
www.essex.ac.uk/about/governance/regulations/codes-higher

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

Extenuating Circumstances, withdrawing and intermitting www.essex.ac.uk/students/exams-and-coursework/ext-circ

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

You need to submit your form by the deadline 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 (if relevant)
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/marking_policy/default.asp
You will need to complete a form and be aware that marks can go down as well as up.

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

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

They must be adequately secured (for example in spring-back binders or comb binding and not in ring binders or lever arch box files). They must not be overfilled and to avoid all risks of coming open and jeopardising examination, two binders must be used, if required.
All registration fees and debts must be paid before the thesis can be accepted for submission.

You should submit to the Silberrad Student Centre:
a) Two copies (one original and one good copy) of the thesis or dissertation.
b) A submission form (RD1) completed and signed by yourself.

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

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

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

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

Thesis Deposit
Detailed thesis deposit instructions to the repository can be found here: http://www.essex.ac.uk/reo/repository/research-thesis.aspx

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

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

Retention
Your thesis will be made open access when deposited in the online Research Repository. The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.
Full details of the requirements for thesis submission can be found at https://www.essex.ac.uk/-/media/documents/about/governance/thesis-submission-deposit.pdf

PRESENTATION
The following notes have been prepared in consultation with the University Librarian.

1. Title Page - The layout of this page should be to the following pattern:

   A time-series analysis of Shakespeare’s metrical psalms

   A.N. Other

   A thesis submitted for the degree of ............

   Department of ............................

   University of Essex

   Date of submission (month and year)

2. Paper
Use standard Continental A4 white. The original typescript should be on good bond paper and all copies on good quality copy paper. Good quality photocopies are also accepted. Candidates are asked to check each photocopied page to ensure that the copy print is clear.

3. Page Layout
- Candidates may print on both sides of the paper (double-sided printing) with double spacing for everything except quotations, footnotes, captions to plates etc.
- Where double-sided printing is used, both the left hand and right hand margins must be at least 3.2cm (this is the binding margin).
- Where single-sided printing is used, only the left hand margin must be at least 3.2cm (this is the binding margin). It is desirable to leave about 1.3cm at the outer edge of the page.
- When photographs are mounted the binding margin must be increased to 3.8cm.
- It is desirable to leave 2.5cm margins at top and bottom of the page.
- The best position for the page number is at the top right 1.3cm below the top edge.

4. Photographs
Full page photographs are best on single weight printing paper, preferably not glazed. Double weight paper cannot be oversewn but must be hinged, which will increase the cost of binding. Small photographs are best mounted on cartridge paper, which is of the correct weight and offers some absorption to the adhesive used. Failing this, all photographs should be mounted on good bond paper even for the copies of the thesis. Coloured photographs should be mounted only by means of photographic corners. The use of adhesive may alter the colours.

5. Plate captions and margins
   a) Plate upright - Caption at bottom, plate number immediately above.
   b) Plate sideways - Caption at right-hand side with plate number above it.
      If the plate is to face the text, binding margin must be at the right-hand edge but if the plate is to face blank verso of previous page then the binding margin must be at the left.
6. **Graphs, diagrams, computer printout etc**
   Page-size graphs should be treated in the same way as plates with regard to numbering, captions and margins. Joining and folding of oversize plates, graphs etc. should be left to the binder. Large maps and diagrams are unsuitable for binding in the text. If they can be folded so that their overall dimensions do not exceed 28cm x 17.7cm and their total thickness is not more than one third of the thesis then they can be accommodated in a pocket attached to the inside back cover. Failing this, a separate portfolio will be required. Large sheets of computer printout are unsuitable for binding in the text and should be contained in a portfolio. Good quality photocopies of computer printout may be accepted. Candidates are asked to check each photocopied page to ensure that the copy print is clear. Numbers for graphs, diagrams and maps are best located in the bottom right hand corner.

7. **Word Length**

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Word Length*</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>80,000</td>
</tr>
<tr>
<td>Professional Doctorate</td>
<td>40,000</td>
</tr>
<tr>
<td>MD</td>
<td>65,000</td>
</tr>
<tr>
<td>MPhil</td>
<td>50,000</td>
</tr>
<tr>
<td>MA/MSC by dissertation</td>
<td>30,000</td>
</tr>
</tbody>
</table>

* In all cases including quotations but excluding appendices and footnotes (as long as the latter do not contain substantive argument). Please note these are word limits not targets. The thesis (each copy) should contain a summary not exceeding 300 words.

8. **Appendices**

Submission of appendices in electronic format, such as on a CD-Rom or USB storage device, are permitted provided the contents do not contain substantive argument/evidence, and are not used to store parts of the main body of the thesis. This is important to observe, as there is no requirement for examiners to view or read electronic appendices.

The electronic device should be appropriately appended to the thesis copies, and should be accompanied by a note explaining which programme/format has been used (e.g. Word, Publisher, Photoshop).

**Your viva and your examiners**

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

**For students submitting after January 2017** Examiners may recommend one of the following:

**Oral examination outcomes**

- **A. Pass with no corrections or minor typographical/presentational corrections.** The candidate makes any corrections prior to submission of the final version of the thesis.
- **B. Pass with minor corrections to be made within three months.** The examiners must provide a list of corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.
- **C. Pass with major corrections to be made within six months.** The examiners must provide a list of corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within six months.
D. **Referral for re-examination in up to 12 months.** The candidate has not met the requirements for the degree examined but may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

E. **Award of a (lower award) with minor corrections to be made within three months.** The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of minor corrections. The examiners must provide a list of the corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.

F. **Award of a (lower award) with major corrections to be made within six months.** The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of major corrections. The examiners must provide a list of the corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within six months.

G. **Referral for a (lower award).** The candidate has not met the requirements for the degree examined but may resubmit a revised thesis for re-examination for a (lower award). The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

H. **Fail.** The examiners must provide a clear statement describing the shortcomings of the thesis.

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

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

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

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

You should read carefully the Appeals Procedure against an examination decision – postgraduate research students (thesis) at: [https://www.essex.ac.uk/governance/policies](https://www.essex.ac.uk/governance/policies)

Professional doctorate students may appeal against the recommendation of a Research Students’ Progress Committee that they be discontinued or downgraded within two weeks of receiving notification of the recommendation. You should read carefully the Appeals Procedure for professional doctorate students at [Policies | University of Essex](https://www.essex.ac.uk/)

**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

Fitness to practise is only applicable to students on certain professional courses (such as nursing or social work). If this applies to you, you will have been told by your department. You can find the full Fitness to Practise procedure online at: www.essex.ac.uk/students/exams-and-coursework/ppg

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 6. 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.’

Confidentiality Policy
A copy of the Department’s Confidentiality Policy can be found at: http://www.essex.ac.uk/cps/current-students/default.aspx
Referencing and good academic practice

Information relating to the University’s procedure on academic offences
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/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

Proof Reading Policy
Information on the University’s Policy and Guidance on Proofreading can be found at:
http://www.essex.ac.uk/proofreading/policy.aspx

A register of Proof-readers who have agreed to comply with the University’s guidance and protocols can be found at: https://www.essex.ac.uk/proofreading/restricted/

Guidelines on the Ownership of Intellectual Property Rights in Students' Work

This note provides guidance for students at the University on the handling of intellectual property rights — that is, copyright and the right of exploitation of inventions. If you are a student at the University, then by default all the rights in work you produce as a student belong to you. This covers written works, artistic works, and recordings. Written works include computer programs, tables and so forth, as well as more obviously ‘literary’ writings. In particular, you own the intellectual property rights in any Masters or PhD thesis you produce at the University. There may be exceptions to this rule if your work has been sponsored by a commercial organisation. In such cases the University’s Research and Enterprise Office helps draw up a contractual agreement with the commercial organisation concerned which will cover any special intellectual property provisions. In the course of your student work you may produce an invention, or part of an invention, which could be commercially exploited. The intellectual property in such an invention belongs to you. However commercial exploitation is difficult and costly to achieve. The University would seek to reach an agreement with you to assist you in exploitation and share the benefits. When you submit a postgraduate research thesis to the University, both the Library and your department have the right to keep a copy. The Library regulations summarise how the University will preserve your rights while providing for academic access to your thesis. You can find the University Regulations governing intellectual property rights under Regulations relating to Academic Affairs, Higher Degree Regulations and Procedures, and Library Regulations. You can find information on respecting other people’s intellectual property rights on the University’s IPR web pages.
Practicalities: Getting started and IT matters

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

www.essex.ac.uk/students/new/registration
www.essex.ac.uk/students/graduation/award-documents

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

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

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

If the number has three parts and the first contains numbers and letters eg 5N.7.16, then the room is in square 4 or 5. The format is entrance.floor.room. The first part tells you the square and corner (eg 4S is the south corner of square 4), which matches the labels on the entrances (eg door 4NW is next to The Store). The second part is the floor and the third part the room. For example, 5NW.6.12 is in the north-west (NW) corner of Square 5 (entrance "5NW"), floor 6, room 12.

If the number has two elements and the second element has three digits eg 4.722, the room is in the Maths/Social Studies/Rab Butler/Square 1 building area. The first number shows the floor and the last three digits show the room number.

Also... if the last three digits are 700-799 the room is off Square 1, and if the last three digits are 500-599 the room is in the Square 2 area (Computer Science). For example, 5.512 is room 512, floor 5.

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

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

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

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

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

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

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

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

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

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

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

www.essex.ac.uk/students/graduation/default.aspx
Skills, Employability and Experience

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

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

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

**Big Essex Award**
The University’s **employability award** is a guaranteed way to help you stand out from the crowd. Sign up and start your journey!  
[www.essex.ac.uk/careers/bige](http://www.essex.ac.uk/careers/bige)
**Essex Interns**
Essex interns create paid internships exclusively for you as an Essex student. They're flexible too; part time during term time or full time in vacations. You can even take part up to three years after you graduate, as part of our Essex graduates support package. Sign up for Essex Interns to kick-start your career.

[www.essex.ac.uk/careers/internships](http://www.essex.ac.uk/careers/internships)
You Matter: Health, Welfare, Support and Safety

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

Colchester email: askthehub@essex.ac.uk
Southend email: askthehub-sc@essex.ac.uk
Loughton email: askthehub-lc@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.

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

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

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

Health and safety on campus
Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this we work closely with local agencies including the police and borough councils. Take a look at our website for general advice and information.
http://www.essex.ac.uk/students/experience/safety

Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disabilities that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).
www.essexstudent.com/safetybus
www.essex.ac.uk/students/campus/emergency
www.essex.ac.uk/health-safety/fire/peep
Residence Life
Our Residence Life team is here to help you settle in and support you during your time living on campus. Each residents’ assistant (RA) is assigned an area and will aim to get to know you and organise a range of social activities. Plus they can help if you’ve got any concerns or complaints. Residence Life operates outside of office hours when other University support services are closed.
www.essex.ac.uk/accommodation/support/reslife

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/website-privacy
www.essex.ac.uk/records_management/policies/students.aspx
The Essex Experience

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

Freedom of speech policy and the Code of Conduct
For regulations relating to the Code of Student Conduct, see the University's website:
www.essex.ac.uk/students/study-resources/handbooks/default.aspx
https://www.essex.ac.uk/governance/regulations

Essex Spirit, social media and other channels of communication with students
Keep up-to-date with important news, events and offers from across the University with our Essex Spirit blog. Go to our email lists to subscribe to the fortnightly e-bulletin.
http://blogs.essex.ac.uk/essexspirit/
www.essex.ac.uk/students/new/
We have more than 60 Facebook pages, including one for each department. We're also on Twitter.
www.facebook.com/uniofessex/
https://twitter.com/Uni_of_Essex
Our ‘What’s on?’ calendar brings together all the events happening across our three campuses, so you can make the most of your time at Essex.
http://www.essex.ac.uk/events

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

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

Department of Psychosocial and Psychoanalytic Studies Web Page:  www.essex.ac.uk/cps

Department of Psychosocial and Psychoanalytic Studies Facebook page:  

Department of Psychosocial and Psychoanalytic Studies LinkedIn group: 
https://www.linkedin.com/in/university-of-essex-psychosocial-and-psychoanalytic-studies-a831348a/

Department of Psychosocial and Psychoanalytic Studies Vimeo Channel: 
http://vimeo.com/channels/pyscho