DEPARTMENT OF PSYCHOSOCIAL AND PSYCHOANALYTIC STUDIES

Undergraduate (Southend Campus)
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</tbody>
</table>
1. Introduction

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 (PPS) 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 at Colchester and once per term at Southend – these are free talks with invited speakers on a wide range of topics and full details can be found on the Department's web page. 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 and your personal tutor, the members of the Professional Services 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.

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.
1.1 Term dates, calendar and academic week numbers

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

If you are absent from the University during teaching weeks you should follow the procedure outlined in section 3.14.

1.2 Timetables

Information about teaching timetables and a link to your individual timetable can be found at http://www.essex.ac.uk/students/course-admin/timetables.aspx

1.3 myEssex

myEssex is the University’s student portal. 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/
2. About our Department

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

<table>
<thead>
<tr>
<th>Room</th>
<th>extension</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAD OF DEPARTMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Matt ffytche</td>
<td>4SB.6.18</td>
<td>3958</td>
</tr>
<tr>
<td>PROFESSORS</td>
<td></td>
<td></td>
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<tr>
<td>Professor Roderick Main</td>
<td>4SB.6.14</td>
<td>4842</td>
</tr>
<tr>
<td>Professor Renos Papadopoulos</td>
<td>4SB.6.12</td>
<td>3558</td>
</tr>
<tr>
<td>Professor Andrew Samuels</td>
<td>4SB.6.12</td>
<td>3558</td>
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<tr>
<td>SENIOR LECTURERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sue Kegerreis</td>
<td>4SB.6.16</td>
<td>3263</td>
</tr>
<tr>
<td>Dr Chris Nicholson</td>
<td>4SB.6.10</td>
<td>3075</td>
</tr>
<tr>
<td>Chris Tanner</td>
<td>4SB.6.13</td>
<td>3962</td>
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<tr>
<td>LECTURERS</td>
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<td></td>
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<tr>
<td>Dr Manuel Batsch</td>
<td>4SB.6.11</td>
<td>3903</td>
</tr>
<tr>
<td>Dr Elena Della Rosa</td>
<td>4SW.6.22</td>
<td>2921</td>
</tr>
<tr>
<td>Dr Zibiah Loakthar</td>
<td>4SB.6.9</td>
<td>4971</td>
</tr>
<tr>
<td>Dr Kevin Lu</td>
<td>4SW.6.22</td>
<td>2921</td>
</tr>
<tr>
<td>Dr Christian McMillan</td>
<td>5S.4.15</td>
<td>4242</td>
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<tr>
<td>Annie Moss</td>
<td>4SB.6.13</td>
<td>3962</td>
</tr>
<tr>
<td>Leonardo Nascimento</td>
<td>4SB.6.22</td>
<td>2921</td>
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<tr>
<td>Mark Saban</td>
<td>4SW.6.22</td>
<td>2921</td>
</tr>
<tr>
<td>Dr Julie Walsh</td>
<td>4SW.6.22</td>
<td>2921</td>
</tr>
<tr>
<td>Dr Jochem Willemsen</td>
<td>4SB.6.6.11</td>
<td>3903</td>
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<tr>
<td>EMERITUS PROFESSORS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Karl Figlio</td>
<td>2921</td>
<td>kfiglio</td>
</tr>
<tr>
<td>Professor Bob Hinshelwood</td>
<td>2921</td>
<td>rhinsh</td>
</tr>
<tr>
<td>ADMINISTRATIVE STAFF</td>
<td>4SB.6.2</td>
<td></td>
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<tr>
<td>Debbie Stewart – Departmental Manager</td>
<td>3640</td>
<td>ppsdm</td>
</tr>
<tr>
<td>Alison Evans - Student Administrator (UG)</td>
<td>4969</td>
<td>ppsug</td>
</tr>
<tr>
<td>TBC - Student Administrator (PGT)</td>
<td>3745</td>
<td>ppaspgt</td>
</tr>
<tr>
<td>Anne Snowling - Operations Assistant <strong>Part-time</strong></td>
<td>4554</td>
<td>pps</td>
</tr>
<tr>
<td>Elaine Beattie – Student Administrator (UG Southend) <strong>Part-time</strong></td>
<td></td>
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</tbody>
</table>

Centre for Myth Studies
Professor Roderick Main (Director)  4SB.6.14  4842  rmain

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

Anusnigdha anusni
Rachel Phillippo-Green rkphil
Debbie Wright dlswri

Further details about all of our staff can be found at: [http://www.essex.ac.uk/cps](http://www.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 one of your student administrators:
Alison Evans, email ppsug@essex.ac.uk or phone 01206 874969 or
Elaine Beattie, email ppsugse@essex.ac.uk or phone 01702 328379.

**Need to talk to your tutor?**
All members of academic staff are able to meet with students. Academic support hours will be displayed on their office door or they can be contacted via email.

**Office Holders**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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</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)</td>
</tr>
<tr>
<td></td>
<td>Dr Jochem Willemsen</td>
</tr>
<tr>
<td></td>
<td>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>Mr Leonardo Nascimento</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>

**Personal Tutors**

<table>
<thead>
<tr>
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<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Tutor</td>
<td>Dr Matt ffytche</td>
</tr>
<tr>
<td>Personal Tutor</td>
<td>You can find the name of your Personal Tutor by logging in to myEssex.</td>
</tr>
</tbody>
</table>
2.2 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 Loakthar
- Peoples experiences of seeking refuge from persecution
- Voicing identities: power and belonging
- Diasporic community development
- Psychosocial perspectives on Human Rights
- Therapeutic humanitarian interventions
- 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

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
- 'Looked after' children, particularly trauma, transition and leaving care
- Psychodynamic assessment
- Therapeutic communities and group processes
- 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

2.3 Resources supplied or maintained by the Department
Department Library

We have a small Department library in room 4SB.6.15 at Colchester campus. 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

2.4 Location of Department office, opening hours, printing and photocopying

Our location
Department of Psychosocial and Psychoanalytic Studies
Colchester Campus
University of Essex
Wivenhoe Park
Colchester CO4 3SQ

Telephone: 01206 874969
General enquiries: pps@essex.ac.uk
Website: www.essex.ac.uk/cps

At Southend Campus we have a reception desk on the Third Floor of the Gateway Building. The desk is shared with the Essex Business School. Opening hours are 10.00am-4.00pm on Fridays.

Telephone: 01702 328379
Email: ppsugse@essex.ac.uk

Printing and photocopying

Here is a link to information about printing and photocopying on campus: https://www1.essex.ac.uk/it/services/printing/

2.5 Personal tutor information

All undergraduate students are allocated a Personal Tutor. Personal Tutors provide general and academic support to a small group of students, offering opportunities to discuss their academic progress, their transition between years and their progression into the world beyond the University. Your Personal Tutor is someone you can talk to if you have any questions about your course or encounter any difficulties which affect your studies.

You can see the name of your Personal Tutor by logging in to myEssex.
2.6 Details of additional departmental support

Our friendly professional services team are able to provide support and guidance around administrative questions and queries. This may concern locating a University resource, a query about some aspect of your course or extra-curricular events occurring within the Department. They are also able to signpost you to other University services.

2.7 Department policy on the use of smart phones, laptops, tablets, dictionaries

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.

2.8 How the Department will communicate with students

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 on the second floor of The Forum: TF.2.03, Info Point, Learning Hub, or telephone on 01702 328341.

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. You should check your University e-mail regularly for important information. It is recommended your check it no less than twice a week, but more frequently is better.

You can arrange for your University emails to be forwarded to your private e-mail address if you prefer.

Further information on your University IT account can be found in section 8.3 of this handbook.

2.9 Departmental prizes

The Department currently awards the following undergraduate prizes:

The Ba Psychoanalytic Studies/BA Therapeutic Care First Year Student Prize is awarded for the student who receives the highest overall essay marks in the first year of their degree, and also meets the following conditions: one piece of work must be at 1st Class level and the year grade overall must be at least at 2.1 level.

The Hannah Curtis Prize is awarded for the best BA Therapeutic Communication and Therapeutic Organisations long essay mark. (PA213, long essay mark, not overall module mark).

The Kegerreis Prize is awarded to the student with the best overall mark on BA (Hons) Therapeutic Communications and Therapeutic Organisations.
3. Learning and Teaching

3.1 Brief statement about learning, teaching and independent study

Success on an undergraduate degree programme requires sustained effort on your part throughout the course. It is necessary for you to find and maintain an efficient way of working that suits your abilities and needs. Finding a manageable routine is the key!

You will be provided with tutorials and a variety of learning resources which may include lectures, seminars, groups, workshops and on-line activities as a foundation for your study, and from which you can develop your own unique relationship to the subject.

It cannot be emphasised too strongly that the contact hours with the teaching staff, though crucial to your learning, is only a guide. It is essential that you spend time on your own in order to work through and understand the material you are reading. You must read round the subject in the recommended books and papers and other books you find in the Library. The more you engage with the readings in and out of seminars the better your assignments will be.

3.2 What the Department expects from its students and what students can expect from the Department

Staff can reasonably expect that students will:

1. attend all lectures and classes. Absence should be reported by completing the notified absence on myEssex (see section 3.14 ‘Attendance monitoring (Count-me-in) and absence from sessions’);
2. complete all essential or required reading prior to the relevant lecture or class;
3. spend at least 10 hours per week reading and preparing for the module, including class-lecture contact time;
4. participate actively in classes and seminars and honour any commitment to produce work for a class;
5. familiarise themselves with the rules of assessment and the Department’s procedures for submitting coursework;
6. complete required coursework on time;
7. ensure that required coursework is clearly expressed, legibly written (ideally, that it is typed or wordprocessed); and properly documented (with adequate citations and bibliography).

You can expect clear guidelines on your coursework, well organised teaching and a serious response to your needs of, and complaints about, your modules. You can also expect to be able to contact staff and arrange meetings within a reasonable period of time. Marked work will be returned to students within four weeks of the submission deadline and feedback should give you a clear idea of strengths and weaknesses. In general, whatever procedures are relevant to any specific situation should be made clear to you on request (progress, appeals, course requirements).
3.3 Information about 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, 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/

3.4 Course structures, learning outcomes, programme specifications

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<tr>
<th>UCAS CODE</th>
<th>BA Psychoanalytic Studies</th>
<th>C890</th>
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<tbody>
<tr>
<td>BA Psychoanalytic Studies (Including Placement Year)</td>
<td>C89A</td>
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<td>BA Psychoanalytic Studies (Including Year Abroad)</td>
<td>C89B</td>
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<tr>
<td>BA Therapeutic Care</td>
<td>C847</td>
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<tr>
<td>BA Therapeutic Care (Including Year Abroad)</td>
<td>C849</td>
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<tr>
<td>FdA Therapeutic Communication and Therapeutic Organisations</td>
<td>LX51</td>
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<tr>
<td>BA Therapeutic Communication and Therapeutic Organisations (top up)</td>
<td>LX5C</td>
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Course structures

BA Psychoanalytic Studies

### Year 1

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<th>Credits</th>
<th>Status in award</th>
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<tr>
<td>PA108-4-AU</td>
<td>Popular Film, Literature and Television: A Psychoanalytic Approach (Freud and Jung)</td>
<td>15</td>
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<tr>
<td>PA109-4-SP</td>
<td>Sex, Politics and Religion</td>
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<tr>
<td>PA123-4-AU</td>
<td>Understanding Individuals, Groups and Organisations – an introduction to Psychodynamic Concepts</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>PA125-4-SP</td>
<td>Child, Adolescent and Adult Development</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>PA208-4-AU</td>
<td>The Unconscious: Psychoanalysis, Culture, and Society - Freud</td>
<td>15</td>
<td>Core</td>
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<tr>
<td>PA209-4-SP</td>
<td>The Unconscious: Analytical Psychology, Culture and Society - Jung</td>
<td>15</td>
<td>Core</td>
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### Year 2

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<th>Status in award</th>
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<tr>
<td>PA401-5-AU</td>
<td>Psychoanalytic Theory: Freud and Object Relations</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>PA402-5-SP</td>
<td>Advanced Jungian and Post-Jungian Approaches</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>PA403-5-SP</td>
<td>The Psychoanalysis of Children</td>
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### Year 3

<table>
<thead>
<tr>
<th>Module code</th>
<th>Title</th>
<th>Credits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PA404-5-SP</td>
<td>Psychodynamics of Trauma</td>
<td>15</td>
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</tr>
<tr>
<td>PA405-5-AU</td>
<td>Lacanian psychoanalysis</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>PA406-5-AU</td>
<td>Literature and the Unconscious</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>PA325-5-SP</td>
<td>Preparing for my Future</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td></td>
<td>Outside option</td>
<td>15</td>
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</table>

### BA Therapeutic Care

#### Year 1

<table>
<thead>
<tr>
<th>Module code</th>
<th>Title</th>
<th>Credits</th>
<th>Status in award</th>
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</thead>
<tbody>
<tr>
<td>PA123-4-AU</td>
<td>Understanding Individuals, Groups and Organisations – an introduction to Psychodynamic Concepts</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>PA125-4-SP</td>
<td>Child, Adolescent and Adult Development</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>PA126-4-SU</td>
<td>Therapeutic Practice and Statutory Frameworks</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>PA127-4-FY</td>
<td>Work Based Learning for Care</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>PA128-4-FY</td>
<td>Observation Skills and Reflective Practice</td>
<td>30</td>
<td>Core</td>
</tr>
<tr>
<td>PA129-4-SP</td>
<td>Therapeutic Work in Groups</td>
<td>15</td>
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</tr>
<tr>
<td>PA130-4-AU</td>
<td>Assignment and Research Writing for Psychoanalytic Studies</td>
<td>15</td>
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#### Year 2

<table>
<thead>
<tr>
<th>Module code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>PA121-5-SU</td>
<td>Advanced Seminars in Theory and Practice</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>PA223-5-AU</td>
<td>Trauma in Individuals, Groups and Organisations</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>PA224-5-FY</td>
<td>Advanced Psychodynamic Observation and Reflective Practice</td>
<td>30</td>
<td>Core</td>
</tr>
<tr>
<td>PA225-5-SP</td>
<td>Violence and Projective Processes in Individuals and Society</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>PA226-5-FY</td>
<td>Reflective Practice</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>PA227-5-SP</td>
<td>Work-based Practice</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>PA700-5-AU</td>
<td>Non-Psychodynamic Approaches to Practice</td>
<td>15</td>
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#### Year 3

<table>
<thead>
<tr>
<th>Module code</th>
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<th>Status in award</th>
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</thead>
<tbody>
<tr>
<td>PA250-6-FY</td>
<td>Reflective Practice and Professional</td>
<td>15</td>
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### FdA Therapeutic Communication and Therapeutic Organisations

#### Year 1

<table>
<thead>
<tr>
<th>Module code</th>
<th>Title</th>
<th>Credits</th>
<th>Status in award</th>
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</thead>
<tbody>
<tr>
<td>PA123-4-AU</td>
<td>Understanding Individuals, Groups and Organisations – an introduction to Psychodynamic Concepts</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>PA124-4-FY</td>
<td>Introduction to Psychodynamic Observation and Reflective Practice</td>
<td>30</td>
<td>Core</td>
</tr>
<tr>
<td>PA125-4-SP</td>
<td>Child, Adolescent and Adult Development</td>
<td>15</td>
<td>Core</td>
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<tr>
<td>PA120-4-FY</td>
<td>Work-based Learning</td>
<td>30</td>
<td>Core</td>
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<tr>
<td>PA133-4-SP</td>
<td>Group Relations and Professional Life</td>
<td>15</td>
<td>Core</td>
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<tr>
<td>PA119-4-FY</td>
<td>Theory, Practice and Responsibility (for Child and Adolescent pathway)</td>
<td>15</td>
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</table>

#### Year 2

<table>
<thead>
<tr>
<th>Module code</th>
<th>Title</th>
<th>Credits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PA223-5-AU</td>
<td>Trauma in Individuals, Groups and Organisations</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>PA224-5-FY</td>
<td>Advanced Psychodynamic Observation and Reflective Practice</td>
<td>30</td>
<td>Core</td>
</tr>
<tr>
<td>PA225-5-SP</td>
<td>Violence and Projective Processes in Individuals and Society</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>PA220-5-FY</td>
<td>Work-based Learning 2</td>
<td>30</td>
<td>Core</td>
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<tr>
<td>PA121-5-SU</td>
<td>Advanced Seminars in Theory and Practice</td>
<td>15</td>
<td>Core</td>
</tr>
<tr>
<td>PA219-5-FY</td>
<td>Theory, Practice and Responsibility (for Child and Adolescent pathway) or</td>
<td>15</td>
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<tr>
<td>PA321-5-FY</td>
<td>Theory, Practice and Responsibility (for Adult pathway)</td>
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### BA Therapeutic Communication and Therapeutic Organisations

top up year

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>PA210-6-AU</td>
<td>Counselling Skills with Children and Adolescents (Child and Adolescent pathway)</td>
<td>30</td>
<td>Core</td>
</tr>
<tr>
<td>PA222-6-AP</td>
<td>Application of Key Psychodynamic Concepts to</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>------------</td>
<td>----------------------------------------</td>
<td>---------</td>
<td>-------</td>
</tr>
<tr>
<td>PA211-6-SP</td>
<td>Organisational Dynamics</td>
<td>30</td>
<td>Core</td>
</tr>
<tr>
<td>PA212-6-SU</td>
<td>Mentoring and Supervision or</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td></td>
<td>Counselling Contexts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA213-6-FY</td>
<td>Long Essay</td>
<td>30</td>
<td>Core</td>
</tr>
<tr>
<td>PA214-6-FY</td>
<td>Advanced Work-based Learning</td>
<td>15</td>
<td>Compulsory</td>
</tr>
</tbody>
</table>

Programme specifications

Programme Specifications provide key information, such as the structure and aims of your course, as well as the knowledge and skills you will develop. The relevant Programme Specification for your course and stage of study will be available to you when you log onto either myEssex or eNROL.

Learning outcomes

Your course’s learning outcomes are set out in Programme Specifications. They are categorised into knowledge, intellectual, practical and key skills, and are linked to the aims, learning outcomes and assessment on the modules you take. You can measure your progress against the outcomes, for example when reviewing coursework feedback, and they can be used to guide you when undertaking independent study.

You can find a copy of the module map showing how your course learning outcomes are connected to the modules with the programme specification on myEssex. Full module outlines including the learning outcomes specific to that module are available on the relevant Moodle module.

3.5 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.

3.6 Information about modules including: choices, core, optional, enrolling for modules, the location of the directory, reading lists, changing modules, changing your class.

Students must attempt 120 credits for each year of study. Students must pass all core modules and at least 90 credits at level 5 (for a Foundation degree) or level 6 (for a BA) in order to be eligible to graduate. Students cannot graduate with more than 30 failed credits in non-core modules during the course of their degree.

Modules are normally categorised as follows:
• Core – must be taken and must be passed;
• Compulsory – must be taken, but some condonement of fails may be possible;
• Optional – you have a choice of which module to take from a designated list.

Students on the FdA and BA top up for Therapeutic Communication and Therapeutic Organisations must make module choices via eNROL in order to determine the pathway of their degree (Child and Adolescent or Adult). For a full list of modules please consult the Module Directory: www.essex.ac.uk/modules/

3.7 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

3.8 Supervision of UG student research and final year capstone projects

Students will be allocated a long essay or dissertation supervisor. There will be some effort to match your topic with an area of interest or expertise in the supervisor, although this will not always be possible and is not in any case essential: what matters most is that you establish and commit to a productive working relationship with your supervisor.

3.9 Essex Abroad, terms abroad and opportunities

The majority of Essex courses give you the chance to spend a term or year studying abroad. Study abroad is a fantastic opportunity which offers you:

• the ability to present future employers with evidence of your capacity for inter-cultural understanding, self-reliance and independence
• the chance to become immersed in another culture over a sustained period, getting to know a country and its people in a way that you can't as a tourist
• a fresh perspective on the world and your academic discipline
• a chance to experience a different educational system which develops different skills to those focused on in the UK

For further information please visit https://www1.essex.ac.uk/essexabroad/study/default.aspx
3.10 Placement information

If relevant to your course, placement information will be published in your course handbook.

3.11 Summary of how the department offers an inclusive learning experience, ensures the quality of opportunities and responds to the diverse needs of students

The University is committed to providing equal opportunities for all students regardless of your background, the level and kinds of need you bring, your strengths and weaknesses and where or how you study. Our diverse student population is taken into account when developing the resources, services and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations. Where appropriate, reasonable adjustments will be made for individual students to support them through their studies. All of this information is provided at greater length within other sections of this handbook.

3.11.1 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

3.11.2 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 8.4 Tier 4 Information of this handbook which has further information and links.

3.11.3 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
3.12 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 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.

3.13 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

Our Southend Campus Library & Learning Hub is located within The Forum, and offers a variety of silent and group study areas as well as access to all the resources you need for your studies, either on the shelves of the Library or online via the Library website. You can access computers in the Learning Hub, which is a pleasant and safe environment that is permanently open, with help available from the InfoPoint. You can also use the Albert Sloman Library at our Colchester Campus - and your library card gives you access to all public libraries in Essex.

libwww.essex.ac.uk/southend.htm

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 Bennett – contact him at gbennett@essex.ac.uk or use the Book a librarian form on the Library website to get in touch.
3.14 Attendance monitoring (Count-me-in) and absence from sessions

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

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

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

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

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

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.
4. Assessment

4.1 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, departmental 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>Score</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>40</td>
<td>Pass/third class (3)</td>
</tr>
<tr>
<td>50</td>
<td>Lower second class (2.2)</td>
</tr>
<tr>
<td>60</td>
<td>Upper second class (2.1)</td>
</tr>
<tr>
<td>70</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](http://www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx).

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>You must take this module</td>
<td>Must pass this module. No failure can be permitted.</td>
</tr>
<tr>
<td>Compulsory</td>
<td>You must take this module</td>
<td>There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.</td>
</tr>
<tr>
<td>Optional</td>
<td>You can choose which module to study</td>
<td>There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.</td>
</tr>
</tbody>
</table>

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.

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.

4.2 Extenuating Circumstances, withdrawing and intermitting

www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

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

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

4.4 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

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.

4.5 Appeals, complaints, and fitness to practise

**Academic Appeals Procedure**

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

We strongly advise all students thinking about making an appeal to contact the Students’ Union Advice Centre.

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

More information about appeals, including the deadlines and forms to complete, can be found online at: www.essex.ac.uk/see/appeals
Making a Complaint: The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination.

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

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

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

4.6 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 7: 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

4.7 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.’
4.8 Department of Psychosocial and Psychoanalytic Studies
Confidentiality Policy

The Confidentiality Policy can be found on the Department’s website at the following URL: http://www.essex.ac.uk/cps/current-students/default.aspx

Submissions of coursework that breach the policy, explicitly or implicitly, in the view of the internal assessor/moderator or External Examiner will be penalised. A breach of confidentiality is an offence that will be referred to the Director of Education for investigation and may lead to a fail.
5. Coursework

5.1 Assignment and essay length and department word count policy

All submitted coursework needs to be within 10% either side of the stated word count. This total does not include the title and the reference list. You will lose marks if your work is over the upper boundary, details below:

- Between 10-20% over - 3 marks deducted
- Between 21-30% over - 8 marks deducted
- Over 30% over - 15 marks deducted

You must supply a computer-generated word count.

5.2 Coursework submission details (including FASER) and deadlines

Coursework must be submitted electronically via the FASER facility. This is available via your myEssex portal and via the University home page. Please note:

- You must use the cover sheet supplied on the relevant Moodle course.
- Do not put your name on your work. Your work is identified by your registration number which is captured electronically. Your work is marked by staff who will not know your registration number, so will not know if any piece of work belongs to a specific student. If you do not trust electronic capture of your work, you are welcome to put your registration number on your essay. Essays are identified by the Student Administrator after marking.
- Essays must be 1.5 line spaced and the font at least 12pt type size.
- You must supply a computer generated word count on your essays. Do not include essay title or reference lists in this count.
- You must only submit Word (.doc or .docx) or Rich Text format (.rtf) files. Do not submit Microsoft Works (.wps), Open Office (.odt) files or pdfs. If you create a document with Works or Open Office you must convert (file, followed by save as) the file to Rich Text format (.rtf) before submitting to the system.
- All work related to one assignment must be submitted in one file.
- When you log on to FASER you should see a list of all your modules. If a particular module is not listed, please contact the Student Administrator.
- For each of the modules listed, you will be able to store your work-in-progress while you are preparing your assignments. There is provision to indicate that submitted work is a draft version. FASER can act as a backup to your own files and prevents work being lost if your computer crashes. You can add or delete files as often as you wish.
- Read the online instructions very carefully. If you experience any problems, please contact your Student Administrator.
- You DO NOT have to watermark your essay.
- You will automatically receive an email receipt to your University of Essex email address once your work has been successfully submitted. If you do not receive a receipt immediately this may mean you have not submitted correctly. Please try again ensuring that you have submitted to the correct assignment code. Don't submit to the test page by mistake!
Deadlines

Log onto FASER to see a list of your modules and the coursework deadlines. Deadlines will also be published on the relevant module outline.

5.3 Return of coursework policy

Feedback will be available on FASER within four weeks of your submission deadline. Should you require more detailed feedback on your coursework please contact your Student Administrator who will send the essay back to the marker requesting more detailed feedback.

5.4 Late coursework policy

We have a single policy at the University of Essex for the late submission of coursework in Undergraduate courses: All coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the University’s and department’s arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline. More information about extenuating circumstances relating to late submission of coursework is available at: 
http://www.essex.ac.uk/students/exams-and-coursework/late-submission.aspx

5.5 Essay writing support

First year students on FdA Therapeutic Communication and Therapeutic Organisations and on BA Psychoanalytic Studies will be offered a series of five essay writing workshops in the autumn term.

First year students on BA Therapeutic Care take an essay writing module in their first term; PA130-4-AU, Assignment and Research Writing for Psychoanalytic Studies.

For support on academic literacy including one-to-one sessions with Academic Advisers visit the Talent Development Centre 
http://www.essex.ac.uk/students/study-resources/tdc/default.aspx

5.6 Anonymous marking 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

Effective feedback helps students to understand the mark given for a particular piece of work, and helps students to reflect on their own learning and to achieve better marks in future pieces of work. A variety of methods of providing feedback are used across the University, and departments chose the most appropriate for their courses and modules. The University does not have an institution-wide approach to anonymous marking in coursework. Departments decide whether to use anonymous marking in coursework or not.

This department operates a system of anonymous marking in coursework. The Quality Assurance Agency for Higher Education defines anonymous marking as the 'marking of
students’ submitted work without their identity being revealed to the person carrying out the marking at the time the work is marked, so that the assessment is unbiased. Anonymity helps to ensure that conscious or unconscious prejudice does not affect marks, and that each piece of work is judged on its merits and not in relation to the marker’s other impressions of a student. Anonymity should not prevent you discussing your work with academic staff, although systems for permitting this may vary depending on factors such as the nature of the exercise.

Please see section 5.2 on coursework submission for details of how to submit your coursework.

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.

5.7 Reassessment in coursework

If the Board of Examiners has required you to complete essays or assignments over the vacation, the Registry will send you a letter by email with further information. Please check your Essex email account regularly once your results have been published. Your Department will send you details of the assignments which you are required to undertake.

5.8 Referencing in coursework

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

Please see section 7 of this handbook for information on referencing and where to seek advice.
6. Exams

6.1 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.

6.2 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.

6.3 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.

6.4 General information about summer exams and exam results

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

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

You can download a guide to examinations at: www.essex.ac.uk/students/exams-and-coursework/default.aspx 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
6.5 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.

6.6 Reassessment in examinations

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

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

6.7 Referencing in examinations

Please refer to section 7 Referencing and good academic practice.

6.8 Department policy on the use of dictionaries in exams

Dictionaries may only be used where the rubric of the examination paper permits that a dictionary of a specified type may be used by all students taking the exam. These are normally English language dictionaries with the title in English. Dictionaries of psychoanalysis or other subject dictionaries are not permitted in the examination unless specified on the rubric.

Electronic dictionaries are not permitted in the examinations and if you take one to the examination you will be reported on suspicion of committing an Academic Offence.
7. Referencing and good academic practice

7.1 Why good academic practice is part of scholarship and why it is important at Essex

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

You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully. Failure to understand the academic conventions may result in you being found to have committed an academic offence (see section 4.6 Academic Offences Procedure).

7.2 Where to seek guidance on referencing, including links to the relevant referencing scheme and details of support sessions

The Talent Development Centre provides online courses and guides to help you fully understand what is required from you. You can find out about the full range of workshops and resources that are available to you by visiting www.essex.ac.uk/see/tdc. You can also complete the online Academic Integrity course at moodle.essex.ac.uk/course.

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

7.3 The University’s policy on plagiarism and academic offences

Please see section 4.6 and remember that the Academic Offences Policy applies to all students www.essex.ac.uk/about/governance/policies/academic-offences.aspx.
8. Practicalities: getting started and IT matters

8.1 Registration, enrolling and transcripts

All new and returning students are required to register at the start of each academic year. The process for new students includes activating an IT account, completing Pre-Arrival Online, and attending the University’s main registration event. New students: www.essex.ac.uk/students/new/registration.aspx

Returning students are required to complete Online Registration. In addition to this, returning students who hold Tier 4 visas are required to complete a document check in person. Returning students: www.essex.ac.uk/students/course-admin/registration.aspx

8.1.2 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.

8.1.13 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

8.2 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 - https://findyourway.essex.ac.uk/?mapProject=essexs&

8.3 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 on the second floor of The Forum: TF.2.03, Info Point, Learning Hub; open Monday to Friday 9.00am to 5.00pm., or telephone on 01702 328341.

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

8.4 Tier 4 Students

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/

8.5 On-campus facilities

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

8.6 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
9. Skills, Employability and Experience

9.1 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

9.2 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

9.3 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/

9.4 Career Hub

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

careerhub.essex.ac.uk/students/login

9.5 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

9.6 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
9.7 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

9.8 Big Essex Award

The University’s employability award is a guaranteed way to help you stand out from the crowd and get University recognition for all your extra-curricular experience on your Higher Education Achievement Record (HEAR). Sign up and start your journey!

www.essex.ac.uk/careers/bige

9.9 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

10.1 Student Services Hub

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

10.2 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/default.aspx

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

10.3 Harassment advisory network

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

10.4 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

10.5 Nightline

Established at Essex in 1970, Nightline is a friendly help and support service run by students, for students. We work under strict confidentiality ensuring complete anonymity, and we’re always willing to listen. From tea and toast to camp beds, whether you’re waiting for a taxi, need a revision break, or just want to chat, pop in or call us.
www.essex.ac.uk/students/health-and-wellbeing/nightline.aspx
10.6 Health and safety on campus, including personal evacuation plans and campus security details such as the shuttle bus

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.aspx

Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP). www.essexstudent.com/safetybus
www.essex.ac.uk/students/campus/emergency.aspx
www.essex.ac.uk/health-safety/fire/peep

10.7 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/accomodation/support/reslife

10.8 Health Centre

If you’re studying on a course for more than six months, you’re required to register with a local doctor. You can use the NHS Choices postcode finder to find your nearest doctor. www.nhs.uk

10.9 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

10.10 University Privacy Statement

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

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11. The Essex Experience

11.1 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](http://www.essex.ac.uk/students/experience/charter)

11.2 Freedom of speech policy and 12.3 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](http://www.essex.ac.uk/students/study-resources/handbooks/default.aspx) [www.essex.ac.uk/governance/regulations](http://www.essex.ac.uk/governance/regulations)

11.4 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. [http://blogs.essex.ac.uk/essexspirit/](http://blogs.essex.ac.uk/essexspirit/) [www.essex.ac.uk/news](http://www.essex.ac.uk/news)

We have more than 60 Facebook pages, including one for each department. We’re also on Twitter. [www.facebook.com/uniofessex/](http://www.facebook.com/uniofessex/) [https://twitter.com/Uni_of_Essex](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. [www.essex.ac.uk/events](http://www.essex.ac.uk/events)

11.5 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

11.6 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](http://alumni.essex.ac.uk/home)
11.7 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 course finder, and find out more about the value of being a postgrad.

www.essex.ac.uk/masters
www.essex.ac.uk/coursefinder

Our Department offers a number of postgraduate taught and research degrees:

- MA Psychodynamic Counselling
- MA Psychoanalytic Studies
- MA Jungian and Post-Jungian Studies
- MA Refugee Care (jointly with the Tavistock Centre)
- MA Management and Organisational Dynamics (jointly with Essex Business School)
- PhD Psychoanalytic Studies
- PhD Refugee Care
- Taught Doctorate Refugee Care

If you are interested in any of these degrees, please see the Student Administrator who will arrange a meeting for you with the relevant course director.

11.8 HEAR

When you study at Essex, you get far more than just a degree. Along with showcasing your academic achievements, the Higher Education Achievement Report (HEAR) records any activities you’ve undertaken and logged through the Big Essex Award, and any awards and prizes you receive.

When you graduate, you’ll have full electronic access to your HEAR for free, for life. You’ll be able to share this with employers and other universities, providing them with a University-certified record of your achievements.

To start making the most of your HEAR; visit our website to activate your account.

www.essex.ac.uk/see/hear/