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Section 1: Introduction

1. Introduction and Welcome

Welcome to the School of Law and Human Rights Centre. The members of the School and the Centre hope you will enjoy your stay here. We hope that you will soon settle in and become familiar with how the School and Centre work. The year will make many new demands on you as you take the next steps in your academic development - it should be challenging, but very rewarding as you focus on your own special areas of interest.

This handbook has been designed to give you essential information about School of Law, Human Rights Centre and the University.

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

Remember that at Essex, we don’t separate our students and academic staff, or our professional services staff from our alumni. Everyone is a member of our community for life. Our three uniquely intimate campuses encourage an inter-weaving of people, ideas and disciplines. We celebrate diversity and challenge inequality. Whatever your background, race or sexual orientation, you’re part of a vibrant community that lives, learns and plays together.

We revise the handbook annually and any suggestions you might have to improve this source of information are welcome, please email lawpgradadmin@essex.ac.uk. For administrative enquiries and questions about your course – ask one of the administrative staff in the School’s General Office.

Enjoy your time at Essex.

Professor Karen Hulme
Head of School

About this handbook

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

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

Caveat

The information included in this handbook is correct at the time of publication, however, it is possible that changes do occur and sometimes at very short notice. In such cases, the School of Law including the Human Rights Centre reserve the right to update, modify or even withdraw specific
courses/modules or staffing arrangements or methods of assessment where academic developments or unexpected contingencies render such action necessary or expedient in the judgement of the Head of the School. If there are any discrepancies between this document and the University or School documents, then official University or School documents take precedence.

1.1 Term Dates 2017-2018

- Autumn Term: 5 October 2017- 15 December 2017
- Spring Term: 15 January 2018-23 March 2018
- Summer Term: 23 April 2018- 29 June 2018

1.2 PGR Calendar 2017-2018

Supervisory Board Meetings should be arranged amongst supervisors and students and held during the Supervisory Board Rounds time frame given below.

<table>
<thead>
<tr>
<th>Supervisory Board Rounds</th>
<th>Research Students’ Progress Committee</th>
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<tbody>
<tr>
<td><strong>End of year Boards</strong></td>
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</tr>
<tr>
<td>January Cohort</td>
<td>13 December 2017</td>
</tr>
<tr>
<td>27 November- 04 December 2017</td>
<td></td>
</tr>
<tr>
<td>April Cohort</td>
<td>21 March 2018</td>
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<tr>
<td>05 – 12 March 2018</td>
<td></td>
</tr>
<tr>
<td>October Cohort</td>
<td>13 June 2018</td>
</tr>
<tr>
<td>28 May – 04 June 2018</td>
<td></td>
</tr>
<tr>
<td>Summer Term Deferred cases only</td>
<td>13 June 2018</td>
</tr>
<tr>
<td>20 – 27 August 2018</td>
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<tr>
<td><strong>Interim Boards</strong></td>
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<tr>
<td>October Cohort</td>
<td>Summer Term Deferred cases only</td>
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<tr>
<td>27 November- 04 December 2017</td>
<td>29 August 2018</td>
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<tr>
<td>January Cohort</td>
<td></td>
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<tr>
<td>28 May – 04 June 2018</td>
<td></td>
</tr>
<tr>
<td>April Cohort</td>
<td></td>
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<tr>
<td>1- 8 October 2018</td>
<td></td>
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</table>

**IMPORTANT:** Students in their completion year need a board at the end of every term, unless they are about to submit their thesis before the next term starts.

1.3 myEssex

myEssex is a student web portal which offers you a structured set of links to online services and information that have been customised with your needs in mind, for example myEssex automatically provides links to information about your scheme of study and modules, as well as links to the relevant departments/schools. You can personalise myEssex further by adding and hiding links, adding personal contacts and by changing the look of the pages. For more information log on at: [https://www.essex.ac.uk/myessex/](https://www.essex.ac.uk/myessex/)
1.4 Student Responsibilities

Professional doctorate students have a responsibility to:

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

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

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

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

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

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

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

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

- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. In the case of professional practice, this will usually take the form of a professional practice portfolio which forms part of the assessment for the degree. In the case of research, this may take the form of a log book or research portfolio to be signed off by your supervisor, but will not be part of the assessment for the research component.

- Inform the relevant module coordinator or supervisor and/or the PD Director promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students’ Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.

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

- You must present your thesis for examination by the end of the final term of your minimum period or completion period, depending on your programme of study. A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted, an extension, you will not be expected to register or pay the prescribed fee for that two week period. If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree unless you are permitted an exceptional further period of completion. Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.

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

2 About the School of Law and the Human Rights Centre

The School of Law
At Essex we teach the law that matters. Consistent with our founding ethos, we are ‘freer, more daring and more experimental’ than a traditional law school. Your legal education has to be relevant and responsive to the needs of a changing society, so our approach is global in outlook, based on justice, and engaged with real-world problems.

The Human Rights Centre
The Human Rights Centre is housed within the School of Law and run by core staff supported by other members from across different departments at the University. All members of the Human Rights Centre research and teach in the field of human rights, and many pursue activities linked to human rights-based litigation, international organisations, international and national nongovernmental organisations, research networks and other academics courses.

Home page [http://www.essex.ac.uk/hrc/](http://www.essex.ac.uk/hrc/)
2.1 Academic Staff Information
There is a list of the academic staff based in the School and Human Rights Centre available on our webpages. As well as your appointed supervisor who may not be listed, below are details of key staff members that may be useful.

Most academic staff work from 9am-5pm Monday to Friday during term-time. However, they tend to have busy schedules so you should check their office house or email/telephone first if you need an appointment. Their availability in the vacations will normally be much more limited as they may be undertaking research or on holiday. You cannot generally expect to receive a prompt response to any emails that you send to teaching staff during vacations. If you have an urgent query during the vacations, you can contact the Law General Office.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone Ext.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Karen Hulme</td>
<td>Head of School</td>
<td>5S.6.20</td>
<td>2139</td>
<td><a href="mailto:klhulm@essex.ac.uk">klhulm@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Olugbenga Bamodu</td>
<td>Director of Research Students</td>
<td>5S.6.27</td>
<td>3535</td>
<td><a href="mailto:oobamodu@essex.ac.uk">oobamodu@essex.ac.uk</a></td>
</tr>
<tr>
<td>Professor Lorna Woods</td>
<td>Director of Research and Deputy Head of School (Autumn and Summer terms) On Research leave Spring 2018</td>
<td>5S.7.31</td>
<td>2905</td>
<td><a href="mailto:lmwoods@essex.ac.uk">lmwoods@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Hedi Viterbo</td>
<td>Research Ethics Officer</td>
<td>4SB.5.19</td>
<td>TBC</td>
<td><a href="mailto:hv16407@essex.ac.uk">hv16407@essex.ac.uk</a></td>
</tr>
<tr>
<td>Ms Penny Brearey-Horne</td>
<td>Director of Student Support/ Departmental Disability Liaison Officer</td>
<td>5S.5.19</td>
<td>3723</td>
<td><a href="mailto:pbrear@essex.ac.uk">pbrear@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Karen Brennan</td>
<td>Deputy Director of Student Support/ Departmental Disability Liaison Officer</td>
<td>4SB.5.17</td>
<td>4832</td>
<td><a href="mailto:kbrennan@essex.ac.uk">kbrennan@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
2.2 Administrative Staff Information
The administrative team in the School are your first port of call for any non-academic matters. If they are unable to help directly they will be able to point you in the right direction.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie Tuxford</td>
<td>School Manager</td>
<td>Office: 5S.5.13 Ext: 2586 Email: <a href="mailto:jtuxford@essex.ac.uk">jtuxford@essex.ac.uk</a></td>
</tr>
<tr>
<td>Kimberley Stockley</td>
<td>Deputy School Manager (deputises in Jamie’s absence)</td>
<td>Office: 5S.5.5 Ext: 3751 Email: <a href="mailto:k.stockley@essex.ac.uk">k.stockley@essex.ac.uk</a></td>
</tr>
<tr>
<td>Catherine Gentry</td>
<td>Executive Officer – Events and Communications</td>
<td>Office: 5S.5.27 Ext: 2567 Email: <a href="mailto:cgentry@essex.ac.uk">cgentry@essex.ac.uk</a></td>
</tr>
<tr>
<td>To be confirmed</td>
<td>Senior Administrator (Events and Communications)</td>
<td>Office: 5S.5.27 Ext: 2762 Email: <a href="mailto:lawhrcevents@essex.ac.uk">lawhrcevents@essex.ac.uk</a></td>
</tr>
<tr>
<td>Natalia Evripidou</td>
<td>Administrator (Events and Communications)</td>
<td>Office: 5S.5.27 Ext: 4736 Email: <a href="mailto:ne16448@essex.co.uk">ne16448@essex.co.uk</a></td>
</tr>
<tr>
<td>Mandy Gray</td>
<td>Senior Administrator (Finance)</td>
<td>Office: 5S.5.5 Ext: 4862 Email: <a href="mailto:mandyg@essex.ac.uk">mandyg@essex.ac.uk</a></td>
</tr>
<tr>
<td>Lorraine Pearce</td>
<td>Administrator</td>
<td>Office: 5S.5.5 Ext: 4736 Email: tbc</td>
</tr>
</tbody>
</table>

Events and Communications Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catherine Gentry</td>
<td>Executive Officer – Events and Communications</td>
<td>Office: 5S.5.27 Ext: 2567 Email: <a href="mailto:cgentry@essex.ac.uk">cgentry@essex.ac.uk</a></td>
</tr>
<tr>
<td>To be confirmed</td>
<td>Senior Administrator (Events and Communications)</td>
<td>Office: 5S.5.27 Ext: 2762 Email: <a href="mailto:lawhrcevents@essex.ac.uk">lawhrcevents@essex.ac.uk</a></td>
</tr>
<tr>
<td>Natalia Evripidou</td>
<td>Administrator (Events and Communications)</td>
<td>Office: 5S.5.27 Ext: 4736 Email: <a href="mailto:ne16448@essex.co.uk">ne16448@essex.co.uk</a></td>
</tr>
</tbody>
</table>

Executive Services Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandy Gray</td>
<td>Senior Administrator (Finance)</td>
<td>Office: 5S.5.5 Ext: 4862 Email: <a href="mailto:mandyg@essex.ac.uk">mandyg@essex.ac.uk</a></td>
</tr>
<tr>
<td>Lorraine Pearce</td>
<td>Administrator</td>
<td>Office: 5S.5.5 Ext: 4736 Email: tbc</td>
</tr>
</tbody>
</table>
## Education Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
<th>Office</th>
<th>Ext.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie Seakens</td>
<td>Executive Officer - Education</td>
<td>The Executive officer oversees the Undergraduate team with guidance from Kimberley.</td>
<td>5S.5.5</td>
<td>2529</td>
<td><a href="mailto:jseakens@essex.ac.uk">jseakens@essex.ac.uk</a></td>
</tr>
<tr>
<td>Elizabeth Harvey</td>
<td>Administrator - Undergraduate</td>
<td>Liz supports the Education Team working primarily on Third and Final year Undergraduate administration for all students and modules in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>4810</td>
<td><a href="mailto:liz.harvey@essex.ac.uk">liz.harvey@essex.ac.uk</a></td>
</tr>
<tr>
<td>Konstantina Koutsouroumpa</td>
<td>Senior Administrator- Research Students</td>
<td>Konstantina looks after the postgraduate administration for all students in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>2585</td>
<td><a href="mailto:lawpgradmin@essex.ac.uk">lawpgradmin@essex.ac.uk</a></td>
</tr>
<tr>
<td>Hayley Milburn</td>
<td>Senior Administrator – Postgraduate Taught</td>
<td>Hayley is responsible for the administration of all LLM and MA students and modules in the School of Law and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>2587</td>
<td><a href="mailto:hmilburn@essex.ac.uk">hmilburn@essex.ac.uk</a></td>
</tr>
<tr>
<td>Katrina Radford</td>
<td>Administrator - Undergraduate</td>
<td>Katrina supports the Education Team working primarily on Second year Undergraduate administration for all students and modules in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>2852</td>
<td><a href="mailto:kr16270@essex.ac.uk">kr16270@essex.ac.uk</a></td>
</tr>
<tr>
<td>To be confirmed</td>
<td>Administrator - Undergraduate</td>
<td>This Administrator will support the Education Team working primarily on First year Undergraduate administration for all students and modules in the School and Human Rights Centre.</td>
<td>5S.5.5</td>
<td>tbc</td>
<td><a href="mailto:lawugadmin@essex.ac.uk">lawugadmin@essex.ac.uk</a></td>
</tr>
<tr>
<td>Mei Mei Tang</td>
<td>Senior Administrator – Double degree/ international Mobility.</td>
<td>Mei Mei looks after the double degree and international mobility students and modules in the School and Human Rights Centre. Mei Mei also assists Hayley with the Postgraduate administration of all PGT students.</td>
<td>5S.5.5</td>
<td>4461</td>
<td><a href="mailto:mei.mei.tang@essex.ac.uk">mei.mei.tang@essex.ac.uk</a></td>
</tr>
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## Student Engagement Intern

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
<th>Office</th>
<th>Ext.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamza Kazmi</td>
<td>Project Worker</td>
<td>Hamza works to ensure all students are supported in making the most of their time within the School of Law &amp; Human Rights Centre. He will be organising fun, social events for students relating to their course, get to know the university campus and feel part of the global diverse community we have at Essex.</td>
<td>5S.5.5</td>
<td></td>
<td><a href="mailto:projectworkerlaw@essex.ac.uk">projectworkerlaw@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
2.3 Law General Office
The School of Law and Human Rights Centre are situated in the South-East (SE) corner of Square 4, on levels 4, 5, 6 and 7. The General Office is in room 5S.5.5.

Opening Hours during Term Time:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>10:00am-</td>
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<tr>
<td>4.00pm</td>
<td>4.00pm</td>
<td>12.45pm</td>
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Vacation Opening Hours:

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<th>Monday</th>
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<tbody>
<tr>
<td>9:45am</td>
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<td>12:45pm</td>
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<td>12:45pm</td>
</tr>
</tbody>
</table>

Our Location
The School of Law is situated in the South East corner of Square 4, on levels 4, 5, 6 and 7. The Postgraduate Research Administrator is situated in the Law General Office on level 5 (5S.5.5)

Postgraduate Research Enquiries (PGR): lawpgradadmin@essex.ac.uk

2.4 Resources supplied or maintained by the School of Law
The School of Law rooms for postgraduate research students are: Rooms 5S.5.1 and 4S.4.18. Keys for the rooms are available on request in the Law General Office. A refundable deposit of £5.00 per key is required. The department along with the help of the PhD Course rep have responsibility to allocate desk spaces to new research students.

The School of Law and Human Rights centre asks all Postgraduate Researchers to keep the rooms in a good order. A desk in a PhD study room is not a store room for your personal belongings; please consider the other students who share your room with you (not disturbing other students with unnecessary talk or music).

It is our policy to try to make basic computing facilities available in the postgraduate research students’ room, and each machine is connected to the University network and the internet. You will need to register with the Computing Services if you wish to use the network facilities. There are around ten computer laboratories on campus and all of these are available to you (unless in use for teaching). A leaflet available from Computing Services points you towards the location of these laboratories. Information on Computer IT skills and Training information can be found at:

http://www.essex.ac.uk/it/about/guidelines/

The Law Common Room 5S.6.17
The Law Common room is a quiet study and social space for all our students and staff to use. The common room cannot be booked out for meetings and is therefore an open space. Please be considerate to other people using the space.

2.5 Departmental Support and the role of your Supervisor

Supervisor Responsibilities
Supervisors need to familiarise themselves with the University Code of Practice (http://www.essex.ac.uk/academic/docs/regs/prdcode.shtm) on Postgraduate Research Degrees.

Two Supervisors are normally appointed for the duration of the student's registration for the PhD/MPhil degree and they have the following responsibilities:

(i) help with the formulation of the problem to be elaborated in the thesis
(ii) give guidance on the appropriate methodologies to be employed; including advice on attaining that standard by following the milestones;
(iii) suggest additional relevant literature to be consulted
(iv) assist the student in developing a clear timetable of work
(v) read and comment on outlines, position papers, draft chapters, etc.
(vi) maintain regular contact with their students through meetings until the thesis has been submitted and, if this arises, during any referral period. In the case of distance learning student’s supervisors must maintain regular contact with the student through electronic and/or other means.

(vii) ensure supervisory board meetings are arranged for each student in accordance with the requirement set out in section 2.3 of this handbook.

(viii) report on each student’s progress to the supervisory board indicating what has been achieved and whether they meet the required milestone.

**Accessibility, Contact and leave**

You should normally meet with your supervisor at least monthly during the three years of supervision. Meetings should normally last for at least half an hour. You or your supervisor may request a meeting at other reasonable times. You and your supervisors should advise the PGR administrator and Academic Section of any lengthy absences during vacations.

In the case of distance learning students or students who are away from the University on fieldwork, you should maintain regular contact with your supervisor through electronic or other means. Supervisors should inform the PGR administrator if it is not possible to establish contact.

If your supervisor is on leave and cannot provide supervision during that period, it is your supervisor’s responsibility to ensure that replacement supervision is in place. Supervisors should keep each student well informed in advance about any prospective periods of leave and the planned supervisory arrangements during the leave.

**Records of meetings and written work**

You and your supervisors need to keep a record of dates of formal supervisions and of written work submitted, including when feedback was provided, which can be produced later. All documents and records from supervision meetings must be uploaded to Moodle.

**Advising you the student, on progress**

The supervisor provides feedback on your work and warns and advises you in writing, with a copy to the PGR Director (Research) where work is not of the appropriate standard or is being produced too slowly, and of steps which might be taken to remedy the situation.

Significant needs or circumstances

Please inform your supervisor promptly if there are any specific needs or circumstances likely to affect your work progress.

**Research training for PGR students**

Your supervisor will help you to identify and record your training needs at the beginning of your studies and will review them on a regular basis. You should take advantage of the range of opportunities for developing appropriate and research skills and that a record of course/workshop completion and attendance is kept. This may be in the form of a copy of a record maintained by the student that has been signed off by the supervisor.

Health and safety

Familiarise yourself with guidelines on health and safety and intellectual property, for details visit the website Research and Enterprise Office [https://www.essex.ac.uk/reo/governance/human.aspx](https://www.essex.ac.uk/reo/governance/human.aspx).

**Supervisory problems**

Discuss any supervisory problems with your supervisors in the first instance. Or, if you prefer with the PGR Director, the Head of School or, PGR Administrator. Alternatively, if you feel unable to talk to a member of the staff in the Law School, you should contact the Registry to discuss your problems. Any discussions will remain confidential if requested.

**Student support issues**

For research students, the first point of contact, for student support issues will normally be the supervisors. If for any reason you are reluctant or unable to speak to your supervisors about a pastoral matter, you should contact the PGR Administrator, the PGR Director or the Head of the School of Law. This represents an important opportunity for the School to identify any difficulties you might be experiencing and to advise you in the matter. We will assist you in finding sources of further information and help within the University, both academic and pastoral.
Staffs in the School of Law are encouraged to refer those students whose difficulties are clearly not of an academic nature to the Student Support Office (website http://www2.essex.ac.uk/stdsup/)

2.6 Correspondence and Communication
Every student is allocated a University e-mail account and this account will be used by the School’s administrators in order to contact you regarding important and urgent matters. It is therefore imperative that you check your University e-mail account regularly, preferably every day. Further details regarding your University of Essex email account can be in the section IT support, Wi-Fi, email account, free MS office, computer labs, and m: drive.

Section 2: Academic Matters

3. Learning and Teaching

3.1 Brief statement about learning, teaching and your MPhD
All students are registered on the MPhil/PhD dual registration category, pending confirmation of their PhD status at the end of the third term of study (end of third year for part time students). Research students have a three year minimum period (six years for part-time students). All students have a Page 20 of 37 Postgraduate research student handbook © University of Essex 2016 one-year completion period (11 months), whether they are full-time or part-time. Students can register for a maximum period of four years if full-time or seven years if part-time. They are required to submit their thesis for examination before the end of their completion year, which is year four of their studies for full-time students or year seven for part time students. The Higher Degree Regulations outline the minimum and maximum periods for PGR students http://www.essex.ac.uk/about/governance/regulations/.
Please refer to HDR 4.6 – 4.26 and Appendix 1 (at the bottom of the webpage if accessing via the URL above).

3.2 Information about Moodle

3.2.1 Moodle
The University of Essex uses Moodle as a major online learning environment to enhance the teaching we give at the University. Moodle provides you with access to your course materials and allows you to make use of a number of useful built-in facilities to enhance your learning experience, such as discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.
www.essex.ac.uk/dsh/moodle

3.2.2 PhD Portfolio on Moodle
The Portfolio based system is designed to enable students and supervisors to see what is expected at each of the key steps in the PhD. It also provides a vehicle for communication between supervisors and students. Students are allocated a space in Moodle https://moodle.essex.ac.uk/ at the start of their studies.

Students needing training to become acquainted with the system should contact your PGR Administrator training induction for Moodle will be provided at the PhD induction meeting in October for new students.

3.3 Registration, intermitting and changing your degree
All new students and returning students must register at the start of each academic year. The full process for new students includes activating your student record for the academic year, your email account, access to IT and library services, enrolment on modules and confirming your contact details. You should discuss any proposed change of degree title with your supervisor. One you have decided you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form (available here: www.essex.ac.uk/esf/)
Until your final term, you may request a transfer from one mode of study to another, for example from full time to part time, including distance learning, or vice-versa. You should discuss any proposed change with your supervisor.

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

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

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

Maximum and Minimum periods of study from 2008-09

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

(Table taken from the Principal Regulations for Research Degrees – Appendix 1)

3.4 Supervision
PGR Supervisory Boards - Composition
Supervisory boards should normally consist of the supervisors, the student, plus at least one other member of academic staff who should chair the board.

3.4.1 Advice, monitoring and reports
The purpose of supervisory boards is to monitor the students’ progress and to provide them with a fresh perspective on their work; the possibility to benefit from the research experience of academics other than the supervisor(s); and an opportunity to reflect on their progress and experience to defend their work. It is the role of the chair of the board to prepare a formal report on the students’ progress for the Research Students Progress Committee. At least one week before each meeting, the supervisory board should receive a copy of the Student Summary Report from the students on their progress with a work plan. The Student Progress Summary Report proforma is available at: http://www.essex.ac.uk/law/current/default.aspx.

As and when required by the members of the board, students also need to submit drafts of the work they completed by uploading the document/s onto Moodle. https://moodle.essex.ac.uk/

At the end of the meeting, the chair should complete a report of the board, including any recommendations made. If there is concern about the students’ progress this must be indicated clearly in the Supervisory Board report. A copy of the report, signed both by the chair and the supervisor, should be forwarded to the Postgraduate Research Administrator.

Exceptionally, if a student or supervisor is away from the University during the period when the Board is due, the Board can be held by Skype or video-link.
Supervisory Board Reports are sent to students by email after the Research Students Progress Committee assessed them.

3.4.2 Timetabling and frequency of supervisory board meetings
Supervisors should ensure that meetings of supervisory boards with the student are arranged at least twice a year for full-time students and once a year for part-time students, until they have submitted their thesis. During completion year, a supervisory board is required at the end of each term.

Failure to hold a supervisory board at the required time might result in the student’s registration being suspended and may impact funding and visa requirements. Tier 4 students may be required to leave the UK.

October Cohort
Supervisory boards should be held in December (interim) and in June (end of year). Students enrolled in October 2017 need to have their confirmation board in June 2018.

January Cohort
Supervisory boards should be held in December (end of year) and June (interim board). Students enrolled in January 2018 need to have their confirmation board in December 2018.

April Cohort
Supervisory boards should be held in March (end of year) and in October (interim board). Students enrolled in April 2018 need to have their confirmation board in March 2019.

Part-time
Part-time students have only one supervisory board a year. The confirmation board needs to be held at the end of the second year of studies.

If boards cannot be held at the times specified above, the PGR Director and the PGR Administrator should be informed by email giving the new date of the meeting and a brief explanation for the change. Remember that delays in holding the supervisory board may have adverse effect on the students’ registration. The PGR Committee reports back to Registry before the first Monday of July.

Board membership and internal examining
No member of staff who has been a member of a supervisory board during the final six months before submission of the thesis may be nominated as the internal examiner.

Confirmation Board – M1
The M1 Confirmation Board follows the first Interim Board and takes into account the overall progress of the student. The Confirmation Board makes a recommendation to the Research Students Progress Committee on whether to confirm a student’s PhD status primarily on the basis of a piece of written work that draws upon and engages with the primary sources for the thesis, for example a draft chapter or working paper on a particular problem. However this piece must be sufficiently analytical to demonstrate the capacity to produce work of PhD quality. This must be submitted to the members of the supervisory board and uploaded on to Moodle https://moodle.essex.ac.uk/ 2 weeks prior to the supervisory board meeting.

If PhD status is not confirmed at the meeting, the case will be reconsidered at the next supervisory board. The confirmation decision may only be deferred once.

The Confirmation Board can make the following recommendations to the Research Students Progress Committee:
- Confirm PhD status
- Defer a decision to the next board
- Downgrading to MPhil
- Discontinuation
If, following the second confirmation board, PhD status is not confirmed, then the board will recommend to the Research Students Progress Committee either downgrading to MPhil or discontinuation. At this point, a student has a right of appeal against that decision. The Research Students Progress Committee’s recommendation is made to the Deputy Dean (Education) in Registry.

Completion Board – M3

For all research students, the supervisory board that is held at the end of a student’s minimum period will consider whether they are ready to move into completion. A recommendation that a student should be allowed into completion can only be made if there is clear evidence that the student is likely to complete the thesis within the eleventh month of the completion period.

Research Students Progress Committee (RSPC)

The purpose of the Research Students Progress Committee is to review the progress of every student through to submission or withdrawal, on the basis of the reports from the supervisory board, which should include the written report from the student. The Research Students Progress Committee is responsible for making decision on confirmation of PhD status; allowing the student to proceed to the next year of study and permitting students into completion.

3.4.3 Composition and role

The RSPC consists of the PGR Director, the PGR Director who acts as chair and three appointed academic members of staff. It reviews the progress of every student through to the award of a degree, on the basis of the reports from the supervisory board, including the written report from the student. A recommendation to Registry for discontinuation, downgrading or upgrading, to confirm PhD status, or to permit entry into completion can only be made by the RSPC. When the RSPC considers a recommendation from a student’s supervisory board to discontinue, downgrade, or not confirm the PhD status or not allow the student to move into completion year, its membership must include at least two members who were not on the student’s last supervisory board.

3.4.4 Frequency and timing

The RSPC meets three times a year, in June, December and April to review the progress of all PGR students. The progress review throughout the academic year may either take the form of a meeting of the RSPC or of a review of the progress of all research students by the PGR Director on the basis of the written reports from supervisory boards.

Reports and recommendations to the Dean

The RSPC forwards a copy of the supervisory board report on each student to the Deputy Dean (Education) recommending in each case that:

i. the student be allowed to proceed with his/her studies either unconditionally or subject to further review at a specified date if appropriate;

ii. or the student’s status should be altered (e.g. upgraded from an MPhil to a PhD; downgraded; minimum period extended);

iii. the student’s studies should be discontinued.

In all cases in which the Research Students Progress Committee does not recommend that the student can proceed to the next stage of studies, the student should be informed in writing of the Committee’s recommendation and of the opportunity to request a review thereof.

3.5 PhD Milestones

Research Milestones for students who started before October 2015

Note the Milestones 2014-15 should be read along with the document titled Research Students’ Milestones – Academic Year 2014-15.

The milestone document can be accessed at http://www.essex.ac.uk/law/current/default.aspx

Research Milestones 2016-17

Please note that these Milestones should be read along with this Handbook in particular, the provisions therein on student and supervisor responsibilities.
The milestone document can be accessed at http://www.essex.ac.uk/law/documents/LAW%20PGR%20Milestones%202015.pdf

Research Milestones 2017-18
Please note that these Milestones should be read along with this Handbook in particular, the provisions therein on student and supervisor responsibilities.

The milestones for 17-18 have not been confirmed at the time this handbook went to publication and will be circulated in due course.

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

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

UK students may be eligible for a Disabled Students’ Allowance grant. See our webpages for more information, including application forms and key changes: www.essex.ac.uk/students/disability/funding.aspx

3.6.2 International Students
We are proud to be a global community and we recognise that living and studying in the UK may be very different from your own country.

Essex has a wide range of support covering academic and health and wellbeing issues. Our friendly and professional staff will be able to guide, give advice and assist you during your time at Essex.

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

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

3.6.3 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

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

You can do this in a number of ways:
1. You can contact (or be elected as) a student representative who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.
2. You can find more information on the Students’ Union website www.essexstudent.com/representation/coulsereps/ and the University’s policy here: www.essex.ac.uk/quality/student_representation/student_rep.asp.
3. You can find out information about Student Staff Liaison Committees (SSLCs) here: www.essex.ac.uk/quality/student_representation/sslc.asp.
3.7.1 Student Staff Liaison Committees (SSLC)
The School of Law has a post-graduate staff-student liaison committee which consists of the Head of School; the PGT Director, who chairs the committee; the PGRD; LLM course Directors; student representatives for each LLM and two PGR representatives.

The committee meets twice a year and gives the student representatives the possibility to consult directly with regard to their degree, modules or the PhD programme and to make formal complaints, proposals or provide positive feedback. The committees can then bring matters forward for consideration at the School Meeting.

The provisional dates of these meetings are:
- Wednesday 15 November 2017 at 2.00 pm (tbc)
- Wednesday 31 January 2018 at 4.00 pm (tbc)

All details relating to the SSLC will be confirmed closer to the time of the meetings.

3.7.2 PGR Student Representation at the School Meeting
PGR Student representation at the School Meeting PGR students have two representatives who represent students’ interests in School Meetings (meetings in which all matters concerning the School are discussed), and in the Postgraduate Staff Student Liaison Committee meeting of the School of Law. The PGR students’ representatives are elected at the beginning of the first term of each academic year. Visit the Law School website to find out the current representatives for PGR students at: https://www.essex.ac.uk/law/current/sslc.aspx.

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

The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and how to avoid plagiarism, using reference management software, and evaluating sources. Your Subject Librarian is Ai Gooch—contact her at aito@essex.ac.uk or use the Book a librarian form on the Library website to get in touch.

4. Research Skills Development

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

4.2 School of Law research events
Research activities in the School of Law are largely organised around our three research clusters. We have a research cluster in commercial law, one in human rights law and one in public law. All of these areas are defined very broadly. During term time, each cluster usually meets about once every 3 weeks, Wednesday 1-2pm. Research students are encouraged to join the research cluster most closely linked to their area of research and invitations for cluster events will be sent to research students whenever relevant. If you have any questions about which cluster would be most suitable for you, please discuss this with your supervisor or the cluster coordinators.

4.3 Research Training: seminars and training courses
4.3.1 PhD Research Training Seminar Series
A series of seminars are offered to PhD students over a period of two or three days each year. Students are strongly encouraged to attend. Further information about the training and dates will be provided at the start of the academic year. Presentation and Research Conference In your first second year you will be required to give a presentation on your proposed research at the Post-Graduate Research Conference, provisionally scheduled for the Summer term. All research students are encouraged to attend and present their research at this conference every year throughout their studies.

4.3.2 Attending Modules in the School of Law
A supervisor may recommend that you attend a module to help you with your research. You will not usually be expected to comply with the assessment rules of such a module. Even where attendance of a module was not recommended by the supervisor, you may sit in on any modules offered by the School, so long as you receive the module director’s permission. Details of modules can be obtained from the postgraduate students’ handbook or the undergraduate handbook. Both can be viewed on http://www.essex.ac.uk/law/. It is not advisable to audit so many modules that this becomes a distraction from working on your thesis.

Moodle Training
The School of Law can also arrange training to students who are not familiar in using Moodle see section 3.2 for details.

5. Progressions and Assessment

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

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

5.2 Extenuating Circumstances, withdrawing and intermitting
www.essex.ac.uk/students/exams-and-coursework/ext-circ
Extenuating circumstances are circumstances beyond your control which cause you to perform less well in your coursework or examinations than you might have expected. In general, extenuating circumstances will be of a medical or personal nature that affect you for any significant period of time and/or during the examination period.
You need to submit your form by the deadline given here –
www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx

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

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

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

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

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

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

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

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

You should read carefully the Appeals Procedure against a progress decision – postgraduate research students at: [www.essex.ac.uk/about/governance/policies/research-progress-appeals](http://www.essex.ac.uk/about/governance/policies/research-progress-appeals). You may also appeal against an examination decision. ‘Failed’ or ‘referred’ candidates may submit their appeal no later than eight weeks after the notification of the decision. You should read carefully the Appeals Procedure against an examination decision – postgraduate research students (thesis) at: [www.essex.ac.uk/about/governance/policies/researchprogress-appeals.aspx#thes](http://www.essex.ac.uk/about/governance/policies/researchprogress-appeals.aspx#thes)

is Professional doctorate students may appeal against the recommendation of a Research Students’ Progress Committee that they be discontinued or downgraded within two weeks of receiving notification of the recommendation. You should read carefully the Appeals Procedure for professional doctorate students at: [www.essex.ac.uk/about/governance/policies/research-progress-appeals.aspx#doctoral](http://www.essex.ac.uk/about/governance/policies/research-progress-appeals.aspx#doctoral)

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. You can find the complaints procedure and the forms at [www.essex.ac.uk/students/experience/complaints](http://www.essex.ac.uk/students/experience/complaints)

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

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

If you aren’t sure what the conventions are, particularly in relation to referencing, you should ask your department, contact the Talent Development Centre, and also refer to 6. Referencing and good academic practice in this handbook.
5.6 Ethics

All research involving human participants, whether undertaken by the University's staff or students, must undergo an ethics review by an appropriate body and ethical approval must be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here - www.essex.ac.uk/reo/governance/human.aspx - along with the Ethical Approval application form.

Human participants’ are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.

Indeed any research involving human subject (particularly vulnerable subjects) must have ethical approval. This must be approved BEFORE any research field work or interviews take place. Applying for approval must be in at least twelve weeks before your starting date, as the application may need to be seen by more than one ethics committee. Also be aware that if this is submitted during a university vacation period, it may take longer, as the staff involved may not be available. Further guidance and information is available from Moodle in your Phd Portfolio.

Information on ethical approval can be obtained from the Research & Enterprise Office https://www.essex.ac.uk/reo/governance/human.aspx.

Please contact the PGR administrator with any further queries relating to Ethics.

6. Referencing and good academic practice

Referencing is a key academic/scientific skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising).

Referencing allows you to give credit to authors‘/researchers’ concepts and ideas/ideas and results, demonstrate your breadth of reading and knowledge on a subject, direct readers to your sources, and avoid plagiarism.

You should always use the best available sources of evidence, such as peer reviewed journals and recognised books.

To find out about your departmental referencing style, OSCOLA and for help with referencing, visit the library website: http://libwww.essex.ac.uk/referencing.htm

OSCOLA referencing generator can be found at: http://www.lawteacher.net/oscola-referencing/here

6.1 Good academic practice is important at Essex

It is essential that you develop good academic practice in relation referencing and using sources effectively in your academic writing. This is one of the core skills that you will develop with the guidance of your supervisors. It demonstrates your research skills and ensures all work that is used as part of your research is properly attributed.

It is the students responsibility to ensure all sources are fully and correctly referenced in their written work. The standard referencing style in the law school is the OSCOLA system, unless your supervisors advise otherwise.
6.2 Referencing and the referencing scheme
MySkills website gives advice and provides everything you need to know concerning referencing skills in academic writing. In your written work you will be required to follow the rules and conventions which relate to appropriate incorporation of source material. You may even unwittingly commit the academic 'offence' of plagiarism (see below for more information on plagiarism).

6.3 Information relating to the University’s procedure on academic offences
Respecting authorship through good academic practice is one of the key values of higher education in the UK.

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

Referencing is a key academic skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising).

Referencing allows you to give credit to authors’ 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.

To find out about your departmental referencing style, OSCOLA and for help with referencing, visit the library website: http://libwww.essex.ac.uk/referencing.htm

Section 3: You Matter

7. Practicalities: Getting started and IT matters

7.1 Registration, enrolling and transcripts
All new and returning students must register at the start of each academic year. The Postgraduate Research Education Team will inform you of your formal outcome following your viva and when all necessary steps have been completed- close your record and send you an award confirmation letter.

Your award certificate and academic transcript cannot be produced until the Postgraduate Research Education Team has completed the above step so if you have not received your award confirmation letter, the Graduation Office cannot produce your documents. For more about registration and the Postgraduate Research Education Team, visit our student webpages:
www.essex.ac.uk/students/new/registration
www.essex.ac.uk/students/graduation/award-documents

7.2 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 - 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.

7.3 IT support, wifi, email account, free MS office, computer labs, m:drive

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

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

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

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

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

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

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

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

7.4 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 circumstances including what passport or travel document you hold, the length of your proposed study and where you are applying from. Find out more on the University’s website at: www.essex.ac.uk/immigration/

7.5 On-campus facilities

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

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

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

8. Skills, Employability and Experience

8.1 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

8.2 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

8.3 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/

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

8.5 Frontrunners
Challenge yourself. Frontrunner 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

8.6 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
8.7 Volunteering
Join the vTeam and be the difference. There are plenty of opportunities to volunteer during your time at Essex. The vTeam, run by the Students Union, is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.
www.essex.su/vteam

8.8 Big Essex Award
The University’s employability award is a guaranteed way to help you stand out from the crowd. Sign up and start your journey!
www.essex.ac.uk/careers/bige

8.9 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


9.1 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 can listen and talk you through the issues.

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

9.3 Faith groups
We’re proud of our vibrant and diverse multicultural community and we recognise and support the many different religions and beliefs on campus. The calm, friendly and supportive atmosphere in our Multi-Faith Chaplaincy is a welcoming place for staff, students and the wider community to meet, interact and engage with each other.
www.essex.ac.uk/students/experience/mfc
9.4 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

9.5 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. 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
Safety Bus*
www.essex.ac.uk/students/campus/emergency.aspx
Personal Emergency Evacuation Plan (PEEP)

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

9.7 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.
www.rowhedgesurgery.co.uk
www.nhs.uk

9.8 Students' Union Advice Centre
Our SU advice centre offers free, confidential, independent and impartial advice on any issue that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex.
www.essex.su/advice
suadvice@essex.ac.uk
01206 874034

9.9 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 4: Essex Matters

10. The Essex Experience

10.1 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

10.2 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.aspx
https://www.essex.ac.uk/governance/regulations

10.3 Essex Spirit, social media and other channels of communication with students
Keep up-to-date with important news, events and offers from across the University with our Essex Spirit blog. Go to our email lists to subscribe to the fortnightly e-bulletin.
http://blogs.essex.ac.uk/essexspirit/
www.essex.ac.uk/students/new/

We have more than 60 Facebook pages, including one for each department. We’re also on Twitter.
www.facebook.com/uniofessex/
https://twitter.com/Uni_of_Essex

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

10.4 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

10.5 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.
alumni.essex.ac.uk/home