ESSEX BUSINESS SCHOOL
Integrated PhD
1. INTRODUCTION

WELCOME

I am delighted that you have been able to join us at Essex Business School in our splendid zero carbon building at Colchester.

Although we have grown substantially in recent years, we remain a mid-sized business school, enabling a very much more personalised learning experience than is often the case for business and management degrees.

We have a very strong research reputation, and are increasingly promoting research with impact, studies that have proven relevance in the real world, of interest and value not only to firms, but also to those wishing to master the practice of management.

Looking forward to meeting with you.

Professor Geoffrey Wood
Dean of Essex Business School

About this handbook

This handbook is an essential guide for students joining Essex Business School, and outlines the various things you’ll need to know about your School as you start your studies with us. It’s a useful reference book, so make sure you have it to hand throughout your period of study. Other sources of information are available to help you too, including Your Campus Guide and The Rulebook – both available as downloads at: www.essex.ac.uk/student_handbook. Make sure you bookmark your departmental website too, and the central University Module Directory and the online resource bank – all of which you can find via the University’s student webpages at: www.essex.ac.uk/students.

Don’t forget, our helpful and friendly departmental staff members are here to help you, and contact details are outlined in this handbook.

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

1.1 TERM DATES, CALENDAR AND ACADEMIC WEEK NUMBERS

Term dates

**2017-2018**

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Autumn term</td>
<td>5 October 2017</td>
<td>15 December 2017</td>
</tr>
<tr>
<td>Spring term</td>
<td>15 January 2018</td>
<td>23 March 2018</td>
</tr>
<tr>
<td>Summer term</td>
<td>23 April 2018</td>
<td>29 June 2018</td>
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**2018-2019**

<table>
<thead>
<tr>
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<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>Autumn term</td>
<td>4 October 2018</td>
<td>14 December 2018</td>
</tr>
<tr>
<td>Spring term</td>
<td>14 January 2019</td>
<td>22 March 2019</td>
</tr>
<tr>
<td>Summer term</td>
<td>23 April 2019</td>
<td>28 June 2019</td>
</tr>
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</table>

Academic week numbers

Details of the academic week numbers for 2017 / 2018 can be found at [http://www.essex.ac.uk/students/course-admin/timetables.aspx](http://www.essex.ac.uk/students/course-admin/timetables.aspx)

1.2 TIMETABLE

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

1.3 OFFICE HOURS AND STUDY LEAVE

If you wish to contact a member of academic staff, please check the Moodle information pages for details of their academic support hours to find out their availability, in case they are on study leave.

1.4 LINK TO 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. Follow this link: [https://www.essex.ac.uk/myessex/](https://www.essex.ac.uk/myessex/)
2. ABOUT ESSEX BUSINESS SCHOOL

2.1 DETAILS OF ACADEMIC STAFF/GTAS INCLUDING CONTACT DETAILS AND ACADEMIC SUPPORT HOURS

Essex Business School is located on two different campuses and is organised into four broad subject areas:

**Colchester Campus** - Accounting, Finance, Management and Marketing and Management, Organisational Studies and HRM

**Southend Campus** - Management Science and Entrepreneurship

Our staff are based on both campuses. When contacting staff be sure to check where they are located.

Each member of Academic staff has an individual profile webpage that contains contact information, office hours and research interests. The profile pages can be viewed by following this link: [http://www.essex.ac.uk/ebs/staff/academic/](http://www.essex.ac.uk/ebs/staff/academic/). See appendix A – using academic support hours

GTAs: [http://www.essex.ac.uk/ebs/staff/Staff.aspx?type=research](http://www.essex.ac.uk/ebs/staff/Staff.aspx?type=research)

Please check Moodle information pages for details of their academic support hours

**Director of Education**

Dr Svetlana Warhurst is the EBS Director of Education and has oversight of all matters related to education within the School. [Svetlana’s Profile](http://www.essex.ac.uk)

**Staff research interests**

The University of Essex is among the top 10 UK universities (out of a total of 136 UK universities) for research and the top rated UK University for social sciences. 95% of staff in the Essex Business School conduct research which is recognised by the academic community as being of ‘high international quality’.

Much of the research is focused on issues of practical and policy relevance with an emphasis on critical analysis. Within the School, research is organized around four groups. The research of the Accounting group focuses on professional accounting and auditing practice and regulation, as well as on the social dynamics of pronouncements of accounting through political, governmental and legal organizations. Other research within this group concerns accounting history and accounting practice in developing economies. The Finance group is concerned with the research aimed at understanding financial processes and the development of practical but theoretically informed perspectives on financial problems. Staff within this group are pursuing research interests in four broad areas: the theory of asset pricing; financial econometrics and empirical finance; behavioural finance and banking. The Management, Marketing and Organisation groups apply leading edge critical scholarship to the understanding of organizational processes, and the development of practical but theoretically informed perspectives on organizational problems. Management Studies is approached as an important form of critical social inquiry rather than simply a vocational field.

The Management Science and Entrepreneurship Group supports research into marketing, entrepreneurship and innovation and global strategy and provides a focus on various aspects
of new venture creation, innovative growth and the impact of entrepreneurship on regional economic development.

2.2 DETAILS OF ADMINISTRATIVE STAFF

Read the full details of our administration staff on our webpage. You can find this information by following this link: Detail of Administrative Staff

EBS Student Services Team
The EBS Student Services Team deals with all matters relating to your Postgraduate programme. They are located in the reception area in the EBS building.

You can contact the EBS Student Services team by email: ebshelp-col@essex.ac.uk or by visiting the EBS Student Services desk in the Essex Business School next to Bonds Cafe – see opening times below:

General enquiries: ebshelp-col@essex.ac.uk
Pre-registration programme enquiries: ebshelp-col@essex.ac.uk
Website: www.essex.ac.uk/ebs

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<td>Monday, Tuesday, Wednesday, Thursday</td>
<td>8.30am – 5.30pm</td>
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<tr>
<td>Friday</td>
<td>8.30am – 5.00pm</td>
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<tr>
<th>Vacation Opening Hours</th>
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<tbody>
<tr>
<td>Monday – Friday</td>
<td>9.00am – 4.00pm</td>
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2.3 RESOURCES SUPPLIED OR MAINTAINED BY THE DEPARTMENT

Social space is available in the new EBS building in Colchester for students

2.4 LOCATION OF ESSEX BUSINESS SCHOOL OFFICES

Our location
EBS Building
Essex Business School
Colchester Campus
University of Essex
Wivenhoe Park
Colchester CO4 3SQ

Website: www.essex.ac.uk/ebs

2.5 DETAILS OF EBS SCHOOL SUPPORT

Programme Directors
Programme Directors have overall responsibility for a degree programme and as such have an overview of the of the programme’s modules. They are responsible for monitoring student progress and addressing any problems both staff or students may have. They offer supervision, advice and support to the students.

- Accounting – Dr Pawan Adhikari – Pawan’s Profile
Dissertation Supervisor
You will also be allocated a dissertation supervisor in the spring term. You will meet your dissertation supervisor and your programme director regularly throughout your course. They are there to help you feel connected to your school, and are people you can talk to if you have questions about your course or any difficulties which affect your studies. Your Programme Director may also recommend other support services on campus that might be able to help.

To help you make the most of the feedback you receive on your coursework, it’s important that you make an appointment to see the Programme Director each term. You should take all your marked coursework and feedback sheets from the previous term to get some guidance on how to improve your grades.

Module Leaders
Module Leaders are responsible for the individual modules, which make up programmes. Module leaders are responsible for coordinating the teaching team who deliver the module. They design the modules, teach them and examine them. They monitor attendance and student progress and talk to students about any academic issues related to their particular module. There is a list of PG module leaders available on Moodle and the Module Directory.

The EBS Learning Team
Bev Jackson provides support for all students at the school. You can use this support to have a general discussion on study skills to help you with your programme, to talk through any difficulties you are experiencing or for feedback on your coursework and advice on how to improve your grades. You can make an appointment for a one-to-one tutorial. The learning team also runs a series of practical skills development sessions to help students with their studies. You’ll receive regular emails with details of the development sessions that are scheduled. You can contact the team on 01206 872314 or email ebslearn@essex.ac.uk. You can also find study skills resources on Moodle on the EBS Student Resources page.

Placements Manager
Vicki Doughty, the Placements Manager at EBS is part of a wider faculty employability team which provides career, placemets and internships, and graduate recruitment advice. Vicki works specifically with EBS students. You can see Vicki for help with job and internship searches, application advice, preparation for interviews and assessment centres and any questions relating to your plans after graduation. Vicki also runs a series of practical skills development sessions. You can contact Vicki on 01206 873855 or email vdoughty@essex.ac.uk. Vicki’s Profile

2.6 DEPARTMENTAL POLICY ON THE USE OF SMART PHONES, LAPTOPS & TABLETS

EBS uses an Electronic Voting System (EVS) called ResponseWare, which turns your mobile device into a virtual clicker. ResponseWare allows you to respond in real time to interactive questions posed by your lecturer. The results of the vote are then shared anonymously with the entire group. You can download a ResponseWare App for iPhone, iPod Touch, iPad, or Andriod in the relevant online store. If you don’t want to install the app on your device, you can also vote via the web at www.rwpoll.com. A small number of handsets will be available.
during lectures for those students who do not have a suitable device. Information about ResponseWare can be found at: http://www.turningtechnologies.com/responsesolutions/responseware

As a courtesy to teaching staff and fellow students, you are expected to NOT receive or make phone calls or send text messages during lectures or seminars.

2.7 DETAILS OF HOW THE DEPARTMENT WILL COMMUNICATE WITH STUDENTS

**Correspondence and communication**
We contact students in a variety of ways, including by email and post. It is a University requirement that you check your University email at least once a day during term time. General information will be sent to your University email address not to your home or work email address. It is therefore very important that you check your University email account regularly. Please note that you can access your University email address from outside the University via your myEssex student portal.

**Social media**

- You can keep in touch with us informally through the EBS Facebook page: www.facebook.com/EssexBusinessSchool
- follow us on Twitter @Essex_EBS
- Add us on Snapchat: essexebs

2.8 EBS ANNUAL PRIZES

A number of annual prizes for excellent academic performances by students on our Degree Courses are donated by organizations with which the School has links. The prizes are awarded after the Degree Ceremonies in July.
Section 2: Academic Matters

3. LEARNING AND TEACHING

3.1 BRIEF STATEMENT ABOUT LEARNING, TEACHING AND INDEPENDENT STUDY

Learning and teaching methods
At Essex Business School our teaching methods include a combination of: lectures from our academic staff; guest speaker sessions; tutorials; class exercises, including discussion of case studies and journal articles; computer-based lab sessions. These formal, timetabled sessions provide the basis for your independent study. Independent study can take a variety of forms including background reading, preparation for classes, and preparation of and for your assessments. We provide a framework, for example in the form of questions and readings to be discussed at weekly or fortnightly tutorials, but it is your responsibility to structure your working week and manage your time. The skills that you develop from your independent study, including organisational and time management skills, are essential professional skills for your future careers.

3.2 WHAT THE SCHOOL EXPECTS FROM ITS STUDENTS AND WHAT STUDENTS CAN EXPECT FROM THE SCHOOL

Student code of conduct
The Code of Student Conduct is built on the principle that all students are expected to maintain a standard of conduct which supports the University’s commitment to excellence in education and scholarship and promotes good order and the good name and reputation of the University. Full details of the Student Code of Conduct are given in The Rulebook.

The University is committed to providing equal opportunities for all our students regardless of where or how you study. Our diverse student population is taken into account when developing the resources, services and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations. Where appropriate, reasonable adjustments will be made for individual students to support them through their studies.

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 submit your coursework electronically, produce a watermarked copy of your work and receive electronic feedback all in one place: faser.essex.ac.uk and Learning technology - IT Services - University of Essex

3.4 COURSE STRUCTURES, LEARNING OUTCOMES AND PROGRAMME SPECIFICATIONS

Course structures
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 http://www.essex.ac.uk/myessex or eNROL.
Learning outcomes
The module’s learning outcomes are set out in the Module Directory. They are categorised into knowledge, intellectual, practical and key skills. 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.
Full module outlines are available in the Module Directory.

Credits
The standard number of credits for postgraduate/graduate courses is as follows:
- Masters degree: 180 credits
- Diploma: 120 credits
- Certificate: 60 credits

Masters Degrees, PG Diplomas and PG Certs
The pass mark for all postgraduate modules is 50 per cent. Credit is awarded for passing the module and a certain amount of credit must be achieved for you to be awarded the qualification (degree/diploma/certificate). To progress onto the MPhD programme, you MUST obtain an overall weighted average of 65% across the 180 credit programme and pass all CORE modules with a minimum mark of 60%

The rules provide limited opportunity for second attempts (resits/resubmissions) at failed modules: there are a maximum number of credits that can be reassessed. If you are successful at the second attempt your mark will be capped at the pass mark (50). The Rules of Assessment also permit a limited amount of condoning of failed credits: there are a maximum number of credits that can be condoned; you must achieve a module mark of at least 40; and an overall weighted average of 50 per cent for the taught modules. ‘Core’ modules cannot be condoned. You should see the Programme Specification for your course to see which modules are ‘core’. The Rules of Assessment are also used to determine the award of Masters degrees with Distinction and Merit.

Exit awards
If you are unsuccessful in achieving the number of credits required for the qualification for which you are registered, the Board of Examiners will consider whether you have sufficient credits to be awarded a lower award.

If you need further information, please see contact the EBS Student Services Team on ebshelp-col@essex.ac.uk

3.5 CHANGING YOUR DEGREE AND MAXIMUM PERIOD OF STUDY
If you want to change your course, you should talk to your Programme Director in your department first. Normally, you would be required to make a new application for admission.

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

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

Changing your mode of study may affect your immigration status if you have a Tier 4 visa and you may need to contact the Home Office or make a new Tier 4 application.

Please read carefully our guidance on Tier4 and course changes here: http://www.essex.ac.uk/immigration/studies/changes.aspx

3.6 INFORMATION ABOUT MODULES INCLUDING: CHOICES, CORE, OPTIONAL, ENROLLING FOR MODULES, THE LOCATION OF THE DIRECTORY, READING LISTS, CHANGING MODULES, CHANGING YOUR CLASS.

Module enrolment
Use ‘Enrol’ to register for your chosen options in the first three weeks of the autumn and spring terms.

Full module outlines are available in the Module Directory.

Module choices
Students who need advice about their choice of modules should discuss this matter with the relevant Programme Director. Advice about the procedures relating to module enrolment or changes of module is available from the EBS Student Services team in Essex Business School.

You should note that your choice of optional modules may be subject to timetabling constraints.

It is essential that students complete module enrolment online and keep Essex Business School informed of any changes in their module enrolment since this forms the basis of their examination entry.

We also ask that you check your module enrolment form carefully to ensure that you have chosen the right number of modules and that the modules you have chosen are appropriate to your degree course and year of study.

Students can confirm the modules in which they are enrolled through the ‘myStudy’ channel on ‘myEssex’ at http://www.essex.ac.uk/myessex.

Changing modules
Students are permitted to change optional modules only up to the end of week 3 in the autumn term, and the end of week 17 in the spring term for spring term only modules. Students are not permitted to change modules that are compulsory for the degree course for which they are registered.

Changing optional modules
By the start of your course or a new academic year, you will already have made an initial choice of modules. If you are in any doubt as to whether you have made the right choice, try to talk it over with your Programme Director. If you are not sure which modules to take you could attend lectures for several different modules before making your final choice. Requests to change optional modules should be made via ‘myEssex’ at http://www.essex.ac.uk/myessex or eNROL.

What is a core module?
A core module is a module that must be taken and passed in order to progress to the next stage of study. Students cannot fail a core module.

**What is a compulsory module?**
A Compulsory module is a module that must be taken. Fails with a mark of 40-49 may be condoned, provided that you have not failed more than the maximum number of permitted credits.

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

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

**Reading lists**
Please refer to the module directory and the module Moodle site for details of reading lists. You can access the university Moodle site once you have registered and have a University of Essex email account. [University Moodle Link](http://listenagain.essex.ac.uk/)

**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. Available in teaching rooms and lecture theatres where you see the sign. [http://listenagain.essex.ac.uk/](http://listenagain.essex.ac.uk/)


3.8 SUPERVISION OF PG STUDENT RESEARCH DISSERTATIONS

**Dissertation/Business Plan Guidelines**
Detailed information and advice about undertaking research and producing your dissertation or plan are to be found in specific guides produced by the School: *Dissertation Guide for Masters Taught Courses, How to write a Masters Dissertation and an Essay, the Postgraduate Dissertation: Guidance Notes for Students*.

Preparation for the dissertation begins as early as November/December, when you are asked to begin considering the topic you intend to research. You will be asked to submit a provisional title and give some idea of your proposed research plan. In the Spring term, you will be allocated a dissertation supervisor. Your supervisor will contact you to make arrangements to meet, either as a group or individually. Whilst your supervisor will be invaluable in helping you refine your research topic and consider alternative research methods, and will make general suggestions regarding research materials, you should realise that your supervisor is permitted very limited input into what must essentially be your research. The dissertation is all about you undertaking independent research. Please watch Moodle for any updates, particularly in relation to periodic dissertation workshops which may be scheduled later in the year.

**Absence to undertake a field trip**
Should you find it necessary to undertake field trip to collect data for your research, you must first obtain the written permission of your supervisor. The relevant application form is available to download from BE981/982 Dissertation Guidance on Moodle. You will need to discuss the work you intend to undertake with your supervisor, indicate how you intend to communicate with your supervisor during your absence and also specify the date you intend to return.

**Word Limit**
The word limit for your dissertation is between 10 and 15,000 words depending on which dissertation module you are following. The word count includes footnotes, endnotes and appendices, but does not include Bibliography. Dissertations substantially shorter or longer may be penalised (a margin of 10% is generally acceptable).

**Final Submission**
The procedure for submitting the dissertation is similar to that for coursework in that submission is via the Feedback, Assessment (Assignments), and Submission electronic repository (FASer). Students should consult the FASer and also Moodle for submission dates. Students must take into account the final deadline to vacate University accommodation in September. You must also submit a FASer watermarked bound paper copy, normally within 24 hours of the main upload but some allowance is made for the time required in binding the document. An allowance of one week is made for those students needing to post from abroad. The bound copy will not be returned although students may collect in person by notifying staff of their intention to do so at the time of submission or after the Exam Board and before the Christmas close.

**Dissertation Results**
A progression decision is made by the Research Student Progress Panel in October, whilst the final Examination Board meets at the end of November. Final results are normally made available to students early in December.
Extension to Deadline

The rules pertaining to extension to deadline for the Dissertation differ from normal ‘coursework submission policy’.

Students who experience extenuating circumstances prior to the deadline may seek an extension to deadline. These requests will be considered only upon completion of the ‘Extension to Deadline’ form which, wherever possible, should be supported by original and authenticated documentary evidence. This form must be submitted to ebshelp-col@essex.ac.uk and formally agreed by the Programme Director only. Extensions requests of more than three weeks (beyond the end of September) must only be submitted via the esf (electronic student file) on your MyEssex portal under myadmin. Such extensions will be subject to a fee although a fee waiver may be applied where substantiated extenuating circumstances are accepted.

Long-term Extenuating Circumstances

Where significant long-term extenuating circumstances are to be evidenced, you should submit an Extenuating Circumstances Form which will be considered at the appropriate June (interim) or November (final) Examination Board. You should clearly explain how your extenuating circumstances affected you and, wherever possible, submit original and substantiated documentary evidence. Extenuating Circumstances Forms may also be downloaded from the Registry web pages.

Obtaining EBS Forms

Useful forms, including ‘extension request forms’, ‘FASer submission failure forms, and ‘extenuating circumstances forms’ are all available from the EBS Enquiry Desk and can also be downloaded from Moodle on the EBS Postgraduate Taught Information page.

Dissertation Library

An electronic dissertation library is available on the Postgraduate Taught Information page of Moodle. If you have any objection to your dissertation being made available to other students, you should advise ebspgtad@essex.ac.uk at the time of submission.

3.9 ESSEX ABROAD, TERMS ABROAD AND OPPORTUNITIES

Essex Abroad (outgoing students)

The Essex Abroad team supports students who wish to undertake a period of study or work abroad as part of their degree. Support is offered before, during and after the experience.

The Essex Abroad team assists students with the administration of the programme offering you useful advice and assist you to begin your journey. Advice can be offered on how the programme works, financial support and information on where you can go. If you are considering this option as part of your degree, why not contact the team (saoadmin@essex.ac.uk) and make an appointment to see an adviser.

The team work closely with your team of departmental study abroad officers The EBS Study Abroad Officer is Dr Martin Harris Martin’s Profile.

Essex Abroad (incoming students)

The Essex Abroad adviser that worked with you during your application to study at Essex is always available to offer you support and assistance. Things work a little differently for exchange/study abroad students (compared to degree-seeking students) so do not hesitate to contact your adviser or one of the team (saoadmin@essex.ac.uk) if you have any questions.
Essex Abroad can be found on Square 2 (next to the Careers Centre) and is open Monday to Friday.
3.10 PLACEMENT INFORMATION AND THE EMPLOYABILITY MODULE

Placements
For post-graduate students interested in placements please contact Vicki Doughty, EBS Placement Manager, who can offer one-to-one support to students wishing to gain professional work experience. You can contact Vicki on 3855 or vdoughty@essex.ac.uk.

Job references: requesting references from members of staff
If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject. For example, dissertation supervisors, core module leaders and programme directors. Every reasonable effort will be made to meet a request for a reference for a student who has undertaken study within our School, within a minimum period of three years following his/her departure from the University. Requests received outside of this time scale may, of course, be met if a member of staff is equipped with the necessary information on the student and is willing to provide a reference. It is helpful if you can provide the member of staff with details about the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – It is not always possible for a member of staff to write a reference immediately.

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

Employability skills
The University’s Employability and Careers Centre (E&CC) is based in square 2 on the Colchester Campus. They are open from 10am – 4pm, Monday to Friday. E&CC offer a wide range of support, from helping you decide what you want to do, to help with applications and CVs. Look out for their events at www.essex.ac.uk/careers

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

3.11.1 Disabled students information
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: http://www.essex.ac.uk/students/disability/funding.aspx
3.11.2 International students information
We are proud to be a global community and we recognise that living and studying in the UK may be very different from your own country.

Essex has a wide range of support covering academic and health and wellbeing issues. Our friendly and professional staff will be able to guide, advise and assist you during your time at Essex.
You can find helpful information here -
www.essex.ac.uk/students/new/international/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, SSLC, SAMT, STUDENT SURVEYS
Student feedback is a vital part of the University’s approach to quality assurance and enhancement. It is therefore important that you are given the opportunity to feedback and that you take the time to feedback to the University. You can do this in a number of ways:
You can contact or volunteer to be a course representative who represents the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.

www.essexstudent.com/representation/coursereps/
www.essex.ac.uk/quality/student_representation/student_rep.asp
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

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 Ai Gooch contact her at aito@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, ABSENCE AND INTERMITTING
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 your registration card and the electronic reader in the teaching room. Just ‘tap in’ for every timetabled teaching event you attend. Your tap will count from 15 mins before the start time and up to 15 mins after the start time on your timetable.

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 is breaking the Student Code of Conduct and you could be fined.

Attending is especially important if you are here on a Tier 4 visa.

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 for lost cards).

If you need to report an absence from a teaching event, you should do so by completing the notified absence on MyEssex. 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 see www.essex.ac.uk/see/attendance for acceptable reasons to be absent.

You will be able to check your attendance record, and notified absences on MyEssex. We are introducing this by department during the year.

Please contact your Programme Director, EBS Student Services Team or the Student Services Hub for advice and support, particularly if you are going to be absent for several weeks.

For more information on attendance, and for links to forms and guidelines visit: www.essex.ac.uk/see/attendance
4. ASSESSMENT

4.1 RULES OF ASSESSMENT, INCLUDING EXIT AWARDS

The EBS Integrated PhD is unique in terms of giving you 12 months of intensive research training to prepare you to develop a doctoral thesis from month 13 onwards.

***Students should be aware that there is no automatic right to progress from one year to the next***

Progression
One of the most important practices you need to know about is how to PROGRESS ONTO YEAR TWO of the Integrated PhD programme.

You must familiarise yourself with the rules of progression which can be found on the EBS PGR moodle webpage or on the EBS website.

Each of the integrated programmes (in Finance, Accounting and Management) has different modular components. These have either ‘core’, ‘compulsory’ or ‘optional’ status.

Core modules: These must passed with a minimum mark of at least 60%.

Compulsory and Optional modules: You can progress with a mark of 40% or above in up to 40 credits of compulsory or optional modules, BUT you must have an overall average of 60% in your taught course average and 65% over the 180 credits that constitute the 1st year integrated programme.

Progression marks can be obtained either on the first sit or the resit- however, you are only permitted to resit up to 40 credits (2 modules).

Exit Awards and consideration for Masters level qualification

Exit Awards: There are two exit points during the first 12 months of your Integrated PhD. Upon completion of your taught course component, it may become clear that it will not be possible for you to achieve the 60% average across your taught component, even after resits. In this case, you will be considered for a postgraduate certificate (PGCert) or Diploma (PGDip).

The criteria for these award can be found here: http://www2.essex.ac.uk/academic/students/ tgt/pgtrulesmenu.htm
You may be invited to resit module assessment in order to gain one of these qualifications.

The second exit point is after your dissertation and any resits have been marked and you have not satisfied the rules of progression onto the 2nd year of the integrated programme.

Re-submission of Dissertations

(a) Re-submission of dissertations is only permitted in the following circumstances:

(i) Either substantiated extenuating circumstances accepted at the discretion of the Board of Examiners; or
(ii) Where the original mark awarded is at least 40 and the Board of Examiners judges that the work required does not include any additional experimental or practical work.

(b) Re-submission is subject to the following conditions:
(i) A dissertation must normally be re-submitted within two months of the formal notification of permission to resubmit; in cases of extenuating circumstances, this may be extended to a maximum of twelve months;

(ii) A dissertation which has been re-submitted because of a marginal fail shall be awarded no more than the minimum pass mark; in the case of re-submissions because of extenuating circumstances, the full range of marks shall be available to examiners.

**Masters Qualification:** If you have satisfied the criteria for progression, you will be given the option in November to transfer over the MPhD programme in your chosen discipline (i.e. MPhD Management, MPhD Accounting, MPhD Finance). This gives you the advantage of 'using' the 180 credits of the first year of the integrated studies towards a masters qualification. If you choose this route, you will be considered retrospectively for either an MRes in Accounting or MRES in Management and Organisation or an MSc Finance by the Postgraduate Taught Examination Board at the end of November 2017.

**Programme Structure of the first 12 months**

The first 12 months of your integrated PhD is formed of an 180 credit programme. You will take 6 taught modules, worth 20 credits each, as well as a level 7 dissertation worth 60 credits.

**Autumn Term:** You will arrive in October as a full time student and take three modules. You do not have a choice over what modules you take as these provide an invaluable foundation for doctoral study. All modules will be assessed, usually through a combination of coursework, in class tests and examinations. Coursework deadlines will be posted on Moodle by the PGT team and must be adhered to. Examinations will take place in the following Summer term.

**Spring Term:** You will take another 3 taught modules this term, which will be a mixture of optional and obligatory modules. These modules will also be a mixture of assessment methods with examinations taking place over Summer. During this term you will be assigned your supervisor and will be expected to meet him/her on a regular basis.

**Summer Term:** You will also work on your dissertation! If you are required to resit any modules to get the requisite progression mark, this reassessment will take place in early September.

‘**Pass marks’ vs ‘Progression’ marks.**

You will be sitting in a number of classes with Masters students. Whilst these masters student will undertake the same assessment as you, they will only be required to achieve a ‘pass mark’, which is 50%. However, as an integrated student, you will be required to achieve a ‘progression mark’ of a minimum of **60% across your taught module programme**. Moreover, you will be required to achieve an overall average for your 180 credits of at least **65%**.

The good news is that if you pass all your modules and dissertation by achieving the progression mark required for each component, not only will you be admitted onto the second year of your PhD, but you will also receive a masters qualification!
### Details of Structure for Year 1 of Integrated Programme

**N30048 PHD Integrated Finance**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE351 (compulsory)</td>
<td>Derivative Securities</td>
<td>20</td>
</tr>
<tr>
<td>BE352 (compulsory)</td>
<td>Asset Pricing</td>
<td>20</td>
</tr>
<tr>
<td>BE354 (core)</td>
<td>Portfolio Management</td>
<td>20</td>
</tr>
<tr>
<td>BE953 (core)</td>
<td>Research Methods in Finance: Empirical Methods in Finance</td>
<td>20</td>
</tr>
<tr>
<td>BEXXX</td>
<td>Two Approved options from School List</td>
<td>40</td>
</tr>
<tr>
<td>BE399 (compulsory)</td>
<td>Postgraduate Mathematics Preparation</td>
<td>0</td>
</tr>
<tr>
<td>BE983 (core)</td>
<td>Dissertation</td>
<td>60</td>
</tr>
</tbody>
</table>

**N40048 PHD Integrated Accounting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE150 (compulsory)</td>
<td>Issues in Financial Reporting</td>
<td>20</td>
</tr>
<tr>
<td>BE151 (compulsory)</td>
<td>Management Accounting</td>
<td>20</td>
</tr>
<tr>
<td>BE950 (core)</td>
<td>Research Evaluation Projects</td>
<td>20</td>
</tr>
<tr>
<td>BE951 (core)</td>
<td>Research Methods in Accounting</td>
<td>20</td>
</tr>
<tr>
<td>BE952 (core)</td>
<td>Philosophy of Management And Accounting</td>
<td>20</td>
</tr>
<tr>
<td>BE959 (compulsory)</td>
<td>Advanced Research Methods: Empirical Explanations of the Contemporary Workplace</td>
<td>20</td>
</tr>
<tr>
<td>BEXXX (optional)</td>
<td>One Approved option from School List</td>
<td>20</td>
</tr>
<tr>
<td>BE983 (core)</td>
<td>Dissertation</td>
<td>60</td>
</tr>
</tbody>
</table>

**N20048 PHD Integrated Management**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE450 (compulsory)</td>
<td>Management and Organisational Behaviour</td>
<td>20</td>
</tr>
<tr>
<td>BE557 (compulsory)</td>
<td>Perspectives on Marketing</td>
<td>20</td>
</tr>
<tr>
<td>BE952 (core*)</td>
<td>Philosophy of Management &amp; Accounting</td>
<td>20</td>
</tr>
<tr>
<td>BE950 (core)</td>
<td>Research Evaluation Projects</td>
<td>20</td>
</tr>
<tr>
<td>BE959 (compulsory)</td>
<td>Advanced Research Methods: Empirical Explorations of the Contemporary Workplace</td>
<td>20</td>
</tr>
<tr>
<td>BEXXX (option)</td>
<td>One Approved option from School List</td>
<td>20</td>
</tr>
<tr>
<td>BE983 (core)</td>
<td>Dissertation</td>
<td>60</td>
</tr>
</tbody>
</table>

Please see moodle for latest details of course structure.


**The Postgraduate Taught Rules of Assessment** are the rules, principles and frameworks which the University uses to calculate your course progression and final results. These decisions are made by the Board of Examiners who use the Rules of Assessment to decide:
• you can be awarded credit for the modules you have studied
• you have done enough to move on to the next stage of your course (if you are on a course which lasts more than one year)
• you need reassessment
• whether you have done enough to pass your course
• whether you are eligible to receive a merit or distinction

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

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

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

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

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

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

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

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

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 -

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

Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence. 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).

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.

If you are thinking about intermitting, there are some practical things you need to consider such as academic issues, for example, the impact on your module choices and maximum period of study, accommodation, financial matters including the impact on your tuition fees, and visas if you have a student or Tier 4 visa.

If you decide to intermit you will no longer be entitled to attend tuition but you will still have access to your Essex email account (which we will use to communicate with you) and some Library access.

If you decide to intermit, you will need to complete the online form at: www.essex.ac.uk/esf/ and you will receive an email confirming whether your request to intermit has been successful.

You should read the guidance on intermitting very carefully before submitting your form at www.essex.ac.uk/students/course-admin/intermission.aspx You are strongly advised to discuss intermitting with your department.

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

You should consider whether taking a temporary break from your studies will help you to address the concerns that are making you think about leaving.

If you are thinking about withdrawing, there are some practical things you need to consider: accommodation, financial matters including your tuition fees, visas if you have a student or Tier 4 visa, careers advice available from our Employability and Careers Centre [www.essex.ac.uk/careers/](http://www.essex.ac.uk/careers/)

If you decide to withdraw, you will need to complete the online form at [www.essex.ac.uk/esf/](http://www.essex.ac.uk/esf/) and you will receive a letter confirming that your withdrawal has been completed.

### 4.3 THE MARKING POLICY AND REQUESTS FOR RE-MARKING OF COURSEWORK AND ESSAYS

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. To request a remark there is a deadline of 14 days from the release of coursework marks. The EBS request for a remark form is on the EBS PGT information page on Moodle. The University Marking Policy can be found here: [www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy](http://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, EXTERNAL EXAMINERS

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

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

**External Examiners** are usually academics from other universities but may be from industry, business or the profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that courses at the University meet the academic standards expected across UK higher education. External Examiners write reports on the courses and modules they are responsible for which are made available to you via your department. You can find the name and institution of the External Examiner for your course and modules by looking on the Programme Specifications Catalogue and the Module Directory. You can find out more about how the University uses External Examiners by following this link: [www.essex.ac.uk/quality/external_examiners](http://www.essex.ac.uk/quality/external_examiners)

Please note: you may not contact External Examiners directly under any circumstances. If you have any concerns about the quality and standards of your course, please contact your student rep, your Dean of EBS or the Students’ Union.
4.5 APPEALS, COMPLAINTS AND FITNESS TO PRACTICE

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](http://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.’

Students are reminded that signed approval from the EBS Research Director **must** be obtained **before** undertaking any research which will include human participation. Further information regarding this subject is contained on the Dissertation Module page on Moodle. Further information regarding this subject is contained on the BE981/982/B983 Dissertation page on Moodle: [BE981/982/982/983 Dissertation Guidance](#)
5. COURSEWORK

5.1 ASSIGNMENT AND ESSAY LENGTH

Guidance is provided by module leaders and questions relating to coursework are posted on Moodle.

5.2 COURSEWORK SUBMISSION DETAILS (INCLUDING FASter) AND DEADLINES

Most modules are assessed by a combination of coursework and exams, some modules are coursework only. Information on how the coursework and exams are weighted can be found in the module directory Module Directory

Please see Section 4: Assessment, for details of the assessment policies and regulations that apply to your course.

Coursework

A wide range of methods are used through coursework to assess your progress within the module. Coursework can include: essays, individual and group presentations, in-class tests, portfolios, reports, group case studies, literature reviews etc.

Course work submission

Unless you are specifically informed otherwise, all coursework must be uploaded and submitted to the University's FASter - available at: http://faser.essex.ac.uk/ and via links in your MyEssex.

You must ensure you adhere to the EBS rules for submitting coursework. You must upload your coursework to the FASter system by no later than 9am on the published deadline.

It is recommended that you submit to FASter at least 1-2 hours before a published deadline. This will alleviate any avoidable problems such as last minute technical issues or bottlenecks caused by large numbers of students using FASter on campus at any one time.

You must make sure that you are familiar with this process in advance of the deadline. Guidance on how to upload your work is available through the submission system.

Assignments and deadlines

Dates by which you must submit you coursework will be published on FASter. You are strongly advised to regularly check FASter and the relevant module Moodle information page as hand in dates can be subject to change due to unforeseen circumstances.

Coursework deadline policy

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.
5.3 DETAILS OF SAMPLES OF COURSEWORK

Online library of dissertations and business plans

An online dissertation and business plan library containing examples of previous students’ work can be accessed via the EBS PGT General information page on Moodle.

5.4 RETURN OF COURSEWORK POLICY

Students can normally expect the return of assessed work in no more than four working weeks. Marking may take longer than four weeks under certain justifiable circumstances, for example when the University is closed for holidays (Christmas and Easter). If there is any delay in the marking for any justifiable reason, then academic staff will contact students via Moodle.

5.5 LATE COURSEWORK POLICY

The Essex Business School has a Late Submission of Coursework Committee which will meet at least 3 times during the year. It will deal with claims of extenuating circumstances for work which was not submitted by a deadline for reasons beyond your control. You make such a claim by submitting a Late Submission of Coursework form. The Committee will decide whether your work should be marked and whether that mark will count towards your formal assessment (which means the mark will be reinstated). The School will advise you of the outcome. It is important to note that you use this form to request instatement of your marks on the basis of extenuating circumstances which directly prevented you from handing in your work by the deadline. You can download the form from the EBS PGT general information moodle page.

Forms are automatically rejected if no evidence to support your claim is provided. If you have requested medical documentation to support your claim for late submission but it has not been received by the date of the Late Submission of Coursework Committee, your claim will be kept as pending for a further two weeks. If the evidence is still not received after two weeks, a mark of zero will be awarded.

You are advised to refer to the link below when considering you late submission claim. It provides useful guidance about how to submit a claim Late Submission Guidelines

Students should submit one hard copy of the Late Submission of Coursework form to the EBS Student Services desk with documented evidence with a maximum of 7 days of the original deadline. Any coursework being submitted late should be uploaded to FASer within 7 days of the original submission date.

Separate guidelines are available for postgraduates regarding claiming extenuating circumstances for late submission of compulsory assessment. These are available via the Student Hub webpages. Extenuating Circumstances Guidelines

5.6 ESSAY WRITING SUPPORT

Guidelines on How to Write Assignments

In order to help you to develop your skills in writing assignments we have summarised below some of the key points underlying effective academic writing. The points mentioned below will help you to answer your assignment and exam questions appropriately and also to refine your communication skills to advance your career after graduating.
1. **Read the question carefully**
   Make sure you understand exactly what the question is asking you to do. Pay attention to requirements like ‘assess’, ‘describe’ and ‘compare’. Clarify all the key terms and concepts used, and note the scope of the question. It is a good idea to underline the key words to constantly remind you what the assignment is about. As you develop your answer, keep returning to the underlined words and ask yourself, “Have I answered the question”? “Does my answer relate to the question”? If not, then review what you are doing.

2. **Take time in constructing your answer**
   Your central aim in answering any question is to bring together what you see as the key points and issues in a clear and coherent way. So it is worth spending time identifying these and then linking them together as effectively as possible. Try noting down your ideas and then ordering them in what you see as the most logical way. You need an overall plan before starting the essay. Without a plan your essay will end up being a jumbled collection of random sentences and will not get good marks.

3. **Indicate the theories which you think are relevant**
   Throughout each module you study you will be introduced to the views of a variety of authors who are experts in their fields. Frequently, they will have competing views. One reason for this is that they see the world differently. It will be helpful to indicate in your work how you see things before moving on to any detailed analysis, arguments and evidence. Of course you know how you see things and what ideas you find attractive, but the examiners and markers do not know this. You need to tell them so that they can see things from your perspective(s). The theories which you choose to mention should be drawn from the ideas introduced on the module and elsewhere.

4. **Wherever possible support your ideas with well-chosen examples**
   - Be selective and only choose illustrative examples that are relevant to your points. Limit the amount of scene setting and background to case studies, unless such background is asked for specifically in the question. As a general rule, try not to let your examples ‘take over’ the whole essay.
   - Try to support your points with more than one example. We do not expect you to cover every relevant example, but it is important not to focus on single examples which could lead to sweeping generalisations. It is better to use a range of examples (two or three, say) to provide more solid support for your argument.
   - Try to use examples from a range of sources and module components. Make full use of the module material, additional reading and relevant stories in the news (if you have not previously started a file of current news, now is a good time to do so). We hope you will also draw on your own experience and on other sources, although this is not essential.

5. **Give some thought to matters of general presentation**
   - Check that you have communicated your ideas effectively. This means thinking about sentence construction and grammar. Make sure that your sentences are simple and easy to follow. This means using paragraphs to mark changes in focus and not simply as arbitrary divisions. It also means linking together your paragraphs so that the reader can follow your line of
argument. Remember that anything which makes the reader stop or go back over part of the assignment risks breaking up its ‘flow’.

- All good answers should have a clear structure. At the very least, they must include an introduction, discussion and conclusion. The first and the last are both key elements of any answer and serve a range of functions. The introduction should be used to clarify and define the scope of the question, and to set out your plans. You should indicate how your answer is organised. The conclusion provides an opportunity to draw together and summarise your arguments in a way that directly addresses the question. It also gives you a chance to reach a clear conclusion of your own, if you have not done so already. Your answers should always be analytical - i.e. analysing the debates and issues in terms of concepts and theories and the contribution they make to our understanding of the world – not just descriptive. We are not asking you to say who said what and when, although you might produce short quotations from relevant authors to support your analytical point.

- A good essay also engages with counter-arguments. So give some thought to what critiques and criticisms may be made against your conclusions, evidence and theories. Briefly indicate the way you might respond to your critics.

- Have a look at the structure of the papers written by academics. Articles can be found in numerous journals in the library. Many will be on your reading lists. Take a look and note how they have been put together.

- Assignments should include a title page and a complete list of references. All quotations should include page numbers and be attributed to works in the list of references.

You should check that your written work meets this key criteria:

- Answering the question
- Producing a coherent, clear argument and analysis
- Clearly demonstrating knowledge, reading and evidence
- Clearly demonstrating a critical ability
- Writing lucidly
- Providing clear frameworks, structures and signposts

**Essay writing** - The University provides a software program on its website in order to aid you in essay writing. It is available at [http://www2.essex.ac.uk/essay-writing/](http://www2.essex.ac.uk/essay-writing/)

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

5.8 EBS Marking Scheme
Essex Business School uses the following marking scheme for non-quantitative assessments. These grades will be used to mark coursework and student work within EBS. These grades will appear on your final transcript. These grades map onto a 20 point scale running from 95% to 0%.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
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</thead>
<tbody>
<tr>
<td>PG</td>
<td></td>
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</tbody>
</table>
| 95%   | Distinction | A First Class answer is an excellent, but not a perfect, answer and should reflect ‘originality’ of thought. Numerical answers will be expected to be complete and free of errors. A First Class answer should have the following features:  
  **Structure**  
  • Clearly written, well organised and signposted.  
  • Very strong relevant structure; sections follow a logical order.  
  **Coverage**  
  • Comprehensive coverage of issues in relation to question; wide reading.  
  • Outstanding and thorough understanding of a relevant range of literature.  
  **Analysis**  
  • Creative and sophisticated theoretical analysis.  
  • An original and refreshing argument, something that surprises in the depth of analysis, knowledge and understanding.  
  • Displays unusual lines of argument that are well supported.  
  • Evidence of reflection and own analysis of the literature together with an ability to see how lessons learned could be applied to other contexts/examples.  
  • Critical evaluation of a wide range of material; may make reference to other relevant issues.  
  • Outstanding depth of discussion.  
  • Clearly original conclusion. |
| 90%   |          |
| 85%   |          |
| 80%   |          |
| 75%   |          |
| 72%   |          |
| 68%   | Merit    | This is a very good answer, which demonstrates a good level of knowledge. However, does not necessarily show originality. Numerical answers will be complete and almost free of errors (excepting minor mistakes).  
  **Structure**  
  • Clearly written, well organised and signposted. |
| 65%   |          |
| 62% | • Well-structured; sections follow a logical order.  
**Coverage**  
• Covers all the major issues and some minor ones.  
• Successfully completes tasks and displays clear understanding of the main issues.  
• Wide reading.  
• Substantial coverage of relevant literature and comprehensive knowledge of topic; attempts to answer the question explicitly.  
**Analysis**  
• Ability to describe and analyse issues in relation to the question.  
• Thorough understanding and clear critical argument; directly addresses question.  
• Critical discussion and presentation of an argument, or problem using material to illustrate points made. Showing evidence of an independent perspective, more than a literature summary.  
• Critical commentary and clear conclusion. A certain degree of self-reflectiveness and attempt to contribute own thoughts. |
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<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
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<tbody>
<tr>
<td><strong>PG</strong></td>
<td>A Lower Second answer commands a considerable amount of material but does not integrate it very well. Faithfully reproduces a large amount of what has been taught in class, but contributes little from independent reading or thinking.</td>
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<tr>
<td>58%</td>
<td><strong>Pass</strong></td>
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<tr>
<td>55%</td>
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<td>52%</td>
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<td></td>
<td><strong>Coverage</strong></td>
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<tr>
<td>48%</td>
<td><strong>Fail</strong></td>
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<tr>
<td>45%</td>
<td><strong>Structure</strong></td>
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<tr>
<td>42%</td>
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<td><strong>Coverage</strong></td>
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FAQ

Which assignments will this apply to?
This system is applied to all non-ratio mark assignments. Any essay based questions, short answers, dissertations, presentations etc. that do not have a genuine ratio scale from 0-100. It does not apply to multiple choice or quantitative assignments where there is a genuine ratio grade with marks out of a possible 100. In such cases the numerical mark remains as a percentage grade.

What happens with second marking and remark requests?
As the University’s regulations stipulate, second marking must involve a reconciliation of the two marks, not an arithmetic averaging of the marks. The same process applies where a student requests a remark.

Marking in Essex Business School

Return of marked coursework
All coursework feedback will be provided to students through FASER. You will be notified when feedback is available to be viewed.

It is the aim of the Essex Business School to return coursework and test marks to Students within four weeks (not including bank holidays and religious festivals, or periods when the University is closed) of the date of submission. Compulsory assessment handed in at the end of term should be returned at the start of the following term. Note: In case of any delays, academic staff will advise students by Moodle.
**Marking Policy and Moderation**

The School takes great care to ensure marking is fair and consistent and has robust procedures in place to ensure this is the case. Exam papers are second marked and term-time assessments (coursework) are single marked, with marking standards overseen by the Education Committee and External Examiners. The primary purpose of the School’s marking policy is to ensure fairness and consistency of marking both within assessment and across modules.

<table>
<thead>
<tr>
<th>Marking</th>
<th>Exceptions</th>
<th>Right to a re-mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual coursework assignments including essays and in-class tests</td>
<td>Single marked</td>
<td>Moderation when marked by GTAs; staff in first year of UK HE; visiting lecturers; or a team of markers. Extreme mark distributions are reviewed by the respective Programme Director. This may lead to a moderation process or second marking. For coursework weighted more than 40% all fails must be second-marked and a random sample (10%) must also be moderated.</td>
</tr>
<tr>
<td>Group work with permanent output (up to 25% of module)</td>
<td>Single marked</td>
<td></td>
</tr>
<tr>
<td>Presentations (up to 40% of module)</td>
<td>Single marked</td>
<td></td>
</tr>
<tr>
<td>Presentations (up to 40% of module)</td>
<td>Double marked</td>
<td></td>
</tr>
<tr>
<td>Dissertation</td>
<td>Second marked</td>
<td></td>
</tr>
<tr>
<td>Exams (Level 4)</td>
<td>Single marked</td>
<td>Fails must be second marked. A random sample of 10% to be moderated.</td>
</tr>
<tr>
<td>Exams (Levels 5, 6 &amp; 7)</td>
<td>Second marked</td>
<td></td>
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</tbody>
</table>
Procedures

Single marking: Single marking should be carried out by one of the lecturers who delivered the module. It is good practice for the marker to review the distribution of marks before returning scripts.

Second marking: This is where a second marker marks the work but has access to the first marker's marks and/or comments. Marks must be reconciled.

Double marking: This is where two markers mark the work independently. Marks must be reconciled.

Marking presentations
All presentations (including presentations with permanent and non-permanent output) should be double marked by two members of staff. Only one of these members of staff may be a GTA or a new member of staff (in their first year of full-time HE). In the case of presentations, double marking involves two markers first marking the work independently, using an agreed mark sheet. In cases where extenuating circumstances prevent a student from making an assessed presentation or contributing to assessed group work, they should be advised to submit the appropriate supporting documentation to the relevant administrator. In such cases, alternative arrangements may be offered but this will be at the discretion of the module leader. In cases where there are no extenuating circumstances, but a student fails to attend a scheduled assessed presentation (without written permission to be absent from the module leader), or fails to make a contribution to assessed group work, s/he will be deemed not to have submitted that component of the assessment and will be awarded a zero mark.

Moderation: Moderation occurs when one person reviews the cohort of marks to ensure they are fair, accurate and consistent.

Review of marks by Programme Directors: Extreme distributions of marks shall be reviewed by the respective Programme Director who will decide whether there is a need for moderation.

Student queries about marks
Written feedback is provided to students in the form of an individual feedback sheet (except exams and in-class tests), and generic feedback on Moodle. Students who have a query about a particular mark should consult both forms of feedback carefully in the first instance. If the student remains unclear, s/he should consult with the module leader for further feedback and clarification. Finally, students may in some cases be entitled to a re-mark (see table above).

Even though great care is taken in the marking process, we recognise that occasionally some students may feel their mark is below what they might have expected. Therefore in many instances we give students the right to appeal a coursework mark (see table for confirmation). The procedure is as follows: Any appeal must be made within fourteen days of the marked coursework being made available to the student concerned.

In the first instance the student should notify the EBS Student Services desk of their wish for a re-mark. In addition, it is advisable that the student seeks feedback from the module leader. If having consulted the module leader the student is still dissatisfied with the original mark, arrangements will then be made for the assessment to be re-marked by someone other than the original marker.

When considering whether to request a remark, you should bear in mind that the mark awarded on remark may be lower than the mark originally awarded, but the remark will be the final mark, irrespective of whether it is higher or lower than the original mark.
Students should be aware that Extenuating Circumstances cannot be used in conjunction with the request for a re-mark.

Online forms can be downloaded from the forms folder at EBS Postgraduate Taught Information on Moodle. Forms and are also available in hard copy format from the EBS Student Services desk. Completed forms, together with the original coursework and feedback, must be submitted to EBS Student Services desk within a **deadline of 14 calendar days** from when the coursework marks are made available to students.

5.9 REASSESSMENT IN COURSEWORK

EBS reassessment for all modules is by exam only, including the majority of modules assessed by 100% coursework. Exceptions to this are research modules which are assessed by 100% coursework, and their reassessment will be by coursework. Details of reassessment for each module is available on the Module Directory and Moodle. If the Board of Examiners has required you to complete assignments over the vacation, or to attend resit exams in September, 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 School will send you details of the assignments which you are required to undertake. If you haven’t received anything within three weeks of the results being published, you must contact your School or the Registry.

Revision sessions are provided at the start of the summer term followed by exams.

Student Guide to Examinations

Past Examination Paper Archives are available on Moodle:

EBS Postgraduate Taught Information

5.10 REFERENCING IN COURSEWORK

**What is referencing?**

Referencing is the system by which we acknowledge all sources used within a piece of work, either directly via quotes, or indirectly via paraphrasing and summarising. Referencing allows you to give credit to authors’ concepts and ideas, 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.

There are various systems of referencing, but the Harvard System of Referencing is the system that is widely used in many UK higher education institutions. This system uses an (Author’s surname, Year) when citing in text, and full details of these references are then given at the end of the work in a reference list. The exact details that you have to include in your reference list depend on what type of document the source is – for example a book, a journal article, a report, a webpage. You can find details regarding exactly what to include in your reference list on the EBS Student Resources Moodle page. The purpose of the reference list is to make it easy for someone else to follow up and trace the materials which you have used. Without full references, your tutor may be led into thinking you are trying to take credit for someone else’s work which is plagiarism.

Please seek advice from your module leader if you are unsure about referencing.
What is a reference list?
A reference list is a single, alphabetical list of ALL sources cited within your text, given at the back of EVERY assignment. The list is not numbered and you do NOT need separate lists for books, journals, web pages, pictures etc.

Example Reference List:

What is a bibliography?
A bibliography is a list of sources that have influenced the author’s work, but have not been cited within the text. A bibliography is rarely required.

Where do I find these details?
For books, details are usually found inside the front cover. Journal article details are often given under the abstract, or at the table of contents of the journal issue. For electronic journal articles, look at the top of the first page. For web pages, look at the top and bottom of the first page, the logos and, for the URL, in the address bar.

What is paraphrasing?
Paraphrasing is when you take some information from a source, and put it into your own words. You explain somebody's idea in your own words. Changing one or two words is not sufficient to correctly paraphrase. You still need to reference where the information has come from, although you do not need to use quotation marks, or give a page number.

Example:

ORIGINAL LOWE AND COOK (2003) TEXT:

Going to University is a challenging hurdle for most students but for others it is an intimidating leap into the unknown. The abrupt shift from the controlled environments of school or college and family to an environment in which the students are expected to accept personal responsibility for both academic and social aspects of their lives will create anxiety and distress, undermining their normal coping mechanisms. Some students will eventually cope simply by avoiding the challenge.

PARAPHRASED:

Starting University can be a challenge for many students as they move away from familiar environments at home and school/college, and as they take on more responsibility for their own learning, and well-being. This can cause anxiety and distress, and even withdrawal from programmes (Lowe and Cook 2003).

It is up to you how you word the sentence to include the reference citation. You should always try to place the citation as close to the element taken from that source, either at the start, within, or at the end of the sentence. For the above text, you could also use:

Lowe and Cook (2003) state that starting University can be a...
In a recent study on University transition by Lowe and Cook (2003), it was seen that starting University

What is quoting?
Higher education students should be able to paraphrase sources to demonstrate their own understanding of a subject. However, if you read a section of text, and feel that it is best said in the original words (for example a well-used phrase, or important speech), you should present it as a direct quote. You **MUST** always give the page number where the quote was taken from within your reference citation. Direct quotes should be written within speech marks (to facilitate recognition by plagiarism software), and the page number should be given. Short quotes can be given within a sentence; longer quotes should be indented within the text, although the use of long quotes should be avoided where possible.

What do I do if I have 2+ references by the same author?
List the references in chronological order, oldest first.

What does *et al* mean?
*et al* means ‘and others’, and should be used ONLY in text, when citing sources with 3 or more authors/editors. ALL authors should be given in the reference list, even if they are numerous, in the order they appear in the original source.

**Example in text:**
Fergey *et al* (2008) argue that study skills weekends prepare students effectively for the first year of University study.

**In Reference list:**

Do I need to say which edition I used?
Yes, this is very important in a reference list as editions vary in content, and page numbering. You should always write edition in full, to prevent confusion.

**Example:**

Do I need to include page numbers?
You should include page numbers in your in-text citation for books, when you can indicate precisely on a page or pages the information you are using. Therefore, direct quotes from books should always include the page number. Use p for a single page and pp for a range of pages. You can also use a colon.

**Example:**
Shah (2002, p.33) indicates that ...
Jones (2000, pp.17-20) disputes this claim
Wheeler (2002:32) argues that …

What is secondary citation?
Secondary citation (or indirect referencing) is when the source you are reading refers to, and references another source. If this information is important and you wish to use it, it is best practice to access the original source and read the information for yourself to check context and accuracy. Information on the source should be accessible via the reference list of the source you are currently reading.
If this is not possible, you should not really refer to the source, although if important, you can use secondary citation. In text, you would cite the original author (year), cited in the author you have read (year). In the list, you would only need to put the source you have actually accessed.

Example in text:
Illich (1981) refers to “shadow work” : tasks in society that were once the responsibility of extended families and close communities (Illich 1981, cited in Sherman and Judkins 1995 p.121)

Example in Reference list:
As you did NOT read Illich, you cannot list it. List what you have read, which is: Sherman, B. and Judkins, P. (1995) Licensed to Work. London: Cassell.

Do I need to reference pictures/diagrams used in text?
You should always cite and list ALL sources within your work, including any pictures/diagrams/graphs etc. taken from elsewhere.

Can I use, and reference a tutor’s lecture/handouts?
It is NOT acceptable to directly reference information given in lectures/handouts. You should obtain the relevant reference from that tutor, and seek the material independently, to enhance understanding and allow you to use the information in the correct context etc.

If I have accessed a source via the internet (i.e. a journal), how do I reference it?
This is becoming more common, as many articles and resources are becoming available online. It is best to reference according to the version you have accessed, so be truthful. Check the Quick Guide for details.

How can I make sure I’ve been consistent between my in-text citation and reference list?
Software is available which stores, and manages your references, and can generate lists for you. Endnote software is installed in all the centralised computer labs. The University has agreed a reduced rate for students to purchase EndNote X, of between £72 and £75 (incl VAT) depending on which option you choose. You can get the software and/or more information about the institutional account from the software catalogue. You will need to follow the instructions in the software catalogue and then enter your Essex username and password to purchase the software. However, there is still room for error with this software. You can also do this manually.

How do I reference electronic resources?
Many resources are now available electronically and the same principles of referencing should be applied. That principle is that anyone reading the work should be able to locate a first-hand copy of the data sources to which reference is being made. As webpages can be moved/removed, it is best practice to include the date you accessed and retrieved the data is required as well as the usual information.

Bibliography


6. EXAMS

6.1 EXAMINATION REGULATIONS

The General Regulations which govern examinations can be found via the website here www.essex.ac.uk/about/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 of 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 ESSEX BUSINESS SCHOOL POLICY ON THE USE OF DICTIONARIES/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). Your module leader will advise you regarding any exceptions.

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.

In EBS we do not permit the use of dictionaries in examinations.

6.4 GENERAL INFORMATION ABOUT SUMMER EXAMS AND EXAM RESULTS

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

6.5 ANONYMOUS MARKING POLICY

All formal examinations at the University of Essex are marked anonymously.
6.6 REASSESSMENT IN EXAMINATIONS

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

Remember that reassessment in examinations (and coursework) carries a fee.
7. REFERENCING AND GOOD ACADEMIC PRACTICE

7.1 STATEMENT ON 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. Failure to understand the academic conventions may result in you being found to have committed an academic offence (see section 5.6 Academic Offences Procedure).

The Talent Development Centre offers a Moodle course in referencing via their website at: www.essex.ac.uk/students/study-resources/tdc/writing/default.aspx
You can also find online referencing guides for the main referencing guides used by the University at: www.essex.ac.uk/students/study-resources/tdc/research/referencing.aspx
and attend workshops www.essex.ac.uk/students/study-resources/tdc/research/workshops.aspx

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

Remember, if you have any questions about referencing you can ask our academic staff, the EBS Learning Team, you can contact them on: ebslearn@essex.ac.uk or staff in the Talent Development Centre.

7.2 INFORMATION ABOUT WHERE TO SEEK GUIDANCE ON REFERENCING, INCLUDING LINKS TO THE RELEVANT REFERENCING SCHEME SEE SECTION 5.10

7.3 INFORMATION RELATING TO THE UNIVERSITY’S POLICY ON PLAGIARISM AND ACADEMIC OFFENCES SEE SECTIONS 4.6

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 in the Sports Hall.

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

Returning students are required to complete Online Registration. In addition to this, returning students who hold Tier 4 visas are required to complete a document check in person at the University’s main registration event in the Sports Hall. Returning students:

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

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.

8.1.3 Award Documents

As your studies draw to a close, 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.

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/

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.

8.3 IT SUPPORT, EMAIL ACCOUNT, COMPUTER LABS, FREE MS OFFICE, 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 IT labs, study group pods, software, computer servers and assistive technology is available here: www.essex.ac.uk/see/software

8.4 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 personal circumstances, 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, SUCH AS PRINTING SERVICES AND GROUP STUDY PODS

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

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.
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. YOU MATTER: HEALTH, WELFARE, SUPPORT AND SAFETY

10.1 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 on campus can listen and talk you through the issues.
http://www.essex.ac.uk/fees-and-funding/money/
http://www.essexstudent.com/advice/money/

10.2 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

10.3 FAITH GROUPS

We’re proud of our vibrant and diverse multi-cultural 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 students, staff and the wider community to meet, interact and engage with each other.
www.essex.ac.uk/students/experience/mfc

10.4 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
10.5 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. The SU runs a **safe minibus service** to and from off-campus residences at night – make sure you use it if you need to. For just £1 the safety bus collects from under podia at Sub Zero and will drop you to as near as your front door as possible, calling at stops in Wivenhoe, Greenstead, The Hythe and The Quays. The service runs Monday to Saturday 8.30pm – 3.30am and Sunday 8pm to midnight.

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.essex.ac.uk/students/experience/safety.aspx
www.essexstudent.com/services/safety_bus
www.essex.ac.uk/students/campus/emergency.aspx
www.essex.ac.uk/ohsas/fireSafety/peep.htm

10.6 RESIDENTS SUPPORT NETWORK (RSN)

Our **Residence Life** team is here to help you settle in and support you during your time living in University-provided accommodation. 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 concerns and complaints and they operate an on-call rota, from 5pm to 9am and on weekends.

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

10.7 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 to register with.

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

10.8 STUDENT UNION ADVICE CENTRE

The 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

10.9 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/records_management/policies/students.aspx
Section D: Essex Matters

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

11.2 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
www.essex.ac.uk/about/governance/regulations

11.3 ESSEX SPIRIT, SOCIAL MEDIA AND OTHER CHANNELS OF COMMUNICATION WITH STUDENTS

Keep up-to-date with important news, events and offers from our student communications team with our Essex Spirit blog. 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

11.4 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

11.5 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.
11.6 WHAT COMES NEXT?

PhD

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

Join our lively, global community of more than 100 research students from five continents. We offer a stimulating environment for you to conduct your research in, and supervision by world-leading academics. You’ll also benefit from **Proficio**, our University’s innovative and unique professional development scheme for doctoral students.
**Academic support hours**

Academic support hours are specific times that lecturers and member of a module teaching team are available to see students for one-to-one advice and guidance.

**Academic Year**

September/October until September

**Article**

A piece of research that has been reviewed by other academics (peer reviewed) before they are published. They are often published in an academic journal. This means that experts in the field of study will review and approve the article before the journal will publish it.

**The Big Essex Award**

An award that you can achieve by taking part in extra curricular activity. The Big E is a good addition to your CV.

**Class / Seminar**

Classes / seminars take place after the main lecture. You will be in a smaller group so that you can explore and extend further the themes and topics presented in the lecture through group discussion and interactive tasks.

**Compulsory Module**

must be taken, but some condonement of fails may be possible.

**Core Module**

must be taken and must be passed.

**Course Representative**

Each module and year group has a number of course representatives that work with EBS staff to continue to improve and develop EBS and the university. The student representatives are organised by the Student Union.

**Coursework**

work that you do as part of your module’s assessment. Coursework can include: essays, individual and group presentations, in-class tests, portfolios, reports, group case studies, literature reviews etc.

**Draft**

A first or preliminary piece of writing that you revise and rewrite.

**Employability and Careers Centre**

A centralised university service that can help you with your employability develop your skills, improve your CV and gain valuable experience.

**Essay**

An extended piece of writing on a particular theme or subject.

**Exam Board**

A group of academics from EBS and external examiners that agree the final exam results for each module.
<table>
<thead>
<tr>
<th><strong>Extenuating Circumstances</strong></th>
<th>During the course of your degree programme you might be faced with personal, medical or family problems that are outside your control and are negatively affecting your academic performance. Such problems are known as ‘extenuating circumstances’.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FASER</strong></td>
<td>On-line electronic coursework submission system.</td>
</tr>
<tr>
<td><strong>Frontrunners</strong></td>
<td>The University’s placement scheme which gives students the opportunity to undertake challenging employment around campus and develop the higher-level skills they need to compete for the best jobs. The scheme is open to all University of Essex students, and offers paid, on-placement training.</td>
</tr>
<tr>
<td><strong>GTA</strong></td>
<td>A graduate teaching assistant who is part of a module’s teaching team.</td>
</tr>
<tr>
<td><strong>Internship / Placement</strong></td>
<td>An internship or placement is a method of on-the-job training for professional careers. These positions may be paid or unpaid and are usually temporary.</td>
</tr>
<tr>
<td><strong>Journal</strong></td>
<td>An academic journal is a peer-reviewed publication in which research relating to a particular academic discipline is published. Academic journals serve as forums for the introduction and presentation for scrutiny of new research, and the critique of existing research.</td>
</tr>
<tr>
<td><strong>Labs</strong></td>
<td>Practical task-related classes for Finance and Accounting that take place in a computer lab.</td>
</tr>
<tr>
<td><strong>Languages for All</strong></td>
<td>Gives you the opportunity to study a language alongside their course at no extra cost for one year. Additional tuition in subsequent years is available for a fee.</td>
</tr>
<tr>
<td><strong>Late submissions</strong></td>
<td>Any work that is submitted for formal assessment after the published final assessment deadline.</td>
</tr>
<tr>
<td><strong>Lecture</strong></td>
<td>A lecture is usually delivered to a large group of students and is designed to: give an introduction or overview of a topic, summarise the key ideas, principles, or controversies, stimulate your own thinking and provide you with reading and ideas to follow up afterwards.</td>
</tr>
<tr>
<td><strong>Listen Again</strong></td>
<td>A lecture recording service which records the audio and video output of the teaching computer in nearly all centrally timetabled teaching rooms across Colchester and Southend campuses. It allows students to ‘Listen Again’ to their lectures at a later date. The service is available in nearly all centrally timetabled teaching rooms or lecture theatres where the recording equipment is installed.</td>
</tr>
<tr>
<td><strong>Module</strong></td>
<td>A unit of study – a degree programme consists of a</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Module credits</td>
<td>Modules have a credit value of 10 or 20 credits.</td>
</tr>
<tr>
<td>Moodle</td>
<td>Moodle is a Virtual Learning Environment. Each module has a Moodle page where lecture materials, notes and relevant information is posted for students to access.</td>
</tr>
<tr>
<td>myEssex</td>
<td>Each student has their own myEssex which a personalised portal for all information linked to your degree programme and university experience.</td>
</tr>
<tr>
<td>Outside option</td>
<td>A module which you can choose which is delivered by another university department.</td>
</tr>
<tr>
<td>Personal Tutor</td>
<td>Every student has a personal tutor to provide academic advice and guidance. You will have the same personal tutor throughout your degree programme.</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Plagiarism is taking and using somebody else’s ideas, thoughts, writings or inventions as your own. It is a type of cheating.</td>
</tr>
<tr>
<td>Reading list</td>
<td>A list of texts that you should read for a module.</td>
</tr>
<tr>
<td>Referencing</td>
<td>To clearly show the ownership of information and the full details of where you found it.</td>
</tr>
<tr>
<td>Seen question</td>
<td>An exam question which you are given before the exam so that you can research your answer.</td>
</tr>
<tr>
<td>Skeleton / Sketch answer</td>
<td>An essay outline – written in notes or bullet points. It is not a draft.</td>
</tr>
<tr>
<td>Student Feedback – SAMTs</td>
<td>A feedback questionnaire that is carried out at the end of each term for each module. The questionnaire focuses on teaching and learning.</td>
</tr>
<tr>
<td>Student Support</td>
<td>A range of support services for students to help them adapt to university life.</td>
</tr>
<tr>
<td>Student Surveys – NSS / SSS</td>
<td>An annual student questionnaire that is carried out once per year. The questionnaire focuses on the whole university experience.</td>
</tr>
<tr>
<td>Student Union</td>
<td>The Students’ Union is the organisation that represents the interests of students within the University of Essex.</td>
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<tr>
<td>Student Union Societies</td>
<td>Societies are similar to clubs and help you meet people with similar interests. The societies are run by students for students.</td>
</tr>
<tr>
<td>Study Leave</td>
<td>A period of leave that an academic is given in order to carry out academic research.</td>
</tr>
<tr>
<td>Test</td>
<td>A short exam that can form part of the coursework for a module. Tests are often carried out electronically/on-line.</td>
</tr>
<tr>
<td>The V Team</td>
<td>Is organised by the Student Union and organises</td>
</tr>
</tbody>
</table>
projects that students can take part in by volunteering. You can join the projects at any time and it’s a good way to meet new people and get involved in something interesting and different.

**Weighting**

Each module is assessed by a combination of coursework and an exam. The value of each part is the weighting – e.g. Coursework 40% exam 60%. The weighting can vary between modules.

**Workshop**

Classes that aim to improve and develop practical skills, usually in small groups.

Further information and full details can be found in the relevant section of the handbook.

12.1 Using academic support hours

**Academic support hours** can be used to:

A. speak to a Module Leader or a member of the module teaching team **OR**
B. speak to your Personal Tutor for general study advice, help with feedback and module choices, advice on progression or to discuss any difficulties you may be experiencing with your studies.

All members of a module teaching team and academic staff have academic support hours. Some lecturers prefer you to make an appointment by email, others schedule a designated time for drop-in sessions. You should check with the lecturer or on the module Moodle page. This may be the only time a lecturer is available to help you with your studies, so it’s important you come prepared. Meeting with your lecturer can help you with your studies. Use this checklist to help you so that you make best use of the time.

- Be clear about what you want to discuss.
- Take a list of questions with you.
- Ask questions if you don’t understand something. If you still don’t understand, let the lecturer know.
- Take notes during the meeting so that you can review the discussion.
- Take the opportunity to ask questions about anything else you’d like clarification or help with.
- Don’t wait until just before exams or coursework deadlines – make an appointment this week!
- Don’t wait until the end of term to make an appointment.
- Be punctual.
- Remember that other students might be waiting for an appointment.
- Be polite.

**TOPICS YOU COULD DISCUSS**
• Feedback on your coursework.
• General progress in a specific module.
• Clarification or help with a theme or topic from a lecture or seminar.
• Feedback across several pieces of coursework.
• Clarification to help you understand the coursework requirement.
• Advice on further research in a specific area.
• General advice on the subject.
• Information and advice on the subject area or field that could help you decide what to do after you graduate.
• Your progress in general.
• Module choices.
• Any difficulties you may be experiencing with your studies.
• Changing your programme.

<table>
<thead>
<tr>
<th>FAQs</th>
<th>You could speak to..................</th>
</tr>
</thead>
<tbody>
<tr>
<td>I didn’t understand much of the lecture this week.</td>
<td>Module Leader</td>
</tr>
<tr>
<td></td>
<td>EBS Learning Team (Bev)</td>
</tr>
<tr>
<td>I’m finding it difficult to write essays.</td>
<td>Programme Director</td>
</tr>
<tr>
<td></td>
<td>EBS Learning Team (Bev)</td>
</tr>
<tr>
<td>I’m finding the work really difficult.</td>
<td>Programme Director</td>
</tr>
<tr>
<td></td>
<td>EBS Learning Team (Bev)</td>
</tr>
<tr>
<td>What is referencing?</td>
<td>EBS Learning Team (Bev)</td>
</tr>
<tr>
<td>How can I improve my essays/ coursework?</td>
<td>EBS Learning Team (Bev)</td>
</tr>
<tr>
<td></td>
<td>Programme Director</td>
</tr>
<tr>
<td>What are the best module options for me?</td>
<td>Programme Director</td>
</tr>
<tr>
<td>I’m not sure about studying at university.</td>
<td>Programme Director</td>
</tr>
<tr>
<td>How do you do research?</td>
<td>EBS Learning Team (Bev)</td>
</tr>
<tr>
<td></td>
<td>Programme Director</td>
</tr>
<tr>
<td>I don’t really understand what we have to do for the coursework.</td>
<td>Module Leader</td>
</tr>
<tr>
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<td>EBS Learning Team (Bev)</td>
</tr>
<tr>
<td>What should I study for the exam?</td>
<td>Module Leader</td>
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<tr>
<td>I don’t understand the feedback on my work.</td>
<td>Module Leader</td>
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<td>EBS Learning Team (Bev)</td>
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<tr>
<td>I’m finding it difficult to organise my time</td>
<td>Programme Director</td>
</tr>
<tr>
<td>How can I get a good grade?</td>
<td>Module Leader</td>
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<td>EBS Learning Team (Bev)</td>
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<tr>
<td>Issue</td>
<td>Contact</td>
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<tr>
<td>I’m worried about my maths.</td>
<td>BE399 Module Leader</td>
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<td>EBS Learning Team (Bev)</td>
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<td>I need a personal reference.</td>
<td>Dissertation supervisor</td>
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<td>Programme Director</td>
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<td>I’m having problems with my English</td>
<td>EBS Learning Team (Bev)</td>
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<td>I’m worried about plagiarism</td>
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<td>Programme Director</td>
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<tr>
<td>I don’t understand the grade I’ve been given</td>
<td>Module Leader</td>
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<td>EBS Learning Team (Bev)</td>
</tr>
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</table>
This document is important and should be kept for reference throughout your research studies
September 2017

Whilst the information contained in this booklet, compiled in September 2017 is believed to be correct at the time of printing, the School reserves the right to update, modify or even withdraw specific aspect of the programme where academic developments or unexpected contingencies render such action necessary or expedient in the judgment of the Director of School. Please note that if there is a conflict, then University regulations take precedence over Departmental regulations. Any updates to documentation will be available via Moodle.

The University will assume that you are aware of the contents of this handbook and of University and School procedures and regulations.