SCHOOL OF SPORT, REHABILITATION AND EXERCISE SCIENCES

Postgraduate research
1. Section 1: Introduction

Welcome to the new School of Sport, Rehabilitation and Exercise Sciences (SRES) within the Faculty of Science and Health at the University of Essex. We are the seventeenth School to be established within the University and the first new School for nearly ten years. The School opened on 1 August 2017, so this is not only a welcome to new undergraduate and postgraduate students, but also to returning students and the team of teaching, administration and technical staff.

The new School integrates the disciplines of Physiotherapy and Sports Therapy with Sports and Exercise Science and Sports Performance and Coaching. Our goal is to become a ‘player’ on both a national and international stage and bring an integration of the different disciplines to create cutting-edge teaching and research programmes, with real world impact. Our aim is to make a difference.

Initially the School hub will be situated in our SRES Office (room 5A.131) off square 4 (look for the entrance next to the Students Union shop, The Store). Sports and Exercise Science academic staff can be found along the 5A corridor also, and Physiotherapy and Sports Therapy staff can be found in the Kimmy Eldrige building which houses the School of Health and Social Care (off square 3, through the Biological Sciences building). However, early in 2018 the whole School will be moving into the brand new, purpose-built sports facility which will house new and expanded teaching laboratories and dedicated office space for all SRES staff, as well as the main student Office.

Our School has a diverse range of staff reflecting the range of provision we offer. Staff hold academic and professional qualifications which enable them to deliver the highest quality of applied health rehabilitation, sport and exercise science education. We were placed in the top 20% in 2014 for research quality/intensity and in the top 10% for student satisfaction in the recent (2017) NSS survey.

We have two research groups: SPF (Sports Performance and Fatigue) and HEAL (Health Exercise and Active Lifestyles). These groups have international expertise in pacing and competitive performance in middle-distance and endurance sport, training physiology, gait mechanics, biomedical optics, disability and Paralympic sport, performance-enhancing drugs, leadership, social support, green exercise, paediatric exercise science, cardiovascular health and rehabilitation. Members of the teaching team have also attended the Olympic Games, World Championships, European Championships and the Commonwealth Games in sports science and sports medicine support capacities, and other team members currently work at national and international level in various sports.

As a student we are keen that, when you leave our School, you will be highly employable and live by and exhibit the behaviours and values expected of a professional within the work place. Consequently, we will try and keep everything we do relevant to the real world in which you will be seeking employment.

You will have many opportunities to provide views on your experiences and we will provide feedback about the information we gather and how we have responded to your suggestions. I hope you will enjoy the time you spend with us in our School. Whether you are joining us for the first time or re-joining us after your summer break, you have made a great choice coming to the University of Essex. I am confident you will have a very positive experience and we hope you will embrace the opportunity to study in a supportive environment that values critical inquiry and the challenges of delivering sport, rehabilitation and exercise science to the highest standards.

Professor Ian Maynard
Head of School
School of Sport, Rehabilitation and Exercise Sciences
School of Sport, Rehabilitation and Exercise Sciences: Postgraduate (Research) Student Handbook 2017-18

About your Student 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.
5.9 Risk assessments and health and safety for students carrying out research ........................................... 32
6. Referencing and good academic practice ................................................................................................. 33
   6.1 Good academic practice ...................................................................................................................... 33
   6.2 SRES Referencing Guidelines ........................................................................................................... 33
   6.3 Information relating to the University’s policy on academic offences ............................................... 33
Section 3: You Matter .................................................................................................................................. 34
   7. Practicalities: Getting started and IT matters ...................................................................................... 34
      7.1 Registration, enrolling and transcripts .......................................................................................... 34
      7.2 Find Your Way and room numbering system ............................................................................... 34
      7.3 IT support .................................................................................................................................... 34
      7.4 Immigration information .............................................................................................................. 35
      7.5 On-campus facilities .................................................................................................................... 35
      7.6 Graduation ................................................................................................................................... 35
8. Skills, Employability and Experience ...................................................................................................... 36
   8.1 Employability and Careers Centre ................................................................................................... 36
   8.2 Learning a Language ......................................................................................................................... 36
   8.3 Talent Development Centre ............................................................................................................ 36
   8.4 CareerHub+ .................................................................................................................................... 36
   8.5 Frontrunners ................................................................................................................................... 36
   8.6 Student Ambassadors ...................................................................................................................... 36
   8.7 Volunteering .................................................................................................................................. 36
   8.8 Big Essex Award .............................................................................................................................. 37
   8.9 Essex Interns .................................................................................................................................. 37
   9.1 Student Services Hub, including contacts for disability, wellbeing, counselling and confidential issues 38
   9.2 Harassment advisory network, dignity and respect ......................................................................... 38
   9.3 Faith groups ................................................................................................................................... 38
   9.4 Nightline ....................................................................................................................................... 38
   9.5 Health and safety on campus ........................................................................................................ 38
   9.6 Residence Life ............................................................................................................................... 39
   9.7 Health Centre .............................................................................................................................. 39
   9.8 Students’ Union Advice Centre .................................................................................................... 39
   9.9 University Privacy Statement .......................................................................................................... 39
Section 4: Essex Matters ............................................................................................................................... 40
10. The Essex Experience .............................................................................................................................. 40
    10.1 The Essex Student Charter .............................................................................................................. 40
    10.2 Freedom of speech policy and the Code of Conduct ....................................................................... 40
    10.3 Essex Spirit, social media and other channels of communication with students ....................... 40
    10.4 Students’ Union ................................................................................................................................ 40
    10.5 Alumni .......................................................................................................................................... 40
11. Links and Further Useful Information for Students in the School of Sport, Rehabilitation and Exercise Sciences ................................................................. 41
    11.1 Confidentiality Policy .................................................................................................................... 41
Appendix 1 - Progression Milestones for continuing PhD Physiotherapy Students ............................ 42
<table>
<thead>
<tr>
<th>Week No</th>
<th>Description</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Welcome Week</td>
<td>02-Oct</td>
<td>03-Oct</td>
<td>04-Oct</td>
<td>05-Oct</td>
<td>06-Oct</td>
<td>07-Oct</td>
<td>08-Oct</td>
</tr>
<tr>
<td>5</td>
<td>Autumn term</td>
<td>30-Oct</td>
<td>31-Oct</td>
<td>01-Nov</td>
<td>02-Nov</td>
<td>03-Nov</td>
<td>04-Nov</td>
<td>05-Nov</td>
</tr>
<tr>
<td>6</td>
<td>Autumn term</td>
<td>06-Nov</td>
<td>07-Nov</td>
<td>08-Nov</td>
<td>09-Nov</td>
<td>10-Nov</td>
<td>11-Nov</td>
<td>12-Nov</td>
</tr>
<tr>
<td>9</td>
<td>Autumn term</td>
<td>27-Nov</td>
<td>28-Nov</td>
<td>29-Nov</td>
<td>30-Nov</td>
<td>01-Dec</td>
<td>02-Dec</td>
<td>03-Dec</td>
</tr>
<tr>
<td>10</td>
<td>Autumn term</td>
<td>04-Dec</td>
<td>05-Dec</td>
<td>06-Dec</td>
<td>07-Dec</td>
<td>08-Dec</td>
<td>09-Dec</td>
<td>10-Dec</td>
</tr>
<tr>
<td>11</td>
<td>Christmas Vac</td>
<td>11-Dec</td>
<td>12-Dec</td>
<td>13-Dec</td>
<td>14-Dec</td>
<td>15-Dec</td>
<td>16-Dec</td>
<td>17-Dec</td>
</tr>
<tr>
<td>12</td>
<td>Christmas Vac</td>
<td>18-Dec</td>
<td>19-Dec</td>
<td>20-Dec</td>
<td>21-Dec</td>
<td>22-Dec</td>
<td>23-Dec</td>
<td>24-Dec</td>
</tr>
<tr>
<td>13</td>
<td>Christmas Vac</td>
<td>25-Dec</td>
<td>26-Dec</td>
<td>27-Dec</td>
<td>28-Dec</td>
<td>29-Dec</td>
<td>30-Dec</td>
<td>31-Dec</td>
</tr>
<tr>
<td>14</td>
<td>Christmas Vac</td>
<td>01-Jan</td>
<td>02-Jan</td>
<td>03-Jan</td>
<td>04-Jan</td>
<td>05-Jan</td>
<td>06-Jan</td>
<td>07-Jan</td>
</tr>
<tr>
<td>15</td>
<td>Christmas Vac exams</td>
<td>08-Jan</td>
<td>09-Jan</td>
<td>10-Jan</td>
<td>11-Jan</td>
<td>12-Jan</td>
<td>13-Jan</td>
<td>14-Jan</td>
</tr>
<tr>
<td>16</td>
<td>Spring term</td>
<td>15-Jan</td>
<td>16-Jan</td>
<td>17-Jan</td>
<td>18-Jan</td>
<td>19-Jan</td>
<td>20-Jan</td>
<td>21-Jan</td>
</tr>
<tr>
<td>17</td>
<td>Spring term</td>
<td>22-Jan</td>
<td>23-Jan</td>
<td>24-Jan</td>
<td>25-Jan</td>
<td>26-Jan</td>
<td>27-Jan</td>
<td>28-Jan</td>
</tr>
<tr>
<td>18</td>
<td>Spring term</td>
<td>29-Jan</td>
<td>30-Jan</td>
<td>31-Jan</td>
<td>01-Feb</td>
<td>02-Feb</td>
<td>03-Feb</td>
<td>04-Feb</td>
</tr>
<tr>
<td>19</td>
<td>Spring term</td>
<td>05-Feb</td>
<td>06-Feb</td>
<td>07-Feb</td>
<td>08-Feb</td>
<td>09-Feb</td>
<td>10-Feb</td>
<td>11-Feb</td>
</tr>
<tr>
<td>20</td>
<td>Spring term</td>
<td>12-Feb</td>
<td>13-Feb</td>
<td>14-Feb</td>
<td>15-Feb</td>
<td>16-Feb</td>
<td>17-Feb</td>
<td>18-Feb</td>
</tr>
<tr>
<td>21</td>
<td>Spring term</td>
<td>19-Feb</td>
<td>20-Feb</td>
<td>21-Feb</td>
<td>22-Feb</td>
<td>23-Feb</td>
<td>24-Feb</td>
<td>25-Feb</td>
</tr>
<tr>
<td>22</td>
<td>Spring term</td>
<td>26-Feb</td>
<td>27-Feb</td>
<td>28-Feb</td>
<td>01-Mar</td>
<td>02-Mar</td>
<td>03-Mar</td>
<td>04-Mar</td>
</tr>
<tr>
<td>23</td>
<td>Spring term</td>
<td>05-Mar</td>
<td>06-Mar</td>
<td>07-Mar</td>
<td>08-Mar</td>
<td>09-Mar</td>
<td>10-Mar</td>
<td>11-Mar</td>
</tr>
<tr>
<td>26</td>
<td>Easter Vac</td>
<td>26-Mar</td>
<td>27-Mar</td>
<td>28-Mar</td>
<td>29-Mar</td>
<td>30-Mar</td>
<td>31-Mar</td>
<td>01-Apr</td>
</tr>
<tr>
<td>27</td>
<td>Easter Vac</td>
<td>02-Apr</td>
<td>03-Apr</td>
<td>04-Apr</td>
<td>05-Apr</td>
<td>06-Apr</td>
<td>07-Apr</td>
<td>08-Apr</td>
</tr>
<tr>
<td>28</td>
<td>Easter Vac</td>
<td>09-Apr</td>
<td>10-Apr</td>
<td>11-Apr</td>
<td>12-Apr</td>
<td>13-Apr</td>
<td>14-Apr</td>
<td>15-Apr</td>
</tr>
<tr>
<td>29</td>
<td>Easter Vac</td>
<td>16-Apr</td>
<td>17-Apr</td>
<td>18-Apr</td>
<td>19-Apr</td>
<td>20-Apr</td>
<td>21-Apr</td>
<td>22-Apr</td>
</tr>
<tr>
<td>30</td>
<td>Summer term + early exams</td>
<td>23-Apr</td>
<td>24-Apr</td>
<td>25-Apr</td>
<td>26-Apr</td>
<td>27-Apr</td>
<td>28-Apr</td>
<td>29-Apr</td>
</tr>
<tr>
<td>31</td>
<td>Summer term + early exams</td>
<td>30-Apr</td>
<td>01-May</td>
<td>02-May</td>
<td>03-May</td>
<td>04-May</td>
<td>05-May</td>
<td>06-May</td>
</tr>
<tr>
<td>32</td>
<td>Summer term + early exams</td>
<td>07-May</td>
<td>08-May</td>
<td>09-May</td>
<td>10-May</td>
<td>11-May</td>
<td>12-May</td>
<td>13-May</td>
</tr>
<tr>
<td>33</td>
<td>Examinations</td>
<td>14-May</td>
<td>15-May</td>
<td>16-May</td>
<td>17-May</td>
<td>18-May</td>
<td>19-May</td>
<td>20-May</td>
</tr>
<tr>
<td>34</td>
<td>Examinations</td>
<td>21-May</td>
<td>22-May</td>
<td>23-May</td>
<td>24-May</td>
<td>25-May</td>
<td>26-May</td>
<td>27-May</td>
</tr>
<tr>
<td>35</td>
<td>Examinations</td>
<td>28-May</td>
<td>29-May</td>
<td>30-May</td>
<td>31-May</td>
<td>01-Jun</td>
<td>02-Jun</td>
<td>03-Jun</td>
</tr>
<tr>
<td>36</td>
<td>Examinations</td>
<td>04-Jun</td>
<td>05-Jun</td>
<td>06-Jun</td>
<td>07-Jun</td>
<td>08-Jun</td>
<td>09-Jun</td>
<td>10-Jun</td>
</tr>
<tr>
<td>40</td>
<td>Summer Vac</td>
<td>02-Jul</td>
<td>03-Jul</td>
<td>04-Jul</td>
<td>05-Jul</td>
<td>06-Jul</td>
<td>07-Jul</td>
<td>08-Jul</td>
</tr>
<tr>
<td>41</td>
<td>Summer Vac</td>
<td>09-Jul</td>
<td>10-Jul</td>
<td>11-Jul</td>
<td>12-Jul</td>
<td>13-Jul</td>
<td>14-Jul</td>
<td>15-Jul</td>
</tr>
<tr>
<td>42</td>
<td>Graduation *</td>
<td>16-Jul</td>
<td>17-Jul</td>
<td>18-Jul</td>
<td>19-Jul</td>
<td>20-Jul</td>
<td>21-Jul</td>
<td>22-Jul</td>
</tr>
<tr>
<td>44</td>
<td>Summer Vac</td>
<td>30-Jul</td>
<td>31-Jul</td>
<td>01-Aug</td>
<td>02-Aug</td>
<td>03-Aug</td>
<td>04-Aug</td>
<td>05-Aug</td>
</tr>
<tr>
<td>45</td>
<td>Summer Vac</td>
<td>06-Aug</td>
<td>07-Aug</td>
<td>08-Aug</td>
<td>09-Aug</td>
<td>10-Aug</td>
<td>11-Aug</td>
<td>12-Aug</td>
</tr>
<tr>
<td>48</td>
<td>Summer Vac</td>
<td>27-Aug</td>
<td>28-Aug</td>
<td>29-Aug</td>
<td>30-Aug</td>
<td>31-Aug</td>
<td>01-Sep</td>
<td>02-Sep</td>
</tr>
<tr>
<td>49</td>
<td>Resit Exams</td>
<td>03-Sep</td>
<td>04-Sep</td>
<td>05-Sep</td>
<td>06-Sep</td>
<td>07-Sep</td>
<td>08-Sep</td>
<td>09-Sep</td>
</tr>
<tr>
<td>50</td>
<td>Summer Vac</td>
<td>10-Sep</td>
<td>11-Sep</td>
<td>12-Sep</td>
<td>13-Sep</td>
<td>14-Sep</td>
<td>15-Sep</td>
<td>16-Sep</td>
</tr>
<tr>
<td>51</td>
<td>Summer Vac</td>
<td>17-Sep</td>
<td>18-Sep</td>
<td>19-Sep</td>
<td>20-Sep</td>
<td>21-Sep</td>
<td>22-Sep</td>
<td>23-Sep</td>
</tr>
<tr>
<td>52</td>
<td>Summer Vac</td>
<td>24-Sep</td>
<td>25-Sep</td>
<td>26-Sep</td>
<td>27-Sep</td>
<td>28-Sep</td>
<td>29-Sep</td>
<td>30-Sep</td>
</tr>
</tbody>
</table>

* NB Graduation - Provisional, subject to change. Graduation dates apply to all three campuses

Please note Examination and Graduation dates may be subject to change.
1.1 Term Dates

These term dates will not apply to some courses, please check your course specific handbook.

2017-2018

Autumn Term  05 October 2017 – 15 December 2017
Spring Term   15 January 2018 – 23 March 2018
Summer Term  23 April 2018 – 29 June 2018

2018-2019

Autumn Term  4 October 2018 – 14 December 2018
Spring Term   14 January 2019 – 22 March 2019
Summer Term  23 April 2019 – 28 June 2019 (Note: term starts on Tuesday, as Monday is a Bank Holiday)

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

1.2 Teaching timetable

Information about teaching timetables and your individual timetable can be found at www.essex.ac.uk/students.

1.3 myEssex – the Student Portal

myEssex is your online account. Use it to see your timetable, keep your personal details up-to-date, see how you’re doing on your course, let us know if you’ll miss a lecture or class, contact the Student Services Hub and much more. https://www.essex.ac.uk/myessex/

You can personalise myEssex further by adding and hiding links, adding personal contacts and by changing the look of the pages.

1.4 Absences while on your course

You must report any absences, annual leave or sickness to the administrative team. For annual leave where you will be away from the university, a request must be made online via (https://www.essex.ac.uk/ssf/)
2. About the School of Sport, Rehabilitation and Exercise Sciences

2.1 Academic Staff
Below are details of the roles of the staff you are likely to be in contact with most frequently:

<table>
<thead>
<tr>
<th>Role</th>
<th>Details</th>
<th>Office</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head of School</strong></td>
<td>Professor Ian Maynard, the Head of School is informed of postgraduate matters by the Director of Education and the Programme Directors. The Head of School is responsible to the Vice-Chancellor for 'maintaining and promoting the efficiency and good order of our School'.</td>
<td>5A.139*</td>
<td>e-mail: ian.maynard</td>
</tr>
<tr>
<td></td>
<td>Tel: 2410</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Director of Research</strong></td>
<td>Professor Jo Jackson is the Director of Research and has an oversight of all research areas.</td>
<td>2S2.4.16*</td>
<td>e-mail: jo.jackson</td>
</tr>
<tr>
<td></td>
<td>Tel: 4277</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Graduate Director (Research)</strong></td>
<td>Dr Florentina Hettinga is the Graduate Director (Research) and is responsible the admission and progress of research students. If you have any problems about your research you should first discuss this with your Supervisor and then your Supervisory Panel but the Graduate Director (Research) is also available for consultation and discussion.</td>
<td>5A.137*</td>
<td>e-mail: fjhett</td>
</tr>
<tr>
<td></td>
<td>Tel: 2046</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Director of Education</strong></td>
<td>Dr Murray Griffin is the Director of Education and has oversight of all taught courses in our School through the respective Programme Directors.</td>
<td>5A.125*</td>
<td>e-mail: mgriffin</td>
</tr>
<tr>
<td></td>
<td>Tel: 3336</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deputy Director of Education</strong></td>
<td>Adrian Mallows is the Deputy Director of Education in our School.</td>
<td>2S2.5.22*</td>
<td>e-mail: amallows</td>
</tr>
<tr>
<td></td>
<td>Tel: 3847</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Room numbers will change once the School relocates to the new Sports Centre building in January 2018
### Senior Tutor
Dr Jo Barton is the School’s Senior Tutor. She provides pastoral support and advice to students who have issues that are affecting their studies. Jo can also be a point of contact if you do not want to approach your allocated personal tutor.

Office: 5A.122*
Tel: 3774

### 2.2 Administrative Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Manager</strong></td>
<td>Sarah Mumford</td>
<td>5A.131*</td>
<td>3348</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>e-mail:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deputy School Manager</strong></td>
<td>Mel Wiltshire</td>
<td>5A.131*</td>
<td>3350</td>
<td>mahass</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>e-mail:</td>
</tr>
<tr>
<td><strong>Senior Student Administrator</strong></td>
<td>Marie Gribbin</td>
<td>5A.131*</td>
<td>3361</td>
<td>mribbin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>e-mail:</td>
</tr>
<tr>
<td><strong>Student Administrator</strong></td>
<td>Jess Panton</td>
<td>5A.131*</td>
<td>3354</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>e-mail:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operations Co-ordinator</strong></td>
<td>Hazel Cromar</td>
<td>5A.131*</td>
<td>3349</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>e-mail:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Room numbers will change once the School relocates to the new Sports Centre building in January 2018*
Please click on this for a list of academic and administrative staff:
https://www1.essex.ac.uk/sres/staff/default.aspx

2.3 Our location
Colchester Campus
School of Sport, Rehabilitation and Exercise Sciences
University of Essex
Wivenhoe Park
Colchester
Essex CO4 3SQ
United Kingdom

Direct tel: +44 (0)1206 873348
General enquiries: sres@essex.ac.uk
Website: www.essex.ac.uk/sres

2.4 Opening hours
The School Office (Room 5A.131*) is open from 10am - 4pm Monday – Friday during term-time. The office will be closed between 1pm and 2pm during vacations. For Academic staff please email to make an appointment.

2.5 School computer access
As well as the central PC labs for all students, full time PhD Physiotherapy students can currently use the office space located on floor 5 in the HSC building in Colchester. Sports Science related research students are currently able to use the PhD room in the School of Biological Sciences. Once the new SRES building opens in early 2018, students will use the dedicated study space for research students in the new building.

2.6 Photocopying
Photocopying facilities are available in the Library and the Copy Shop in Square 4. The Copy Shop has a range of sophisticated equipment and provides an inexpensive binding service. For further information: http://www2.essex.ac.uk/printing/.

2.7 Your supervisor
All research students are allocated a supervisor who they will work closely with for the duration of their dissertation or thesis research. PhD, MPhil and MSD students will know who their supervisor is from the outset of their studies. Research students are expected to have at least one supervision session every month with their supervisor.

2.8 Using mobile phones, smartphones, laptops and tablet PCs
The school asks that students are respectful of lecturers and others when using devices. This will include as a minimum switching mobile phones to silent (the preference being to switch them off) and not accessing them in class, other than identified needs due to unforeseen circumstances. This should be discussed with the Lecturer prior to the start of the session. Laptops and tablets may be used for note taking with the lecturer’s permission.

2.9 Correspondence and communication
Our School will contact students in a variety of ways, including e-mail and post. It is a University requirement that you check your University e-mail at least once a week during term time. General
information will be sent to your University e-mail address not to your home or work-e-mail address. It is therefore very important that you check your University e-mail account regularly. Please note that you can access your University e-mail address from outside the University via your my Essex student portal. If necessary, you can have your University e-mail forwarded to an address of your choice. There are details on how to do this on this webpage www.essex.ac.uk/it/email. The IT Help Desk, which is housed within the new Silberrad Student Centre in Square 5 at our Colchester Campus, can provide help if you have problems in doing this.

2.10 Appointments with staff
If you wish to contact a member of staff about a matter or to make an appointment, the best methods are to telephone or e-mail. If you should experience any difficulties in contacting a member of staff, then contact one of the administrative team.

2.11 Change of address
If your address, telephone number or e-mail address changes please amend your details using 'myEssex' straight away. For part-time students this applies to both your home and work address as we frequently need to contact part-time students at their home or work address.
Section 2: Academic Matters

3. Learning and Teaching

3.1 Brief statement about learning, teaching and the nature of doctoral studies
As a postgraduate student you are responsible for your own learning and development. This means that we expect you to be self-motivated and disciplined in your studies, but also, if you should experience any difficulties that you are proactive in raising these with your Programme Lead or thesis supervisor.

New research students are required to attend the following courses in their first year:-

PGR Welcome and Induction
Your PGR Welcome Induction Day is a vital part of your first week. It’s your chance to get to know more about your research degree, your department and the University of Essex. The morning will be spent in conference with your fellow research students from across the University, before you spend time after lunch in your own department. During the day, you’ll have the chance to meet and network with the Dean of Postgraduate Research and Education, academic staff and other PGR students. You can also find out more about the academic, personal and development support available to you during your studies.

Graduate Laboratory Assistants
New research postgraduates wishing to become Graduate Laboratory Assistance for undergraduate practicals must complete the necessary training course. If you are about to enter or are in further completion you are not allowed to undertake the role of Graduate Laboratory Assistant. You will be notified of dates for training via email. Students should discuss with their supervisor if they wish to be considered for these duties.

Postgraduate Training Programme
This programme runs throughout the year. Most of these training seminars and meetings are compulsory and progress is conditional on adequate attendance. They cover topics of common importance to all SRES research students, and have been designated by the Research Councils as topic areas in which graduate students must receive training. There is a training programme for each year of study and include sessions on writing a Literature Review, Annual Report writing, preparation of a thesis (includes School guidelines on the preparation of a thesis), and preparing for the viva. Information on training sessions throughout the year will be emailed directly to you.

School Seminars
Research students are expected to attend the regular School Seminars held during term time. It is important to continue to extend your general scientific education. Seminar details will be published on the School website.

The Annual SRES Student Staff Research Conference
This is a compulsory one-day event held in late June/early July each year and must be attended by all research postgraduate students. All students are required to contribute to the day.

3.2 What the department expects from its students and what students can expect from the department
The School expects dedication to your field of study throughout your period with us. To help you achieve this we offer excellent support to all students from School staff. All students will be allocated a dissertation or thesis supervisor with whom they can discuss any difficulties with their studies as they may arise.

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

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

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

### 3.4 Registration, intermitting, changes to studies

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

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

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

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

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

<table>
<thead>
<tr>
<th>Research degree</th>
<th>Mode</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters by Dissertation (MA or MSc by)</td>
<td>FT</td>
<td>One year</td>
<td>Two years</td>
</tr>
<tr>
<td></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>
</tbody>
</table>
Professional Doctorate | FT/PT | See individual programmes | See individual programmes

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

3.5 Supervision
This section of the Postgraduate Handbook describes the School procedures and arrangements for supervision and monitoring progress.

3.6 Progression Milestones for research students

School of Sport, Rehabilitation and Exercise Sciences: Standard Milestones for PhD Students

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1: Progress to Year 2 (or equivalent for part-time students)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A: Assess training needs and knowledge required to undertake research project and complete the thesis.</td>
<td>▪ Training needs to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate.</td>
<td>By end of Term 3 for full-time students; Term 6 for part-time students</td>
</tr>
<tr>
<td></td>
<td>B: Choose/narrow down the research topic and demonstrate significance/impact of research.</td>
<td>Research Project Proposal, including (dependent on subject area): ▪ Identify central research theme and specific problem/questions to be studied. ▪ Identify the techniques and protocols to be used including feasibility and access to core facilities. ▪ Feasibility Report – identifying sources, access, Health and Safety aspects and ethical considerations ▪ Formulate project plan, outlining realistic objectives for each stage.</td>
<td>By end of Term 3 for full-time students; Term 6 for part-time students</td>
</tr>
<tr>
<td></td>
<td>C: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</td>
<td>Create a detailed, realistic research plan and timetable for Year 2. Produce a supervisory panel report written in a clear scientific paper format and demonstrating critical</td>
<td>By end of Term 3 for full-time students; Term 6 for part-time students</td>
</tr>
</tbody>
</table>

3 Continuing PhD Physiotherapy Students should refer to the progression milestones detailed in Appendix 1 - Progression Milestones for continuing PhD Physiotherapy Students.
| D: Subject-specific milestones | 10 minute PowerPoint presentation at End of First year supervisory panel in preparation for Confirmation Board presentation  
- Project Guide document (the project guide is a short questionnaire that is designed to help support the development of the research project and help in the production of confirmation board documents)  
- SRES Student Staff Research Conference poster presentation | By end of Term 3 for full-time students; Term 6 for part-time students |
| M2: Confirmation | A: Demonstrate understanding of chosen topic within the context of the field.  
- Produce a Literature report Review (where relevant). Formulate a critique of the literature. | By Confirmation Board (Term 4 for full-time students; Term 7 for part-time students) |
|  | B: Demonstrate the ability to produce work of the quality and quantity in order to complete within the four year maximum period.  
- Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills.  
- Updated Annual Report | By Confirmation Board (Term 4 for full-time students; Term 7 for part-time students) |
|  | C: Subject-specific milestones  
- 10 minute PowerPoint presentation for confirmation board  
- Timetable/outline plan of work for next year | By Confirmation Board (Term 4 for full-time students; Term 7 for part-time students) |
| M3: Progress from Year 2 to Year 3 (or equivalent for part-time students) | A: Review training needs and knowledge required to continue with research project and complete the thesis.  
- Training Needs Analysis to be reviewed.  
- Attend Proficio courses and plan for further courses to attend, as appropriate. | By end of Term 6 for full-time students; Term 12 for part-time students |
|  | B: Demonstrate work of the quality and quantity expected at the end of Year 2  
- Report on research undertaken to date  
- Produce in draft at least two chapters including results and discussion | By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students) |
|  | C: Review significance and impact of research and articulate output.  
- For example:  
  - Deliver workshop  
  - Present research to students and staff at seminars/ | By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students) |
<table>
<thead>
<tr>
<th>M4: Progress from Year 3 (or equivalent for part-time students) to Completion Year</th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.** | conferences  
- Aim at producing a journal article | part-time students) |
|  | ▪ Create a detailed, realistic plan of work/ timetable for Year 3.  
- Produce supervisory board report written in a clear and self-reflective style | By end of year Supervisory Panel  
(Term 6 for full-time students; Term 12 for part-time students) |
| **E: Subject-specific milestones** |  |  |
|  | ▪ Evidence how recommendations from Confirmation Board have been met  
- SRES Student Staff Research Conference oral presentation | By end of year Supervisory Panel  
(Term 6 for full-time students; Term 12 for part-time students) |
| **M5: During Completion Year** |  |  |
| **A: Ability to reflect on skills and knowledge development and its application to the research project** | ▪ Training Needs Analysis reviewed | By end of year Supervisory Panel  
(Term 9 for full-time students; Term 18 for part-time students) |
| **B: Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students)** | ▪ Research completed  
(experimental, empirical and theoretical work, where relevant)  
- Produce in draft at least two further chapters in addition to the results and discussion chapters. | By end of year Supervisory Panel  
(Term 9 for full-time students; Term 18 for part-time students) |
| **C: Demonstrate ability to complete within the maximum period.** | ▪ Produce a realistic completion year plan.  
- Produce supervisory board report written in a clear and self-reflective style | By end of year Supervisory Panel  
(Term 9 for full-time students; Term 18 for part-time students) |
| **M5: During Completion Year** |  |  |
| **A: Clear evidence of progress towards submission** | ▪ Completed final draft of thesis or sufficient chapters for submissions to supervisor(s). Evidence of progression to be considered at the supervisory board | By interim Supervisory Panel prior to submission/Term 2 of completion year  
(Term 11/12 for full-time students; Term 20/21 for part-time students) |
| **B: Subject-specific milestones** |  |  |
### School of Sport, Rehabilitation and Exercise Sciences: Standard Milestones for MPhil students

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Deliverables</th>
<th>Deadline</th>
</tr>
</thead>
</table>
| M1: Agreement on research topic and assessment of training needs and knowledge required to undertake research project and complete the thesis. | - A brief description of the general research topic.  
- Training Needs Analysis to be completed.  
- Attend Proficio courses and plan for further courses to attend, as appropriate. | By end of Term 1 (Term 2 for part-time students)  
By end of Term 1 (Term 2 for part-time students)  
By end of Term 3 (Term 6 for part-time students) |
| M2: Clarify research topic and demonstrate an understanding of topic and relevance to wider research | Research Project Proposal, including (dependent on subject area):  
- Write central research problem/questions to be answered.  
- Identify the techniques and protocols to be used including feasibility and access to core facilities.  
- Methodological considerations.  
- Feasibility Report – identifying sources, access, Health and Safety aspects and ethical considerations  
- Create project plan, outlining objectives for each stage. | By Term 3 (Term 6 for part-time students) |
| M3: Demonstrate understanding of chosen topic within the context of the field. | Critical Literature Review (where relevant)  
Formulate a critique of the Literature Review | By end of Term 3 (Term 6 for part-time students) |
| M4a: Demonstrate the ability to produce work of the quality and quantity in order to complete an MPhil.  
M4b: Progress to Year 2 | Evidence that academic writing is of standard and ability expected at MPhil level, including adequate referencing and language skills.  
Refined statement of the work to be undertaken, its aims and significance, especially its novelty and timeliness  
*Present poster at Student Staff Research Conference* | By end of Term 3 (Term 6 for part-time students) |
| M5: Demonstration of effective project management through the setting of research goals and prioritisation of activities. | Create a detailed, realistic plan of work/ timetable for Year 2.  
Produce supervisory panel report written in an appropriate subject specific style | By end of Term 3 (Term 6 for part-time students) |
| M6: Assessment of training needs and knowledge required to undertake research project and complete the thesis. | Training Needs Analysis to be reviewed.  
Attend Proficio courses and plan for further courses to attend, as appropriate. | Term 4 (Term 8 for part-time students)  
End of Term 6 (Term 12 for part-time students) |
### School of Sport, Rehabilitation and Exercise Sciences: Standard Milestones for Masters by Dissertation Students

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Deliverables</th>
<th>Deadline</th>
</tr>
</thead>
</table>
| M1: Agreement on research topic and assessment of training needs and knowledge required to undertake research project and complete the thesis. | ▪ A brief description of the general research topic.  
▪ Training Needs Analysis to be completed. | ▪ By the end of Term 1  
▪ By the end of Term 1 |
| M2: Clarify research topic and demonstrate an understanding of topic and relevance to wider research | Research Project Proposal, including (dependent on subject area):  
▪ Write central research problem/questions to be answered.  
▪ Identify the techniques and protocols to be used including feasibility and access to core facilities.  
▪ Methodological considerations.  
▪ Feasibility Report – identifying sources, access, Health and Safety aspects and ethical considerations  
▪ Create project plan, outlining objectives for each stage. | ▪ By Term 3 |
| M3: Demonstrate the ability to produce work of the quality and quantity in order | ▪ Evidence that academic writing is of standard and ability expected at Masters by dissertation level, including adequate referencing and language skills. | ▪ By end of Term 3 |
| To complete a Masters by Dissertation. | ▪ Write critical literature review  
Formulate a critique of the Literature Review |
|----------------------------------------|----------------------------------------------------------------------------------|
| M4: Demonstrate work of the quality and quantity expected to be in a position to complete within one year | ▪ Create a detailed, realistic plan of work leading to submission  
▪ Produce 1 draft chapter  
▪ Report on research undertaken to date  
▪ Research completed (experimental, empirical and theoretical work, where relevant)  
▪ Produce supervisory panel report written in an appropriate subject specific style |
| ▪ By Supervisory Panel (Term 3) |
| M5: Demonstration of effective project management through the setting of research goals and prioritisation of activities. | ▪ Create a detailed, realistic completion plan (if required) |
| ▪ By Supervisory Panel (Term 3) |
| M6: Subject-specific milestones | ▪ Present poster at Student Staff Research Conference |
| Completion Year (if needed) | ▪ Completed final draft of thesis or sufficient chapters for supervisor(s) comments  
▪ Completion year plan (if necessary)  
▪ Evidence of progression to be considered at Supervisory Panel  
▪ Oral presentation at Student Staff Research Conference |
| M7: Clear evidence of progress towards submission | ▪ By Supervisory Panel prior to submission |

The deadlines above are for full-time students. For part–time students term 1 equates to term 2, term 2 to term 4 and term 3 to term 6

### 3.7 Supervisory Panels and the Research Students’ Progress Board (RSPB)

It is necessary for all students to be aware of these important events within the academic year.

#### 3.7.1 Supervisory Panels

All research students are required by the University of Essex to attend supervisory panels. These panels are important events, necessary to monitor your progress through the programme and assess whether your progress is satisfactory.

A supervisory panel consists of at least two members of academic staff – your supervisor and the panel member who will chair the meeting. Supervisory panels are held twice a year (in December/January and May/June) for full-time students and once a year (May/June) for part-time students. Your programme administrator will write to you and ask you to attend the University at an identified time. Supervisory panels last approximately 60 minutes for research students. Attendance at your supervisory panel is compulsory. Please make every effort to attend at the time allocated or identify an alternative time with the programme administrator.

While the main purpose of supervisory panels is to establish that you are making adequate progress, they are also an opportunity to identify and address any problems you may be having. You can expect to
receive constructive comments from members of the panel. The panel will also consider how far you are meeting other expectations of research students including engaging with research activity in the school, the University and externally, all of which contribute to the development of the your academic profile and help prepare you for your viva examination.

You can expect that the panel will be non-threatening and non-confrontational but you should demonstrate that you understand its importance and ensure that members of the panel are provided with sufficient written and oral evidence to make a recommendation on your progression.

Research student supervisory panels are the means through which your progress is assessed and reported on to the Research Student Progress Board (RSPB) which in turn makes reports to the Dean of Postgraduate Research and Education. A summary of points discussed at the panel together with recommendations will be produced by your supervisory panel members and this will be considered at the RSPB and then forwarded to the Postgraduate Research Education Team. Any disagreement between your views and those of the panel on your progress will be noted.

3.7.2 Written material for Supervisory panel
You will be required to submit the following documentation in advance of your Supervisory Panel:

YEAR 1

Year 1 Interim Panel
You are required to produce a short written report (1000 words maximum) two months after the commencement of your programme.

This will:
• briefly describe the background of the research project, including a few key references
• set out the scope and goals of your research project
• include an outline plan of the experimental programme
• include your completed training needs analysis
• discuss the project guide in anticipation for the next panel

End of Year 1 Panel Meeting
The documents required are:
1. Literature Review
2. First Year Annual Report.
3. Plan and Timetable of work for next year
4. Details of relevant training courses to attend
5. Completed project guide to help in the development of the research project and to help in the production of confirmation board documents

You are expected to give a 10 minute PowerPoint presentation to the supervisory panel in preparation for the confirmation board.

Literature Review
An extensive Literature Review should be produced, discussing the background of your project and placing it in the context of previous work in the field. It is written during the first and second terms of your first year. Writing the review will introduce you to the appropriate background scientific literature for your project and, with regular updating, will form the basis of the first chapter of your thesis. There will be a seminar on the approaches to writing the Literature Review in the Autumn Term (see your Training Programme timetable). The Literature Review should:

• be thorough and logically structured
• be 5000 words maximum in length
Year 1 Annual Report
This should succinctly summarise progress to date. The format of this report is based on that of the doctoral thesis so that you can practice in writing clearly and logically and presenting data in the correct manner. Also, it is important that you use abbreviations, species names, etc. correctly and present references in the correct format in the text and in the reference list.

The Year 1 Annual Report should be no more than 3000 words (figures, diagrams and the reference list are in addition to this). Make sure the pages are numbered.

The report must have a:

- **Title page** (title, your name, supervisor’s name year of study and date).
- **Summary/Abstract** (approximately 300 words) explaining why the work is important, the purpose of the research, the methods used, summary of key results and main conclusions.
- **Introduction** which sets out the problem you are investigating, but should not be an extensive review of the literature because you have already written a Literature Review.
- **Materials/Methods section**, which should be complete with a description of all the methods used.
- **Results section**, which should be presented in exactly the same way as for the final thesis or for publication. Figures and tables should be numbered and figures should have legends and tables should have headings. The legends should be clear and self-explanatory and contain the key to symbols or lines used in the figure. Appropriate software packages should be used for preparing figures and tables. Statistical analysis, if appropriate, should be included. The results section should also have a **written description or commentary** on the data you have presented.
- **Discussion section**. In the Discussion, you are addressing the general question: What do your results mean? You need to set your findings in the context of the existing body of knowledge. You should discuss any possible limitations in your methods and the reliability of your results. The report should be correctly referenced in the text and in the reference section at the end.
- **Reference list**. Correctly and consistently formatted.

Your report must also include:

1. A **plan and timetable of work for the next year**
   Include an outline timetable for further experiments over the next year including more detail for the work to be done over the next 6 months.
2. A **list of training courses** attended and proposals for other courses you think may be useful.
3. A **completed project guide** to help you develop your research project and to prepare your confirmation board documents.

You are expected to prepare and present a **10 minute PowerPoint presentation** in preparation for your confirmation board.

The Annual Report will be discussed with you at your Supervisory Panel Meeting. Following this meeting the Supervisory Panel will then write a report summarising progress, highlighting any weaknesses, and recommending whether the student be allowed to proceed to the next stage. The report will include specific recommendations of how the Literature Review, PowerPoint presentation and Annual Report can
be improved, in preparation for the Confirmation Board. As described earlier these reports are considered at a meeting of the RSPB and this committee makes recommendations on progression to the Postgraduate Research and Education team (which includes confirmation of PhD status, downgrade to MPhil or Masters by Dissertation and discontinuation of your studies).

During the summer term of your first year, you are expected to attend and present a poster on your research at the SRES Student Staff Research Conference.

**YEAR 2**
Assessment in Year 2 is critical for the confirmation of your progression onto the PhD programme through a successful performance at the Confirmation Board Meeting.

**Confirmation Board Meeting:**
The first panel meeting of Year 2 is your Confirmation Board. This takes place in Term 4 for full-time students.

The documents required are:
1. An updated version of the Annual Report (3000 words maximum), modified to take into account suggestions for improvements of the Annual Report and including new data.
2. An updated Literature Review (5000 words maximum).
3. An outline plan of work for the next 12 months (1 page maximum) including training courses.
4. A statement of how the recommendations from the previous Supervisory Panel have been addressed (1 page maximum).

You are also required to give a 10 minute PowerPoint presentation to the Supervisory Panel.

The format of both the Literature Review and the updated Annual Report are the same as described above for the Year 1 Annual Panel Meeting.

At the Confirmation Board meeting the student will also be expected to deliver orally a **10 minute PowerPoint slide presentation** to the Panel members who will then ask questions relating to the presentation, Literature Review and updated Annual Report.

In determining whether your status as a PhD candidate can be confirmed, the Panel will assess:
- The quality of the literature review as a comprehensive and critical appraisal of the current status of the research topic.
- That the appropriate methodologies have been set up and have been applied for satisfactory data collection.
- That a sufficient amount of quality data has already been generated, adequately analysed and discussed.
- The quality of the oral presentation and the answers to questions asked after the presentation.

The Confirmation Board can make the following recommendations to the RSPB:
- Confirm continuation on PhD programme.
- Defer a decision to the next Supervisory Panel.
- Discontinuation.

If your PhD status is not confirmed at this meeting, your progress will be re-evaluated at the next meeting held in the same academic year. For this meeting you are required to submit a full **updated Annual Report** and an **updated PowerPoint presentation**. The format of the second Confirmation Board will be the same as the first Confirmation Board.

**End of Year 2 Panel Meeting:**
If your PhD status was confirmed at your first confirmation board in Term 4, the next panel will be the end of Year 2.

The documents required are:
1. Annual Report of not more than 2000 words summarising and discussing the results obtained since your Confirmation Board Meeting.
2. A plan and approximate timetable for the next year (outline the work for the next academic year in more detail and include the experiments planned for the next 3 to 6 months).
3. A review of your training needs analysis.
4. Details of Proficio / training courses attended and plan for further course attendance, as appropriate.
5. Report on chapter writing progress
6. Evidence that the recommendations from the confirmation board have been fulfilled to progress into Year 3.

The Annual Report will be discussed with you at your Supervisory Panel. Following this meeting the Supervisory Panel will then write a report summarising progress, highlighting any weaknesses, and recommending whether you are allowed to proceed to the next stage. This report is considered at a meeting of the RSPB and this committee makes recommendations on progression to the Postgraduate Research and Education team (which includes confirmation of PhD status, downgrade to MPhil or Masters by Dissertation and discontinuation of your studies).

During the summer term of your second year, you are expected to attend and give an oral presentation on your research at the SRES Student Staff Research Conference.

YEAR 3
Year 3 Interim Panel Meeting:
The focus is now on completing your practical work and focusing on starting to write your thesis.

The documents required are:
1. A report (2000 words maximum), summarising and discussing the results obtained since your Year 2 Annual Panel Meeting.
2. A plan and approximate timetable (1 page maximum) for the final part of your practical work and writing-up. Outline the work for the next 3 to 6 months in detail.
4. At least two chapters in draft including results and discussion
5. Evidence of working towards producing a journal article
6. A review of your training needs analysis.

The Report will be discussed at your panel meeting. Following this meeting the Supervisory Panel will write a report summarising progress, highlighting any weaknesses, and recommending whether you are allowed to proceed. In addition, feedback will be given on draft chapters and feedback/support toward producing journal article. The reports from the Supervisory panel are considered at a meeting of the RSPB and this committee makes recommendations on progression to the Postgraduate Research and Education team for the Dean’s approval (which includes upgrade, downgrade and discontinuation).

End of Year 3 Panel Meeting:
The documents required are:
1. At least two chapters in draft including results and discussion
2. A detailed Thesis Plan
3. A timetable of the final few weeks of practical work.
4. Details of research completed (experimental)

The thesis plan and timetable will be discussed at your panel meeting. In addition, feedback will be given on draft chapters. Following this meeting the Supervisory Panel will write a report summarising progress, highlighting any weaknesses, and recommending whether you are allowed to proceed into the Completion Year. The reports from the Supervisory Panel are considered at a meeting of the RSPB and this committee makes recommendations on progression to the Postgraduate Research and Education team for the Dean's approval (which includes upgrade, downgrade and discontinuation).

In the September of your third year, you are expected to attend and present at the Annual Student Staff Research Conference.

COMPLETION YEAR

You can submit your thesis and be examined at the end of your minimum period. If you need to use the Completion Year to prepare and submit your thesis, you will have two Supervisory Panel meetings.

Completion Year Interim Panel Meeting:
The documents required for this panel are:
1. completed final draft or sufficient chapters for submission
2. timetable to thesis submission.

The documents are discussed at your Interim Supervisory Panel meeting. You will receive detailed feedback on your draft final submission. Following this meeting the Supervisory Panel will write a report summarising progress and recommending whether you are allowed to proceed in the Completion Year. The reports from the Supervisory Panel are considered at a meeting of the RSPB and this committee makes recommendations on progression to the Postgraduate Research and Education team for the Dean's approval (which includes upgrade, downgrade and discontinuation).

End of Completion Year Panel Meeting
The documents required for this panel are:
1. completed final draft of thesis or sufficient chapters for submission
2. timetable to thesis submission.

The documents are discussed at your Annual Supervisory Panel meeting. You will receive detailed feedback on your draft final submission. Following this meeting the Supervisory Panel will write a report summarising progress and suggesting how you can be helped to complete the thesis within the time limit. The reports from the Supervisory Panel are considered at a meeting of the RSPB and this committee makes recommendations on progression to the Postgraduate Research and Education team for the Dean's approval (which includes upgrade, downgrade and discontinuation).

Thesis Submission Deadline
Note that the deadline for thesis submission is 4 years. It is extremely important for your own career development that you achieve this target. It is also very important for the School, as the PhD submission rate within 4 years is a factor in research assessments of the School. The University has a strict policy about submission and there is no guarantee that you will be allowed to submit after this date. You must therefore make every effort to complete on time and must notify the School as early as possible if there are circumstances which may affect your ability to submit your thesis. In the vast majority of cases, these circumstances cannot be taken into account retrospectively.

Students with a Tier 4 Visa
Overseas research students are sponsored until the maximum date (i.e. four years from when you start). If you submit within the normal time frame and your viva is held within 3 months of submission your visa will cover this period of time. The university does not automatically sponsor students under examination or
undertaking corrections. This is assessed on a case by case basis via the Postgraduate Research and Education team. Further information can be viewed via http://www.essex.ac.uk/immigration/

As a Postgraduate research (PhD) student, please note that the Principal regulations (.pdf) for research degrees state that you are considered to be working on your PhD for 36 hours per week averaged across the year. The University’s taught terms/vacations do not apply to PhD students. Therefore, you should contact your allocated supervisor about any period of absence in the first instance. This includes seeking authorisation if you require to study away from campus for any period of time.

As a Tier 4 sponsor our University is required to monitor the attendance, engagement and progress for all our Tier 4 students and report those who do not attend or engage as required. Therefore, even if an absence is authorised, you could be required to attend a meeting with the International Services Team. If your attendance, engagement or progress is not satisfactory you may be withdrawn from your course.

3.7.3 Research Student Progress Board (RSPB)
The purpose of the RSPB is to report on progress and recommend whether the student should, or should not, be permitted to progress to the next year of study. This committee formally monitors the progress of all research students on an annual basis. The RSPB is chaired by the Graduate Director (Research) and includes the Director of Research, and at least two other academics. Students do not attend this meeting.

On the basis of the Supervisory Panel reports the RSPB will make one of the following recommendations to the Dean of the Postgraduate Research and Education team:

a) that the student be allowed to proceed to the next year:

b) that the student’s progress to the PhD programme is confirmed;

c) that the student’s studies be discontinued;

d) that the student’s status be altered (e.g. upgraded or downgraded)

The Dean will receive a report from the RSPB outlining the recommendations for each individual student. If a recommendation is made for a student’s status to be downgraded or their studies discontinued the student will be formally notified and given an opportunity to discuss the recommendation with the Board. If a student requests a review of the recommendation this is considered formally as an appeal (see below).

At the end of their minimum period (three years for PhD) the RSPB may recommend that the student enters the completion period. For this the student must have completed all laboratory work/field work and written several chapters of the thesis.

3.7.4 Confirmation of PhD status
PhD students are registered for a standard minimum period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students will be supervised as PhD students, but PhD status will need to be confirmed.

At the end of term 4 (or term 8 for part time students) the Confirmation Board will take place. The Panel will review the evidence to confirm whether or not progress and work is at PhD level.

In exceptional cases, if the departmental Research Students’ Progress Board was satisfied that a student had produced work of sufficient quality and quantity to provide evidence of appropriate PhD-level progress and agreed milestones for confirmation had been met, PhD status could be confirmed at the end of Year 1 (or equivalent for part-timers).

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

If the decision regarding PhD status is deferred to a second Confirmation Board, or a student decides not to accept the recommendation of the first Confirmation Board of downgrading or discontinuation, then a second Confirmation Board will be held.

If, following the second Confirmation Board, PhD status is not confirmed, then the board will recommend to the Research Students’ Progress Board either downgrading to MPhil/Masters by Dissertation or discontinuation. The RSPB’s recommendation is made to the Dean for approval. Once approved, a student has a right of appeal against that decision.

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

3.8  Inclusive learning experience

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

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

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

3.8.2  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/

If you are studying on a Tier 4 visa, don’t forget to read section 3.8.2  International students of this handbook which has further information and links.

3.8.3  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

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

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

3.10 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 Greg Cadge – contact him at greg.cadge@essex.ac.uk or use the Book a librarian form on the Library website to get in touch.

For guidance in relation to third-party proofreading of student work: www.essex.ac.uk/proofreading
4. **Research and Skills training**

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](http://www.essex.ac.uk/students/study-resources/research) and you can contact the Proficio team at [proficio@essex.ac.uk](mailto:proficio@essex.ac.uk).

4.2 **University and department specific training events**

All research students are strongly encouraged to take advantage of the many research seminars which are held in the University. The School of Sport, Rehabilitation and Exercise Sciences holds its own seminar series which research students are expected to attend wherever possible. As well as seminars given by external speakers, the series provides a supportive environment in which staff and students can present and discuss research issues at any stage of their research, from the germ of a research idea to final findings. Research students will be expected to present their work at appropriate stages throughout their studies in consultation with their research supervisor. Dates and venues of seminars will be available on our School website.

It is really useful to join a scientific society and become part of the wider scientific community. In addition, societies hold conferences where you can meet key researchers and hear about new work, often before it is published. You may also have the opportunity to present your own work in a talk or poster. Some societies provide funds to students to attend these conferences. Your supervisor will be able to advise on which society or societies is appropriate for you to join. These conferences and other meetings in the UK or abroad are considered very important parts of your scientific training. If your studies are funded by a studentship or scholarship, your sponsors will probably have allocated funds for you to participate in at least one major conference. Your supervisor will keep you informed about these conferences or meetings.

**Presenting your work**

Throughout your period of study you will be expected to present your work orally to audiences, typically in informal settings. The annual Student Staff Research Conference provides a more formal meeting structure for poster and oral presentations. Additionally, final year PhD students may be invited to present a seminar to a wider School audience, for example as part of the School Seminar Programme. Presentation of your results in a poster or talk and the opportunity for discussion is an important part of participating in a conference or meeting.

4.3 **Financial support for attendance at conferences**

Research students may use up to £700 of their Proficio budget towards the cost of attending conferences (see the Proficio website for details on how to apply for these funds). In addition, it is anticipated that research students may also be eligible for assistance with the costs of attendance at conferences where they are presenting a paper or poster of their study or other research expenses connected with their studies at Essex.
5. Progression and Assessment

5.1 Principal Regulations for Research Degrees and the Code of Practice for Research Degrees

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. 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.
5.3 Marking Policy and re-marking of coursework
You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy/default.asp
You will need to complete a form and be aware that marks can go down as well as up.

5.4 Submission of the thesis

5.4.1 Approval of Thesis Title Form
At least two months prior to submission this form should be completed. You should have the title of your thesis approved by your supervisor and then submit the form to the Deputy School Manager who will have it signed by Head of School and submitted to the Postgraduate Research and Education team. The Approval of Thesis Title Form is also available at: https://www1.essex.ac.uk/staff/exams/postgrad.aspx

The Postgraduate Research and Education team will then send you instructions for preparation of the thesis, the Thesis Submission Form and British Library Agreement Form - please keep these filed safely.

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

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

They must be adequately secured (for example in spring-back binders or comb binding and not in ring binders or lever arch box files). They must not be overfilled and to avoid all risks of coming open and jeopardising examination, two binders must be used, if required.

All registration fees and debts must be paid before the thesis can be accepted for submission.

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

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

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

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

5.4.3 Thesis Submission Form (RD1)
This form should be signed by you and must accompany submission of two hard copies.

5.4.4 Thesis Submission For Award
Following the completion of the examination process, the candidate will be notified via email that in order to gain their award they must submit one electronic version of their thesis to the online research repository. Following the receipt of this deposit, the candidate will be awarded their postgraduate research degree.
5.4.5 Thesis Deposit
Detailed thesis deposit instructions to the repository can be found here: http://www.essex.ac.uk/reo/repository/research-thesis.aspx

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

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

5.4.6 Retention
Your thesis will be made open access when deposited in the online Research Repository. The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.

Full details of the requirements for thesis submission can be found at https://www.essex.ac.uk/-/media/documents/about/governance/thesis-submission-deposit.pdf

5.5 Examiners and the viva
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.

5.6 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.

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

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

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

Professional doctorate students may appeal against the recommendation of a Research Students’ Progress Committee that they be discontinued or downgraded within two weeks of receiving notification of the recommendation. You should read carefully the Appeals Procedure for professional doctorate students at Policies | University of Essex

Making a Complaint: The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination.

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

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

**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](http://www.essex.ac.uk/students/exams-and-coursework/ppg)

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

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

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

More information about academic offences and getting support can be found at: [www.essex.ac.uk/see/academic-offence](http://www.essex.ac.uk/see/academic-offence)

5.8  **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.’

5.9  **Risk assessments and health and safety for students carrying out research**
Where relevant, health and safety information will be covered in your laboratory or practical teaching rooms induction. Details will also be given in your laboratory handbook.
6. Referencing and good academic practice

6.1 Good academic practice

Good academic practice will stand you in good stead even after you have completed your studies with us. At Essex we pride ourselves on providing the highest academic standards not only within our subject areas but also in relation to transferable skills such as critical evaluation, communication and in appropriately acknowledging others’ work.

6.2 SRES Referencing Guidelines

To find out about the referencing style used within the School of Sport, Rehabilitation and Exercise Sciences and for help with referencing, visit the library website: http://libwww.essex.ac.uk/referencing.htm and select the relevant School from the drop-down box.

SRES students will be expected to use the Vancouver (Cite them Right, non-superscripted) style of referencing, and apply this correctly and consistently across their academic work.

Referencing Software

It is recommended that you use a referencing software package (such as EndNote or Mendeley). This gives you the opportunity to collect and format references during your studies and make report and thesis writing easier.

6.3 Information relating to the University’s policy on academic offences

Respecting authorship through good academic practice is one of the key values of higher education in the UK.

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

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

Referencing allows you to give credit to authors’/researchers’ concepts and ideas/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.

6.4 Intellectual Property Rights

Copyright and intellectual property right issues fall into two broad areas: compliance (respecting the rights of others when we make use of their materials and intellectual output) and exploitation/enforcement (protecting and exploiting our own intellectual output). Full details can be viewed via https://www1.essex.ac.uk/it/about/default.aspx?tab=3 (under policies and guidelines)
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
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 a Language
Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you’re looking for a job. There are a number of ways to do it, so look online to discover the best option for you.

www.essex.ac.uk/study/why/languages

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. 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

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
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.

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

Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disabilities that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).

www.essexstudent.com/safetybus
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/accommodation/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/website-privacy
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
11. Links and Further Useful Information for Students in the School of Sport, Rehabilitation and Exercise Sciences

11.1 Confidentiality Policy
This is in the process of being developed and any instances will firstly be discussed within programme teams and referred to the Head of School for advice if it is considered necessary that a breach has occurred.
## Appendix 1 - Progression Milestones for continuing PhD Physiotherapy Students

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
</tr>
</thead>
</table>
| M1: Progress to Year 2 (or equivalent for part-time students) | A: Assess training needs and knowledge required to undertake research project and complete the thesis. | • Training Needs Analysis to be completed.  
• Attend Proficio courses and plan for further courses to attend, as appropriate. | Term 1 for full-time students; Term 2 for part-time students  
By end of Term 3 for full-time students; Term 6 for part-time students |
|                                                | B: Choose/narrow down the research topic and demonstrate significance/impact of research. | Research Project Proposal, including (dependent on subject area):  
• Write central research problem/questions to be answered.  
• Methodological considerations.  
• Feasibility Report – identifying sources, access and ethical considerations  
• Create project plan, outlining objectives for each stage. | By Confirmation Board (Term 4 for full-time students; Term 7 for part-time students) |
|                                                | C: Demonstration of effective project management through the setting of research goals and prioritisation of activities. | • Create a detailed, realistic plan of work/timetable for Year 2.  
• Produce Supervisory panel report written in a clear and self-reflective style | By Confirmation Board (Term 4 for full-time students; Term 7 for part-time students) |
|                                                | D: Demonstrate work of the quality expected at the end of year 1. | 3,000 word report – this may be a first draft of the research proposal or other piece of work. | By Supervisory panel in Term 3 for full-time students; Term 6 for part-time students |
|                                                | E: Demonstrate involvement in School-wide Research activities as expected at the end of year 1. | Poster presentation at the School's Student Staff Research Conference | At the School's Annual Conference (summer term). |
|                                                | F: Demonstrate knowledge of Ethics and Research | Decisions have been made regarding which ethics and research | By Supervisory panel in Term 3 for full-time students; Term 6 for |
### Governance approval processes

**M2: Confirmation**

A: Demonstrate understanding of chosen topic within the context of the field.

- Critical Literature Review (where relevant)

By Confirmation Board (Term 4 for full-time students; Term 7 for part-time students)

B: Demonstrate the ability to produce work of the quality and quantity in order to complete within the four year maximum period.

A 10,000 word document that evidences that academic writing is of standard and ability expected at PhD level, including adequate referencing, critical evaluation/discussion and language skills.

By Confirmation Board (Term 4 for full-time students; Term 7 for part-time students)

C: Demonstrate the ability to communicate appropriately to lay and expert audiences as expected in year 2.

A 10 minute oral presentation of the proposed research outlining progress to date.

At the Confirmation Board (Term 4 for full-time students; Term 7 for part-time students).

### M3: Progress from Year 2 to Year 3 (or equivalent for part-time students)

A: Review training needs and knowledge required to continue with research project and complete the thesis.

- Training Needs Analysis to be reviewed.
- Attend Proficio courses and plan for further courses to attend, as appropriate.

Term 4 for full-time students; Term 7 for part-time students

By end of Term 6 for full-time students; Term 12 for part-time students

B: Demonstrate work of the quality and quantity expected at the end of Year 2

- Produce at least 30% of thesis in draft form
- Report on research undertaken to date (3,000 word report)

By end of year Supervisory panel (Term 6 for full-time students; Term 12 for part-time students)

C: Review significance and impact of research and articulate output.

For example:
- Deliver workshop
- Present research to students and staff at seminars/conferences
- Write journal articles

By end of year Supervisory panel (Term 6 for full-time students; Term 12 for part-time students)

D: Demonstration of effective project management through the setting of research

- Create a detailed, realistic plan of work/timetable for Year 3.
- Produce Supervisory

By end of year Supervisory panel (Term 6 for full-time students; Term 12 for part-time students)
<table>
<thead>
<tr>
<th>M4: Progress from Year 3 (or equivalent for part-time students) to Completion Year</th>
<th>A: Ability to reflect on skills and knowledge development and its application to the research project</th>
<th>▪ Training Needs Analysis reviewed</th>
<th>By end of year Supervisory panel (Term 9 for full-time students; Term 18 for part-time students)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B: Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students)</td>
<td>▪ Research completed (experimental, empirical and theoretical work, where relevant i.e. all data has been collected) ▪ Produce 60% of thesis in draft form that supervisor(s) have judged to be of acceptable standard.</td>
<td>By end of year Supervisory panel (Term 9 for full-time students; Term 18 for part-time students)</td>
</tr>
<tr>
<td></td>
<td>C: Demonstrate ability to complete within the maximum period.</td>
<td>▪ Produce a realistic completion year plan. ▪ Produce Supervisory panel report written in a clear and self-reflective style</td>
<td>By end of year Supervisory panel (Term 9 for full-time students; Term 18 for part-time students)</td>
</tr>
<tr>
<td></td>
<td>E: Demonstrate involvement in School-wide Research activities as expected at the end of year 3.</td>
<td>Oral presentation at the School's Student Staff Research Conference</td>
<td>At the School's Annual Conference (summer term).</td>
</tr>
<tr>
<td>M5: During Completion Year</td>
<td>A: Clear evidence of progress towards submission</td>
<td>▪ Completed final draft of thesis for supervisor(s)/Supervisory panel comment</td>
<td>By interim Supervisory panel prior to submission/Term 2 of completion year (Term 11/12 for full-time students; Term 20/21 for part-time students)</td>
</tr>
</tbody>
</table>