

**Your studies**

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# DEPARTMENT OF GOVERNMENT

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Postgraduate research

**STUDENT HANDBOOK**  
2018-19



University of Essex

## Central Text for Postgraduate Research Student Handbook

### About your Student Handbook

This handbook gives you essential information about your department and the University.

Other helpful sources of information are available at [www.essex.ac.uk/myessex](http://www.essex.ac.uk/myessex) and [www.essex.ac.uk/students](http://www.essex.ac.uk/students). Our friendly departmental staff are also here to help and you can find their contact details in this handbook.

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

### 1. Introduction and Welcome

#### Welcome to the Department of Government

Undertaking a PhD is a huge challenge but it is also incredibly rewarding. Over the course of the next few years, you will receive training in political science that will help you identify and answer important research questions. By the time that you graduate you should be highly attractive to employers in a range of occupations and be in a very good position to become a professional researcher, teacher and academic.

Our aim is to support you in this endeavour and to help you produce top-quality research. The University of Essex is a great place to do a PhD. Not only is the University of Essex a world-class University with top political scientists, but the Department of Government is also associated with internationally-renowned institutions such as the *British Journal of Political Science* and the *Essex Summer School in Data Analysis*. I am sure that you will find that simply being associated with Essex will represent a significant advantage to you in the future.

You will, of course, be supported by your supervisor and members of your supervisory board and should listen carefully to their advice. They have great experience in conducting research and steering students towards their goals.

Undertaking a PhD is extremely demanding, both intellectually and emotionally. Over the course of the next few years you may, at times, feel overwhelmed and daunted by the task in front of you. This is a natural part of doing original research, as you soon find that you are the leading expert in the field you have carved out for yourself. Our goal is to help you to keep on track and to make the PhD both manageable and enjoyable.

If you experience any issues that are getting in the way of your studies do please let us know. Your first point of contact is your supervisor and/or board members and you should feel free to raise issues with them. If for any reason you would rather discuss the issues with me, please send me an e-mail to arrange an appointment.

Good luck!

Professor Lawrence Ezrow  
Head of Department

Professor David Howarth  
Graduate Director, Postgraduate Research (PGR)



## 1.1 Term dates, calendar and academic week numbers

<b>Autumn Term</b>	Monday 1 October 2018 – Friday 14 December 2018
<b>Spring Term</b>	Monday 14 January 2019 – Friday 22 March 2019
<b>Summer Term</b>	Tuesday 23 April 2019 – Friday 28 June 2019
<b>Winter Vacation</b>	Monday 17 December 2018 – Friday 4 January 2019
<b>Spring Vacation</b>	Monday 25 March 2019 – Friday 19 April 2019
<b>Summer Vacation</b>	Monday 1 July 2019 – Friday 27 September 2019
<b>Easter Bank Holidays</b>	Friday 19 April 2019 and Monday 22 April 2019
<b>Early May Bank Holiday</b>	Monday 6 May 2019
<b>Spring Bank Holiday</b>	Monday 27 May 2019
<b>Summer Bank Holiday</b>	Monday 26 August 2019

## Calendar and Academic Week Numbers

The university academic calendar for 2018-19 can be found here:



Academic Calendar  
2018-19

Further information relating to the University's term dates for students can be found at:  
<https://www.essex.ac.uk/governance/key-dates>

## 1.2 Timetables

If you undertake any modules during your PhD then you can access your module timetable here: <https://www.essex.ac.uk/myessex/>

## 1.3 Pattern of the Academic Year

See 3.6 Milestones.

## 1.4 Study Leave and Reading Week

Some of our partner departments have allocations for study leave and/or a reading week. The Department of Government does not have either, so please ensure that you attend all timetabled events during weeks 2 – 11, 16 – 25 and 30 – 39.

## 1.5 Link to myEssex

myEssex is a resource that provides a wealth of academic and support information. You can find your myEssex portal by going to [www.essex.ac.uk/myessex/](http://www.essex.ac.uk/myessex/) and logging in with your campus username and password.

## 1.6 Student responsibilities

As a Postgraduate Research student, you have a responsibility to:

- Read the documentation provided, including the regulations for your degree, this Code of Practice and details of the departmental supervisory arrangements.
- Attend meetings with your supervisors and Supervisory Panels as arranged, and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- Keep in regular contact with your supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in

discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).

- Provide updates on progress as outlined in the [Progress and Appeals Procedures for Research Degree Students](#)
- Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- Familiarise yourself with the departmental milestones for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at your RSPB which takes place twice a year (or equivalent for part-time students). It's important you review your milestones regularly to ensure you'll be ready to submit your thesis by the required date.
- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
- Familiarise yourself with the expectations and conventions regarding academic referencing other people's work.
- Attend any research training and generic skills courses as agreed with your supervisor
- As requested, submit reports on progress to professional practice and research supervisors, Supervisory Panels, , or the departmental Research Students' Progress Board.
- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a log book or research portfolio to be signed off by your supervisor.
- Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students' Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.
- Discuss any supervisory problems with your supervisor or the Head of Department. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the Postgraduate Research Education Team to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.
- You must present your thesis for examination by the end of the final term of your minimum period or completion period, depending on your programme of study. A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two week period.
- If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree, unless you are permitted an exceptional further period of completion.
- Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.
- Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

In addition to the above requirements, Professional Doctorate students should:

- Attend lectures and seminars for taught modules and attend meetings with their professional practice supervisor.
- Complete the work required for your taught modules

- Maintain a professional practice portfolio which forms part of the assessment for the degree.






### 1.7 Course costs in addition to tuition fees






No standard additional costs or fee's.

## 2.0 About the Department of Government

### 2.1 Details of Academic Staff/GTAs Including Contact Details and Office Hours

You might find this list helpful if you need to contact a Lecturer, course director or administrative member of staff. Academic biographies can be found by following this link: <http://www.essex.ac.uk/government/staff/Staff.aspx?type=academic>


Name	Contact
Dr Lasse Askoven	E: la18103@essex.ac.uk T: 01206 876549 Room: 5B.108
 Dr Nicole Rae Baerg Division Officer Political Economy	E: <a href="mailto:nicole.baerg@essex.ac.uk">nicole.baerg@essex.ac.uk</a> T: 01206 873021 Room: 5.419
 Dr Zorzeta Bakaki Education Officer PGT	E: <a href="mailto:zbakak@essex.ac.uk">zbakak@essex.ac.uk</a> T: 01026 872651 Room: 5.304
 Professor Tobias Böhmelt Education Officer PGT	E: <a href="mailto:tbohmelt@essex.ac.uk">tbohmelt@essex.ac.uk</a> T: 01206 872288 Room: 5.019
 Dr Paul Bou-Habib Co-Director of Education 3 <sup>rd</sup> /Final Year UG Personal Tutor	E: <a href="mailto:pbou@essex.ac.uk">pbou@essex.ac.uk</a> T: 01206 872509 Room: 5.017
 Professor Royce Carroll Co-director Essex Sumer School	E: <a href="mailto:rc16534@essex.ac.uk">rc16534@essex.ac.uk</a> T: 01206 873475 Room: 5.306

	<p>Dr Daina Chiba Director of Finance Webmaster &amp; Information Champion</p>	<p>E: <a href="mailto:dchiba@essex.ac.uk">dchiba@essex.ac.uk</a> T: 01206 872127 Room: 5.004</p>
	<p>Dr James Christensen CISH Co-ordinator</p>	<p>E: <a href="mailto:james.christensen@essex.ac.uk">james.christensen@essex.ac.uk</a> T: 01206 874356 Room: 5A.221</p>
	<p>Dr Theresa Crowley Senior Adviser, Senior Personal Tutor, 1<sup>st</sup> Year UG Personal Tutor</p>	<p>E: <a href="mailto:crowtx@essex.ac.uk">crowtx@essex.ac.uk</a> T: 01206 873486 Room 5A.318</p>
	<p>Professor Han Dorussen Research Director</p>	<p>E: <a href="mailto:hdorus@essex.ac.uk">hdorus@essex.ac.uk</a> T: 01206 872510 Room: 5.417</p>
	<p>Dr Dominic Duell</p>	<p>E: <a href="mailto:dominik.duell@essex.ac.uk">dominik.duell@essex.ac.uk</a> T: 01206 872211 Room: 5.423</p>
	<p>Professor Lawrence Ezrow Head of Department</p>	<p>E: <a href="mailto:ezrow@essex.ac.uk">ezrow@essex.ac.uk</a> T: 01206 873770 Room: 5B.301</p>
<p>Dr Carolina Garriga</p>	<p>E: TBC T: TBC Room:5B.308</p>	
	<p>Dr Federica Genovese Eastern ARC Manager</p>	<p>E: <a href="mailto:fgenov@essex.ac.uk">fgenov@essex.ac.uk</a> T: 01206 874106 Room: 5.425</p>
<p>Dr Mollie Gerver</p>	<p>E: <a href="mailto:mg18621@essex.ac.uk">mg18621@essex.ac.uk</a> T: 01206 876580 Room: 5A.219</p>	
	<p>Professor Ismene Gizelis Impact Officer</p>	<p>E: <a href="mailto:tiq@essex.ac.uk">tiq@essex.ac.uk</a> T: 01206 872856 Room: 5.008</p>

	<p>Professor Kristian Skrede Gleditsch</p> <p>Departmental Seminars Division Officer IR &amp; Conflict</p>	<p>E: <a href="mailto:ksg@essex.ac.uk">ksg@essex.ac.uk</a> T: 01206 872517 Room: 5.415</p>
	<p>Dr Jason Glynos Employment Director</p>	<p>E: <a href="mailto:ljglyn@essex.ac.uk">ljglyn@essex.ac.uk</a> T: 01206 872515 Room: 5A.217</p>
<p>Dr Raynee Gutting</p>	<p>E: <a href="mailto:rg17437@essex.ac.uk">rg17437@essex.ac.uk</a> T: TBC Room: TBC</p>	
	<p>Dr Alexandra Hennessy Departmental Seminars</p>	<p>E: <a href="mailto:ah17462@essex.ac.uk">ah17462@essex.ac.uk</a> T: 01206 872219 Room: 5.421</p>
	<p>Professor David Howarth, Recruitment Officer PGR, Education officer PGR, Division Officer Political Theory</p>	<p>E: <a href="mailto:davidh@essex.ac.uk">davidh@essex.ac.uk</a> T: 01206 873403 Room: 5.014</p>
	<p>Professor Rob Johns Division Officer EPOP</p>	<p>E: <a href="mailto:rajohn@essex.ac.uk">rajohn@essex.ac.uk</a> T: 01206 872508 Room: 5.021</p>
	<p>Dr Florian Kern</p>	<p>E: <a href="mailto:fkern@essex.ac.uk">fkern@essex.ac.uk</a> T: 01206 872745 Room: 5.302</p>
<p>Dr Svenja Krauss DAAD Lecturer</p>	<p>E: <a href="mailto:sk18163@essex.ac.uk">sk18163@essex.ac.uk</a> T: 01206 876307 Room: 5B.106</p>	
<p>Dr Seonghui Lee UG Recruitment Officer</p>	<p>E: <a href="mailto:sl18918@essex.ac.uk">sl18918@essex.ac.uk</a> T: 01206 873021 Room: 5.422</p>	
<p>Dr Patrick Lown EssexLab Manager</p>	<p>E: <a href="mailto:plown@essex.ac.uk">plown@essex.ac.uk</a> T: 01206 873809 Room: 5B.312</p>	

 <p>Professor Natasha Lindstaedt Co-Director of Education 2<sup>nd</sup> Year UG Personal Tutor</p>	<p>E: <a href="mailto:nezrow@essex.ac.uk">nezrow@essex.ac.uk</a> T: 01206 873346 Room: 5.027</p>
 <p>Dr Shane Martin Deputy Head of Department Workload Model</p>	<p>E: <a href="mailto:shane.martin@essex.ac.uk">shane.martin@essex.ac.uk</a> T: 01206 872185 Room: 5A.215</p>
 <p>Dr Laura Montanaro Study Abroad Officer</p>	<p>E: <a href="mailto:lmonta@essex.ac.uk">lmonta@essex.ac.uk</a> T: 01206 873980 Room: 5.010</p>
<p>Dr Brian Philipps</p>	<p>E: TBC T: 01206 873504 Room:5.006</p>
 <p>Dr Tom Quinn Plagiarism Officer</p>	<p>E: <a href="mailto:tquinn@essex.ac.uk">tquinn@essex.ac.uk</a> T: 01206 872505 Room: 5.012</p>
 <p>Dr Alejandro Quiroz Flores Recruitment Director</p>	<p>E: <a href="mailto:aquiro@essex.ac.uk">aquiro@essex.ac.uk</a> T: 01206 872506 Room: 5.025</p>
 <p>Dr Marius Radean PGT Recruitment Officer</p>	<p>E: <a href="mailto:mradean@essex.ac.uk">mradean@essex.ac.uk</a> T: 01206 872743 Room: 5.018</p>
 <p>Dr Gina Reinhardt</p>	<p>E: <a href="mailto:gina.reinhardt@essex.ac.uk">gina.reinhardt@essex.ac.uk</a> T: 01206 872648 Room: 5B.310</p>
 <p>Professor Jon Slapin Co-Director Essex Summer School</p>	<p>E: <a href="mailto:jslapin@essex.ac.uk">jslapin@essex.ac.uk</a> T: 01206 873070 Room: 5.420</p>



	Dr Martin Steinwand Q-Step Officer	E: <a href="mailto:martin.steinwand@essex.ac.uk">martin.steinwand@essex.ac.uk</a> T: 01206 874146 Room: 5.418
Dr Savvas Voutyras	E: <a href="mailto:svouty@essex.ac.uk">svouty@essex.ac.uk</a> T: TBC Room: 5B.314	
Dr Thomas Winzen (starts 01.01.19)	E: TBC T: TBC Room: TBC	

## 2.2 Details of Administrative Staff

### Administrative Staff

The administrative team in the department are your first port of call for any non-academic issues. If they are unable to help directly they will be able to point you in the right direction. The administrative offices are open from Monday to Friday, 10am – 1pm and 2pm – 4pm (closed on Wednesday afternoons).

The administrator for PGR matters is TBC. Contact your PGR administrator for all administrative concerns from online coursework submission, enrolment on modules to dissertation progress checks and guidance about late submission of coursework. They also keep records of your marks and attendance so we can identify at the earliest opportunity if you are struggling. The Graduate Administrator is also able to guide you to appropriate University forms relating to extenuating circumstances, and will be able to advise on the appropriate person for you to talk to.

Administrative Staff	Email	Room	Tel Ext	Roles/Notes
TBC	govtpgq	5B.320	2741	Graduate Administrator
Kimberley Stockley	k.stockley	5B.316	2759	Departmental Manager
Emma McClelland	Ejmccl	5B.322	2982	Deputy Departmental Manager
Nicola Rowley	nrowley	5B.320	2737	Undergraduate Student Administrator 1 <sup>st</sup> year
Sallyann West	sawest	5B.320	2741	Undergraduate Student Administrator 2 <sup>nd</sup> /3 <sup>rd</sup> year
TBC	govfinance	5B.320	2757	Finance Assistant

## 2.3 Resources Supplied or Maintained By the Department

### Offices

The Department of Government is proud of its large cohort of PGR students, however, this does mean that office space is limited. The Department tries to make desk space available for all PGR students, whether by designating shared office space or offering hot-desk spaces. Allocations of spaces are considered on an individual basis. Additional office space is provided for all Graduate Teaching Assistants (GTAs).

Early in the summer, before you head home for the vacation, it is essential that you take your belongs out of the office. Rooms are reallocated during this period and it is not the Department's responsibility to move your belongings. The Department holds no responsibility for any items which are lost or damaged during room moves. We are also unable to store any of your belongings if you are intermitting/doing research abroad etc.

### Government & Economics PhD Research Lab

As well as the many computer labs situated around the University campus, the Departments of Government and Economics share a dedicated computer lab exclusively for PGR student use. It contains 14 PCs all of which have relevant software. The Lab can be found opposite the administrative offices in the Department of Government, room 5B.305. You will need the passcode to get in which can be obtained from the Graduate Office.

### Pigeonholes

You will be given access to a pigeonhole in the Common Room where any mail you get sent to the University will be held for you to collect. Please do not have anything too big mailed to the Department as we cannot accommodate it. Please check the pigeonholes regularly.

### **Departmental Common Room (5B.303)**

Our Departmental Common Room (Room 5B.303) is open from 9am – 4.45pm, but may occasionally be closed during these hours for private bookings. The room has a TV and an overhead projector as well as a coffee machine. Not only is the Common Room the perfect place for personal study or relaxation but we encourage you to use it to get together for student-led activities such as study, research groups and round table discussions etc. Please feel free to use the TV to watch Prime Ministers Question Time, the Parliament channel and Question Time.

To book the Common Room, please email [govquery@essex.ac.uk](mailto:govquery@essex.ac.uk).

### **University Postgraduate Common Room**

The University also has a dedicated Postgraduate Common Room for your use. Found in 5.401 it is open daily and is easily accessible from the 'Mathematics' entrance off of Square 2.

### **HEROES: Helping Each other with Research On Empirical Subjects**

HEROES is a group of empirical minded PhD students. HEROES stands for Helping Each other with Research On Empirical Subjects.

## **2.4 Location of Departmental Office, Opening Hours, Common Rooms & Notice Boards**

You will find the Departmental offices best via the Mathematics entrance 2N off Square 2, proceed up one flight of stairs to 5B, go through the doors and you will find yourself in the Departmental Corridor. Here you will find the Administrative offices, Head of Departments office, the Common Room and the PhD lab.

### **Office Open Hours**

	<b>Morning</b>	<b>Afternoon</b>
Monday	10.00am – 1.00pm	2.00pm – 4.00pm
Tuesday	10.00am – 1.00pm	2.00pm – 4.00pm
Wednesday	10.00am – 1.00pm	CLOSED
Thursday	10.00am – 1.00pm	2.00pm – 4.00pm
Friday	10.00am – 1.00pm	2.00pm – 4.00pm

These Office hours are in effect during term and vacation time.

### **Notice Boards**

We also post important messages on our departmental notice board, which is located in the entrance to the administrative office corridor. Keep an eye out for events, important notices and things to note that are pinned up here. If you would like to post any notices on our notice boards, please contact a member of the admin team.

## 2.5 Details of Departmental Support and the supervisor.

### Who To Go To For What

You will probably find the answer to many of your questions in this handbook, so we encourage you to look through it first. However, sometimes it is nice to be able to talk to a human being; therefore, we have created this handy who-to-go-to-for-what list:

<b>Graduate Administrator</b>	Any administration needs
<b>Class/Seminar Lecturer</b>	First port of call for any academic concerns
<b>Graduate Director</b>	Next port of call for academic problems students feel their lecturer has not been able to resolve.
<b>Head of Department</b>	For serious academic matters, progress concerns and student dissatisfaction, the Head of Department is the highest authority and is the last port of call in the Department.
<b>Study Skills Advisor/DDLO officer</b>	Any Academic Concerns, writing concerns etc

### Study Skills Officer

We are fortunate to have a designated Study Skills Officer, Dr Theresa Crowley. If you would like some support with your academic writing, appointments can be arranged simply by signing up on a weekly timetable (term-time only) which is found on Dr Crowley's office door (although some students may be referred by their supervisor).

### Supervisor

You will have had a supervisor appointed to you at the admissions process. You are expected to have regular contact with your supervisor during your studies and they should be the first port of call for any concerns/problems.

### Research Students' Progress Committee (RSPB)

The RSPB is made up of senior members of academic staff and is chaired by the Graduate Director, PGR. It "reviews the progress of every student through to the award of a degree, withdrawal or failure, on the basis of the reports from the supervisory board, including the written report from the student. Where no supervisory board has taken place, for instance because a student is carrying out research abroad, the supervisor and the student must each submit a progress report. A decision/recommendation for discontinuation, downgrading or upgrading or to confirm PhD status or change to MPhil, to permit entry into completion, or to extend the minimum period can only be made by the RSPB."

<https://www1.essex.ac.uk/students/exams-and-coursework/ppg/pgr/assess-rules.aspx>

### Graduate Director, PGR

The Graduate Director, Professor. David Howarth, has overall responsibility for the monitoring of student progress.

### Head of the Department

All students have the right to see the Head of Department, Professor Lawrence Ezrow, on matters where they are dissatisfied. All discussions will be in strict confidence. In order to see the Head of Department, you should make an appointment with him (email: ezrow). The Head of Department also welcomes communications from students who have a compliment or wish to give comments and suggestions about the Department's teaching and activities.



## **2.6 Details of How the Department Will Communicate With Students**

### **How the Department will communicate with you**

This might seem obvious, but we just wanted make clear how we will get information to you.

Email: This is the preferred method of communication; please check your email regularly, that is, at least once a day.

Post: The University will occasionally send formal communications by post. This includes your degree confirmation and other important information, so please ensure that your address is kept up to date via your myEssex account.

We also put some notices on our website and Social Media pages.

### **How you should communicate with the Department**

Academic and administrative staff have time designated for helping students during term time. These are posted on office doors. Please be respectful of these hours. Email is the best way for you to communicate with staff, especially outside of office hours.

### **Why it is important for you to keep in contact with us**

PGR Students are able to be much more flexible about how much time they spend on campus. PGR students also spend time at conferences and doing research abroad. It is important that your supervisor, and the admin office if you are Tier 4, knows where you are and how you are getting on. This is especially important during the completion year. A lack of contact may constitute reasonable grounds for withdrawing a student from the University.

Tier 4 students are required to check in with their Supervisor every month. It is a really quick visit, in office hours, where you'll just need to pop in so that they can verify you are on Campus. You should familiarise yourself with the Immigration web pages:

<https://www1.essex.ac.uk/immigration/studies/>

As you come to the end of your Completion year, it is important for you to start using a personal email address for your external activities outside the University. The University is no longer granting extensions to email accounts after your registration period runs out.

We realise that sometimes life does not go according to plan. If you are experiencing difficulties, please do not feel you have to keep them to yourself. Please talk to us and we, or another University member of staff or group, will help you get through any issues that may arise. If we don't know, we can't help.

## **2.7 Information on Funding and Grants**

We offer a wide range of funding opportunities for research students. Most Scholarships will be obtained in the Autumn or Spring before the study period commences. Full information on all Research degree Scholarships and funding can be found here:

<https://www1.essex.ac.uk/fees-and-funding/scholarship-finder/>

## **2. Learning and Teaching**

### **3.1 Brief statement about learning, teaching and the nature of doctoral studies**

The Department of Government currently offers two routes to a PhD: the standard Doctor of Philosophy PhD and the PhP (Doctoral Programme).  
Doctor of Philosophy (PhD)

*“If you hold the necessary qualifications to embark upon the PhD, the normal minimum period of registration is three years of full-time study. A significant amount of training in professional and research skills is available to all students registered for a PhD.”*

If you embark on this route you will immediately focus on your research. Your supervisor may ask you to build up your subject knowledge by enrolling on a Graduate level module where you will do the coursework and take the exam. The results will not count towards your final degree.

We take PhD students in October, January and April.

PhP (Doctoral Programme)

*“This three-year programme combines specialist training with preparation and submission of a thesis, where the first year requires you to take a number of taught subject-specific modules, which may correspond to the taught elements of a Masters degree. After the first year, you continue with your supervised research and continue to receive training in professional and research skills and attend graduate research workshops.”*

If you embark on this route, you will be required to take modules specific to your subject area in the first year. For example, if you enrol on the PhP in Ideology and Discourse Analysis you will take GV988 Ideology & Political Discourse. You may also be required to take other IDA specific modules. You will be expected to start work on your Thesis with immediate effect; the PhP is expected to be complete within 3-4 years as per the standard PhD.

We take PhP students only in October.

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

We strongly believe that your success as a student is a team effort. We will do all in our power to help you achieve your PhD degree and we expect you to do the same. We will give you the tools and skills, but you have to use them and do the things that we require of you.

What you can expect from the Department

- ❖ Supervision which is clear and concise.
- ❖ A friendly and professional environment
- ❖ Termly SSLC meetings for you to have your say.
- ❖ Facilities
- ❖ Events
- ❖ Help and Assistance where needed

What the Department expects from you

- ❖ That you hold regular meetings with your Supervisor.
- ❖ Hold your supervisory boards on time so that you may submit your board report by the deadline.
- ❖ If you are a Tier 4 student you must check in monthly to the Graduate Office to sign off an attendance sheet.
- ❖ Compliance with the Universities code of conduct:  
<http://www.essex.ac.uk/about/governance/regulations/code-conduct.aspx>

What to expect from your course of study:

#### **The First Year in detail**

First Year Defence (FYD)

Towards the end of January in your first year of study you will be asked to submit and defend an extended version of the initial research proposal you wrote as part of the application process. We do this by way of a Poster Session, which is fun and interesting and provides

you with the opportunity to get good face-to-face feedback. This applies whether or not you have an extensive coursework load in your first year, and whether you are an October or January starter, although your workload and registration date will be taken into consideration. The First Year Defence panel consists of members of faculty who will consider your revised proposal.

Your proposal should clearly set out, and you should prepare to answer questions about:

- your research question or questions;
- the theoretical approach you intend to use and how it relates to the literature;
- how you intend to go about answering your research question (including considerations of data availability and data-analytic strategy where appropriate);
- what criteria you will use to judge whether you have answered your research question;
- a draft chapter plan and timetable for completing chapters. The panel will give comments and feedback to students

If you prepare well and follow the advice of your supervisor, the FYD can be a positive experience, helping you to make better progress. However, we must point out that if your proposal is deemed unsatisfactory by the FYD panel, you will be asked to re-work it for resubmission at a further date in your First Year (This will be confirmed in the event of such a situation). If it is still unsatisfactory, the panel may recommend to the RSPC that you be downgraded to an MPhil award only or your studies be discontinued at the end of the first year.

The Department will monitor you carefully in the first year. PhP students taking modules will have to have completed and passed the modules they are enrolled on. All students should have passed the FYD and have a comprehensive literature review. We also encourage you to participate in the Colloquium. Please also take advantage of events and programmes offered by the University.

### **The Second Year in More Detail**

#### Confirmation of PhD Status

The first Supervisory Board of your second year is an important one. It is also known as your 'Confirmation' Board. All new students are registered as MPhil/PhD students and the 'Confirmation' Board reviews your progress to date to confirm whether or not your work is of PhD standard.

The Confirmation Board will apply four criteria:

1. You have met the progress guidelines for the first year, producing at a minimum a fully revised PhD Proposal and research plan and a draft of a literature review;
2. Your research proposal has been successfully defended at the First Year Defence in June of the first year of your period of study;
3. Your Supervisory Board agrees that the PhD proposed is likely to result in a thesis meeting the requirement for a PhD set out in the Higher Degree Regulations.
4. The research timetable is likely to lead to the PhD being submitted by the end of the completion year.

The Confirmation Board can make the following recommendations to the Research Students' Progress Committee:

- Confirm PhD Status
- Defer a decision to the next Supervisory Board
- Downgrade to MPhil
- Discontinuation

Once the RSPC make their recommendation to the Dean, you will be sent an email indication that your formal registration status has been changed to PhD instead of MPhil.

We strongly encourage you to participate in the Colloquium in your second year and take advantage of University training programmes. You can refer to Proficio for more information on Training offered by the University.

### **The Third Year in More Detail**

#### Completion Year Eligibility

In the third year you should be working towards having a complete draft of your thesis. You should be finishing your research, chapters and any other outstanding work. As you approach the end of your minimum period, your Supervisory Board will recommend to the RSPC whether you should be allowed to enter your Completion year. To be eligible to enter Completion, you are expected to submit a draft of all your substantive chapters/papers minus the introduction and conclusion via the Online Coursework Submission (OCS) system. The RSPC will make its recommendations to the Graduate School based on your May/June Supervisory Board Report and the state of your draft thesis. You will be notified by the Graduate School if you are eligible to enter Completion.

The Department will notify the Dean of the Graduate School of your suitability to enter completion. You will then be notified of the outcome by the Graduate School and told the details of registering for the Completion Year.

Please note: you will not be allowed to enter Completion if you have not presented at the Colloquium, so please make every effort to do so in your third year if you have not done so already.

#### Extension to Minimum Period

It is important that you work with your supervisor to create a realistic timetable of work so that you are not rushing when the end of your minimum period is in sight. If your Supervisory Board feel that you need more time in your minimum period, they will recommend to the RSPC that you will need an extension. Extensions will only be granted in exceptional circumstances and on unanticipated grounds. As part of your Board Report, you will need to explain the reason for the recommendation including the following information:

1. Statement on the current state of research
2. A statement of the current state of the thesis (e.g. only 2 out of 8 chapters in draft and read by Supervisor)
3. Detailed timetable of when outstanding work will be completed.

**PLEASE NOTE:** This information **MUST** be submitted at the same time as the Supervisory Board Report and must be agreed by your Supervisor.

Extensions to your minimum period can only be granted by the Dean of the Graduate School. Please be aware that even if the Department supports an extension application this does not mean that the Dean will. It is therefore important that you continue to work hard on your thesis until the Dean makes a decision.

### **The Completion Year in More Detail**

#### Completion Year Timetable

As part of your final supervisory board, you will be required to agree a timetable of work for the completion year. You should consider time needed to send your thesis to an internal reader and to make any revisions. This timetable should be sent as part of your supervisory board report. **PLEASE NOTE:** It is essential that you keep in regular communication with your supervisor during your completion year. It will help you stay focused and motivated.

The advised basic schedule (this is based on October starters):

- October - prepare your personalised write-up timetable with the view of submitting your thesis to an internal reader and then for examination



- By April - your thesis should be going to an internal reader identified by your supervisor. This allows at least two months for you to work on the comments with your supervisor. The internal reader needs to be aware of when you wish to submit
- August - the Approval of Thesis Title Form needs to be completed and submitted to the Graduate Office. This form must be done two months prior to your intended submission date. You will need to indicate this date on the form. The Approval of Thesis Form can be found on Moodle
- October - your thesis must be submitted by the last registration date of your Completion year. Extensions of up to two weeks may be sought from Laura Ruddick, Senior Postgraduate Research Education Manager but only under EXTREME circumstances. If you are later than this, you will have to pay a term's fees.

If you face extenuating circumstances towards the end of your Completion year, you should consult with your supervisor whether you need to apply to go into Further Completion. This should be applied for at least ONE month before the end of your Completion year. You will need to submit to the Graduate Office the following information:

1. Number of chapters in draft (e.g. 4/7)
2. Reason for request
3. Detailed timetable of when outstanding work will be completed.
4. Expected date of submission

The RSPC will make a recommendation to the Dean of the Graduate School if it deems your reasons acceptable. Please be aware that even if the Department supports an extension application that does not mean that the Dean will. It is therefore important that you continue to work hard on your thesis until the Dean makes a decision.

**YOU MUST STILL SUBMIT SUPERVISORY BOARD REPORTS IN YOUR COMPLETION YEAR!**

Contrary to popular belief, you are still required to hold board meetings in your Completion Year. You will receive details of these deadlines in October 2018.

### **3.3 Information about Moodle and FASer**

We use **Moodle** as our online learning environment, to enhance face-to-face teaching. It lets you get to course materials, and has built-in features to enhance learning such as discussion forums, chat facilities, quizzes 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](http://faser.essex.ac.uk)  
[www.essex.ac.uk/it/services/learning-technology/](http://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. Once 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/](http://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 Postgraduate Research Education team 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 period of study 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>

### Periods of study

	Mode	Students first registered between 2008-09 to 2017-18		Students first registered from 2018-19 onwards	
		Minimum	Maximum	Standard	Completion
Research degree					
Masters by Dissertation (MA or	FT	One year	Two years	One year	Up to one year
	PT	Two years	Three years	Two years	Up to one year
Master of Philosophy (MPhil)	FT	Two years	Three years	Two years	Up to one year
	PT	Four years	Five years	Four years	Up to one year
Doctor of Medicine (MD)	PT only	Two years	Three years	Two years	Up to one year
Doctor of Philosophy (PhD)	FT	Three years	Four years	Three years	Up to one year
	PT	Six years	Seven years	Six years	Up to one year
Doctor of Philosophy Integrated (PhD)	FT	Four years	Five years	Four years	Up to one year
	PT	Eight years	Nine years	Eight years	Up to one year
Professional Doctorate	FT/PT	See individual programmes	See individual programmes	See individual programmes	See individual programmes

### 3.6 PGR Milestones

Milestones	Criteria for progress	Deliverables	Deadline
M1: Confirmation and 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.	<ul style="list-style-type: none"> <li>Training Needs Analysis to be completed.</li> <li>Attend Proficio courses and plan for further courses to attend, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Term 1 for full-time students; Term 2 for part-time students</li> <li>By end of Term 3 for full-time students; Term 6 for part-time students</li> </ul>
	B: Choose research topic and demonstrate significance/impact of research.	Research Project Proposal, including (dependent on subject area): <ul style="list-style-type: none"> <li>Write central research problem/questions to be answered.</li> </ul>	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)

		<ul style="list-style-type: none"> <li>▪ Methodological considerations.</li> <li>▪ Feasibility Report – identifying sources, access and ethical considerations</li> <li>▪ Create project plan, outlining objectives for each stage.</li> </ul>	
	C: Demonstrate understanding of chosen topic within the context of the field.	<ul style="list-style-type: none"> <li>▪ Critical Literature Review (where relevant)</li> </ul>	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the four year maximum period.	<ul style="list-style-type: none"> <li>▪ Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills.</li> </ul> <p><i>Department to add as appropriate.</i></p>	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> <li>▪ Create a detailed, realistic plan of work/ timetable for Year 2.</li> <li>▪ Produce supervisory board report written in a clear and self-reflective style</li> </ul>	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
	<p>F: Subject-specific milestones:</p> <p>1) You will have been assigned a PhD supervisor.</p> <p>2) Identification of 1 or 2 additional members of academic staff to sit on supervisory boards</p>	<p>1) You should meet regularly with your supervisor, <i>typically at least once a fortnight</i> in your first year. This pattern should continue throughout your time in the program, unless you have reasons to be away from campus, such as carrying out fieldwork.</p> <p>2) Consensus and report of board members to Ph.D. director and Sallyann West</p>	<p>1) Assignment of Ph.D. supervisor no later than 1 November. Meetings—ongoing with evidence (can be e-mails, informal notes) of their occurrence.</p> <p>2) Report due to Alex West (in e-mail format) no later than November 15<sup>th</sup>. Student should take responsibility for sending e-mail.</p>

	<p>3) Enrol in and successfully complete GV994 and other modules, as required.</p> <p>4) Attendance at Ph.D. colloquium and other relevant seminars held in the Department or in other relevant disciplines</p> <p>5) Demonstration of satisfactory completion of extended proposal</p> <p>6) Progress on dissertation</p>	<p>3) Enrolment and satisfactory progress in GV994, and other modules, as required.</p> <p>4) Evidence of engagement in colloquium and seminars</p> <p>5) To be demonstrated in a poster style presentation to academics during the last week of January.</p> <p>6) Journal based' PhD' – research proposal in complete form and draft of one paper. If you are doing an article based dissertation, it is ideal to have at least a draft of the first paper circulating over the summer between the first and second year of the PhD programme. Ideally, this paper will be under peer review.</p> <p>Monograph based PhD' – research proposal in complete form and draft of one chapter (typically a literature review or theory chapter). Additional evidence of progress should exist in the form of the preparation or undertaking fieldwork, notes, archival visits etc.</p> <p>A timeline that maps out how future progress will be achieved in subsequent years.</p>	<p>3) Note by Scotto/Slapin of Successful Progress on the module in summer 2015. Evidence of satisfactory progress in other modules, as required.</p> <p>4) Student engagement with Departmental events to be reviewed by boards and RSPC.</p> <p>5) Approval form the First Year Defence Panel that the extended proposal is satisfactory.</p> <p>6) End of first year, preferably evidenced after second board.</p>
M2: Progress	A: Review training needs	<ul style="list-style-type: none"> <li>▪ Training Needs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Term 4 for full-</li> </ul>



from Year 2 to Year 3 (or equivalent for part-time students)	and knowledge required to continue with research project and complete the thesis.	<p>Analysis to be reviewed.</p> <ul style="list-style-type: none"> <li>Attend Proficio courses and plan for further courses to attend, as appropriate.</li> </ul>	<p>time students; Term 8 for part-time students</p> <ul style="list-style-type: none"> <li>By end of Term 6 for full-time students; Term 12 for part-time students</li> </ul>
	B: Demonstrate work of the quality and quantity expected at the end of Year 2	<ul style="list-style-type: none"> <li>Produce draft chapters equivalent to 2/3rds of the number proposed/ 2 papers</li> <li>Report on research undertaken to date</li> </ul>	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
	C: Review significance and impact of research and articulate output.	<p>For example:</p> <ul style="list-style-type: none"> <li>Deliver workshop</li> <li>Present research to students and staff at seminars/conferences</li> <li>Write journal articles</li> </ul>	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
	D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> <li>Create a detailed, realistic plan of work/ timetable for Year 3.</li> <li>Produce supervisory board report written in a clear and self-reflective style</li> </ul>	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
	E: Specific Departmental Expectations for Second Year Students pertaining to Dissertation	<ul style="list-style-type: none"> <li>Students doing a 'journal based' PhD should have completed drafts of at least 2 papers. At least one of these papers should have been placed under peer review by the end of the first half of your second year. Ideally a second paper also will be under peer review. It is likely that the first peer reviews will require you to revise your initial submission, and time in the second year should be allocated for this purpose. Students doing a 'monograph based' PhD should have completed drafts of at least 2/3rds of the</li> </ul>	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)

		<p>substantive chapters of their PhD.</p> <ul style="list-style-type: none"> <li>▪ If students are planning an academic career, they should discuss placement projections with their supervisor and other academics and familiarize themselves with the current state of the academic job market.</li> <li>▪ A revised timetable should be approved by the supervisor to ensure that the thesis will be completed in draft form by the end of the third year of registration (minimum period).</li> </ul>	
M3: Progress from Year 3 (or equivalent for part-time students) to Completion Year	A: Ability to reflect on skills and knowledge development and its application to the research project	<ul style="list-style-type: none"> <li>▪ Training Needs Analysis reviewed</li> </ul>	By end of year Supervisory Board (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)	<ul style="list-style-type: none"> <li>▪ Research completed (experimental, empirical and theoretical work, where relevant)</li> <li>▪ Produce all draft chapters/ at least papers</li> </ul>	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
	C: Demonstrate ability to complete within the maximum period.	<ul style="list-style-type: none"> <li>▪ Produce a realistic completion year plan.</li> <li>▪ Produce supervisory board report written in a clear and self-reflective style</li> </ul>	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
	D: Subject-specific milestones  1) Related to Dissertation		1) <i>Journal based': draft of</i>

	<p>2) Meet professionalization requirements concerning presenting one's work</p>	<p><i>all three research papers. Note that failure to do so will require you to seek approval for an extension to the minimum period of study. Please note that extensions to one's minimum period require the approval of the Deputy Dean for Education is not a guarantee. 'Monograph based': drafts of all substantive chapters of the thesis.</i></p> <p><i>-Note that failure to do so will require you to seek approval for an extension to the minimum period of study. Please note that extension to one's minimum period requires the approval of the Deputy Dean for Education is not a guarantee. You will be allowed to go into completion year only if the submitted papers/chapters are judged to be of a standard deemed appropriate for by the Departmental postgraduate research progress committee.</i></p> <p>2) Presented at least one paper to the PhD Colloquium. By the end of the third year you should aim to have attended relevant conferences, presented papers at them, and to have a plan for submission of your work for publication.</p> <p>3) For 'Monograph based' dissertations, students should, with the advice of their supervisors and other academics, seek out potential presses that will turn the dissertation into a published book.</p>	<p>(Term 9 for full-time students; Term 18 for part-time students)</p> <p>2) By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)</p>
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	3) Seek to publish one's work	For 'Journal based' dissertations, the third paper should be readied for submission for peer review. The two earlier papers should be either published or in revision for further submission.	3) By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
M4: During Completion Year	A: Clear evidence of progress towards submission	<ul style="list-style-type: none"> <li>▪ Completed final draft of thesis for supervisor(s)/supervisory board comment</li> </ul>	By interim Supervisory Board prior to submission/Term 2 of completion year (Term 11/12 for full-time students; Term 20/21 for part-time students)
	B: Department specific attitudes towards submission	<ul style="list-style-type: none"> <li>▪ Revise and rewrite chapters.</li> <li>▪ Submit the approved thesis to supervisor and board members for comments.</li> <li>▪ Do final corrections. Submit thesis before the end of the academic year.</li> <li>▪ Thesis no longer than 80,000</li> </ul>	By interim Supervisory Board prior to submission/Term 2 of completion year (Term 11/12 for full-time students; Term 20/21 for part-time students)

### 3.7 Summary of how the Department offers an inclusive learning experience, ensures the quality of opportunities and responds to the diverse needs of the students

#### 3.7.1 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 Student Support 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](http://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](http://www.essex.ac.uk/students/disability/funding.aspx)

#### 3.7.2 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/](http://www.essex.ac.uk/students/new/international/)

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

### 3.7.3 Mature and part-time students

As a mature student you'll be in very good company – around 25% 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](http://www.essex.ac.uk/students/groups/mature-students.aspx)

### 3.8 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/coursereprs/](http://www.essexstudent.com/representation/coursereprs/) and the University's policy here: [www.essex.ac.uk/quality/student\\_representation/student\\_rep.asp](http://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](http://www.essex.ac.uk/quality/student_representation/sslc.asp).

### 3.9 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](http://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 Sandy Macmillen – contact [amacmi@essex.ac.uk](mailto:amacmi@essex.ac.uk) or use the Book a librarian form on the Library website to get in touch. More information can be found at <http://libwww.essex.ac.uk/subject.htm>

For guidance in relation to third-party proofreading of student work:

[www.essex.ac.uk/proofreading](http://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 <https://www1.essex.ac.uk/students/study-resources/research.aspx> and you can contact the Proficio team at [proficio@essex.ac.uk](mailto:proficio@essex.ac.uk).

#### **4.2 Department Specific Training Events**

In your first year you will take GV994, which is a Professional Development Seminar run by our Academic staff aimed toward helping you with every aspect of your PhD, from research Design to finding a job. This is a timetabled event and is compulsory, the Module outline can be found via the Module Directory online:

<https://www1.essex.ac.uk/modules/Default.aspx?coursecode=GV994&level=8&period=FY&campus=CO&year=16>

#### **4.3 Details of any Departmental support or funding for attending conferences**

##### **DEPARTMENTAL POLICY:**

##### **Application process**

Government PhD students are eligible to apply to the PhD Conference/Training Fund. Applications are accepted on a rolling basis. Deadlines will be communicated by the Department. Applicants who are unsuccessful during the first round may apply for the second round of funding.

Not all applicants will be successful. If a PhD student is successfully awarded a grant in the first round, they may not apply for a second grant in the same academic year.

Applications must be signed by your PhD Supervisor and then submitted to the Departmental Manager.

Applications are considered by the PGR Director and the Director of Finance.

##### **Grant sizes**

The maximum grant sizes available are £800 for an international conference, £500 for an EU conference, £500 for a training course.

##### **Payment of claims**

Claims against conference costs are only paid when a paper is presented. A copy of the abstract and evidence of acceptance from the conference organisers must be included with your application. Payment will only be made after the conference/training course has taken place and all receipts are presented.

##### **Expenses covered**

Expenses will be reimbursed in-line with the University's Expenses Guidance, which will be circulated as part of the application process. The Department reserves the right to not to authorise claims that fall outside of University policy.

##### **Travel insurance**

Please visit <https://www1.essex.ac.uk/health-safety/activities/overseas-travel.aspx> for information on how to obtain travel insurance.



## 5. Progression and Assessment

### 5.1 Principal Regulations for Research Degrees and the Code of Practice for Research Degrees/Code of Practice for Professional Doctorates

[www.essex.ac.uk/about/governance/regulations](http://www.essex.ac.uk/about/governance/regulations)

<https://www.essex.ac.uk/about/governance/policies>

The Principal Regulations and the Codes 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 Students' Progress Board.

### 5.2 Extenuating Circumstances, withdrawing and intermitting

[www.essex.ac.uk/students/exams-and-coursework/ext-circ](http://www.essex.ac.uk/students/exams-and-coursework/ext-circ)

**Extenuating circumstances** are circumstances beyond your control which cause your progress to be negatively impacted upon, including performing 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. Extenuating circumstances deadlines will be issued by the department ahead of the Supervisory Panel.

Professional Doctorate and Integrated PhD students need to ensure that your form is submitted by the postgraduate taught deadline given here in order for it to be considered by the Board of Examiners – <https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.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/](http://www.essexstudent.com/services/advice_centre/)) or the Student Services Hub ([www.essex.ac.uk/students/contact/default.aspx](http://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 the Student Services Hub to talk to one of our advisers.

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

**Withdrawing** is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from your Department or the Student Services Hub at the earliest opportunity. It is very important that you discuss your circumstances with the University and follow the formal procedure for withdrawing. If the University is not formally notified, then you may risk continuing to incur further tuition or

accommodation fees. More advice and information is available at [www.essex.ac.uk/see/withdraw](http://www.essex.ac.uk/see/withdraw).

### **5.3 Marking Policy and re-marking of coursework (Professional Doctorates and Integrated PhD students)**

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/marketing\\_policy/default.asp](http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_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**

#### **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 also submit two copies of their thesis for examination.

The two copies of your thesis should be submitted for examination in an unbound format.

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

You should submit to the Silberrad Student Centre:

- a) **Two** copies (one original and one good copy) of the thesis or dissertation.
- b) A submission form (RD1) completed and signed by yourself.

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

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

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

#### **Thesis Submission for Award**

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

#### **Thesis Deposit**

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

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

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

#### **Retention**

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

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

### 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 Board is that your degree should be downgraded or your studies discontinued, and you want to appeal, you must do so **within 10 working days** of receiving the formal notification. You must do so in writing on the Form of Appeal which is available online at [www.essex.ac.uk/students/exams-and-coursework/ppg/pgr](http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgr).

You may also **appeal** against an examination decision. 'Failed' or 'referred' candidates may submit their appeal no later than **40 working days** after the formal notification of the decision.

**You should read carefully the Progress and Appeals Procedures for research degree students at:** [www.essex.ac.uk/about/governance/policies/research-progress-appeals](http://www.essex.ac.uk/about/governance/policies/research-progress-appeals)

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

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

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

## 6. Referencing and good academic practice

### 6.1 Statement on why good academic practice is part of the scholarship and why it is important at Essex

Scholarships are awarded for each year of study during the standard minimum period of enrolment for your degree, subject to satisfactory progress and good academic practice during your time at the University of Essex.

### 6.2 Information about where to seek guidance on referencing, including links to the relevant referencing scheme and details of any support sessions

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.

The Talent Development Centre offers a Moodle course in referencing via their website at: <https://www1.essex.ac.uk/students/study-resources/tdc/writing/default.aspx>. You can also find online referencing guides for the main referencing guides used by the University at: <https://www1.essex.ac.uk/students/study-resources/tdc/research/referencing.aspx> and attend workshops <https://www1.essex.ac.uk/students/study-resources/tdc/study/workshops.aspx>

Further information relating to authorship and plagiarism is available at:  
<https://www1.essex.ac.uk/outreach/documents/plagiarism.pdf>

Remember, if you have any questions about referencing you can ask our academic staff, specifically Dr Theresa Crowley who is our departmental Student Advisor via email on [crowtx@essex.ac.uk](mailto:crowtx@essex.ac.uk) or at her office in room 5A.206. Dr Crowley can offer advice on referencing as well as other academic matters. You can also seek referencing advice from staff in the Talent Development Centre.

### **6.3 Information relating to the University's procedure on academic offences**

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

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

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

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

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

To find out about your departmental referencing style; (please insert department variation here) and for help with referencing, visit the library website:

<http://libwww.essex.ac.uk/referencing.htm>

### **6.4 Department Style Guide**

Students are advised not to submit their thesis for examination until their supervisor has had time to read and comment on the final version, and has made final recommendations.

So you have spent the last three or four years of your life on your thesis. It has been to the internal reader, you have made the corrections, you are now ready to submit and kick start the examination process in earnest. What next? The following notes have been prepared in consultation with the University Librarian with regards to how to present and submit a thesis from initial presentation to the final submission.

#### **Paper**

Use standard Continental A4 white. The original typescript should be on good bond paper and all copies on good quality copy paper. Good quality photocopies are also accepted.

Candidates are asked to check each photocopied page to ensure that the copy print is clear.

#### **Page Layout**

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

#### **Photographs**

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

#### **Plate captions and margins**

Plate upright - Caption at bottom, plate number immediately above.

Plate sideways - Caption at right-hand side with plate number above it.  
If the plate is to face the text, binding margin must be at the right-hand edge but if the plate is to face blank formatting of previous page then the binding margin must be at the left.

### **Graphs, diagrams, computer printout etc.**

Page-size graphs should be treated in the same way as plates with regard to numbering, captions and margins. Joining and folding of oversize plates, graphs etc. should be left to the binder. Large maps and diagrams are unsuitable for binding in the text. If they can be folded so that their overall dimensions do not exceed 28cm x 17.7cm and their total thickness is not more than one third of the thesis then they can be accommodated in a pocket attached to the inside back cover. Failing this, a separate portfolio will be required. Large sheets of computer printout are unsuitable for binding in the text and should be contained in a portfolio. Good quality photocopies of computer printout may be accepted. Candidates are asked to check each photocopied page to ensure that the copy print is clear. Numbers for graphs, diagrams and maps are best located in the bottom right hand corner.

### **Word Length**

<b>Scheme</b>	<b>Word Length*</b>
PhD	80,000
Professional Doctorate	40,000
MD	65,000
MPhil	50,000
MA/MSC by dissertation	30,000

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

### **Appendices**

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

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

### **Regulations**

Please read very carefully the University's Higher Degree Regulations at:

<https://www.essex.ac.uk/about/governance/regulations>

NB: Regulations applying for the degree of MPhil shall also apply to the degree of MD and regulations applying to the degree of PhD shall also apply to the degree of Professional Doctorate, excluding word length.

### **Submission – Final Bound Copy**

Once the examination process is completed, the Registry will contact you to advise when you can submit your final bound copies to the Library. Your award letter, and certificate, will not be issued until you have provided a copy of your thesis to the library.

### **Binding**

It is your responsibility to check the collation of theses before they are sent to the binder. If any pages are missing or not in their correct sequence, then the University copies will have to be rebound at your extra cost. Pages should be sewn together and bound in boards, in black cloth.



Your name should be shown on the spine, the lettering to read upwards (if it has to be vertical). At the bottom of the spine the title of the degree and year of conferment should be printed thus:

ESSEX  
PhD (or MPhil)  
(Year of Conferment)

The University Library can arrange binding of theses, but private firms may be used providing the rules for binding given above are observed.

### **Library regulations**

You should also be aware of the University Library regulations and in particular the following:

1. One copy of the thesis or dissertation of a successful candidate for the degree will be retained in the University Library and will become the property of the University.
2. The author shall empower the Librarian to allow the thesis to be copied in whole or in part without further reference to the author on the understanding that such authority may be given in respect of single copies made for study purposes and will be subject to normal conditions of acknowledgement.
3. Theses shall be available in the Library for reference except where permission to consult a thesis has been withheld at the special request of the author for a period not exceeding five years agreed with the University. (Candidates wishing to withhold such permission must do so in writing to the Librarian at the time of submitting their thesis).
4. Theses may be lent to an approved library for consultation in that library on receipt of an application from the Librarian.
5. The University may publish the title and summary of the thesis in any way it sees fit and may authorise others to do so.
6. The University sends abstracts of theses to ASLIB for publication in their annual index and to University Microfilms International for publication in Dissertation Abstracts International - Section C.

### **6.5 Proofreading Policy**

The University policy and guidance on proofreading is available at this link:

<https://www1.essex.ac.uk/proofreading/>

### **6.6 Information about being published**

You can discuss this with any of the Academic Staff.

### **6.7 Information relating to Intellectual Property Rights**

If you are a student at the University, then by default all the rights in work you produce as a student belong to you. This covers written works, artistic works, and recordings. Written works include computer programs, tables and so forth, as well as more obviously 'literary' writings. In particular, you own the intellectual property rights in any Masters or PhD thesis you produce at the University.

There may be exceptions to this rule if your work has been sponsored by a commercial organisation. In such cases the University's Research and Enterprise Office helps draw up a contractual agreement with the commercial organisation concerned which will cover any special intellectual property provisions.

In the course of your student work you may produce an invention, or part of an invention, which could be commercially exploited. The intellectual property in such an invention belongs to you. However commercial exploitation is difficult and costly to achieve. The University would seek to reach an agreement with you to assist you in exploitation and share the benefits.

When you submit a postgraduate research thesis to the University, both the Library and your department have the right to keep a copy. The Library regulations summarise how the University will preserve your rights while providing for academic access to your thesis.

You can find the University Regulations governing intellectual property rights under Regulations relating to Academic Affairs, Higher Degree Regulations and Procedures, and Library Regulations.

You can find information on respecting other people's intellectual property rights on the University's IPR web pages.

## **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 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 certificate. For more information about registration and award documents, visit our student webpages:

[www.essex.ac.uk/students/new/registration](http://www.essex.ac.uk/students/new/registration)

[www.essex.ac.uk/students/graduation/award-documents](http://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/](http://findyourway.essex.ac.uk/)

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

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

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

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

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

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

Visit our website to set up your IT account and password, register an external email address and passphrase and request a reminder for a forgotten passphrase: [www.essex.ac.uk/it/getaccount](http://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](http://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](http://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 in Colchester. Open Monday to Thursday 8.30am to 6.00pm, and Friday 8.30am to 5.45pm.

TF.2.03, Info Point, Learning Hub in Southend. Open Monday to Friday 8.30am – 6.00pm

Library, Main House, Hatfields, Loughton. Open Monday to Friday 10.30am – 5.30pm.

Information on computers and software is available here:

[www.essex.ac.uk/it/services/computers-and-software/default.aspx?tab=3](http://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](http://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 University must ensure all students hold the right to study in the UK throughout their studies and there are regulations regarding your Immigration status. For Tier 4 students, the Home Office attach conditions to your Tier 4 leave that restrict study, work and access to state benefits, some nationals have to register with the Police. The University has many duties as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 licence. Find out more on the University's website: [www.essex.ac.uk/immigration/](http://www.essex.ac.uk/immigration/) and [www.essex.ac.uk/about/governance/regulations](http://www.essex.ac.uk/about/governance/regulations).

#### 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](http://www.essex.ac.uk/students)  
[www.essex.ac.uk/welcome](http://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](http://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](http://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](http://www.essex.ac.uk/study/why/languages)

### English classes for the dependants of international students and staff (ECDIS)

The Department of Language and Linguistics offers dependants of international students and staff at the Colchester Campus, the chance to improve their English language, through our ECDIS programme, at no extra cost. Classes are taught at three basic levels: Elementary (A1/A2), Intermediate (B1/B2) and Advanced (C1/C2) and will focus on listening, speaking, reading and writing.

<https://www.essex.ac.uk/departments/language-and-linguistics>  
[ecdis@essex.ac.uk](mailto:ecdis@essex.ac.uk)

### 8.3 Talent Development Centre

Operating on Colchester and Southend campus, the TDC offers a range of ways to help you realise your potential and improve your academic performance. Our tutors provide expert guidance on study skills; mathematics and statistics; assignment writing and English for academic purposes. Look online to find out more about our classes, workshops, drop-in clinics and on-line resources.

[www.essex.ac.uk/students/study-resources/tdc/](http://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, practise your interview skills, build your CV, and connect with employers on **CareerHub+**, the online Essex careers and jobs portal. Login with your Essex IT ID and password.

[careerhub.essex.ac.uk/students/login](http://careerhub.essex.ac.uk/students/login)

### 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](http://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+ in January.

[www.essex.ac.uk/careers/job\\_hunting/on\\_campus](http://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.ac.uk/vteam](http://www.essex.ac.uk/vteam)

### **8.8 Big Essex Award**

The University's **employability award** is a guaranteed way to help you stand out from the crowd, get recognition for all your extra-curricular activities and help you to identify and evidence your skills and experience to employers. Over 100 activities are included, so sign up and get started!

[www.essex.ac.uk/careers/bige](http://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](http://www.essex.ac.uk/careers/internships)

## **9. You Matter: Health, Welfare, Support and Safety**

We know university life can throw up all kinds of concerns and questions - if you need some information, advice or support to succeed, stay healthy and happy, we've got it covered

### **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, no matter what the issue is, our Student Services Hub is the place to go. Ask us about health and well-being, accommodation, money matters and much more. Your questions matter and you'll get answers from our team of experts

Colchester email: [askthehub@essex.ac.uk](mailto:askthehub@essex.ac.uk) / 01206 874000

Southend email: [askthehub-sc@essex.ac.uk](mailto:askthehub-sc@essex.ac.uk) / 01702 328444

Loughton email: [askthehub-lc@essex.ac.uk](mailto:askthehub-lc@essex.ac.uk) / 020 8508 5983

[www.essex.ac.uk/students/contact/](http://www.essex.ac.uk/students/contact/) and [www.essex.ac.uk/students/health-and-wellbeing](http://www.essex.ac.uk/students/health-and-wellbeing)

### **Money management**

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

[www.essex.ac.uk/fees-and-funding/money/](http://www.essex.ac.uk/fees-and-funding/money/) / [www.essexstudent.com/advice/money/](http://www.essexstudent.com/advice/money/)

### **9.2 Harassment report and support service, 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](http://www.essex.ac.uk/equality)

[www.essex.ac.uk/equality/harassment](http://www.essex.ac.uk/equality/harassment)

[www.essex.ac.uk/students/new](http://www.essex.ac.uk/students/new)

### **9.3 Religion, faith and beliefs**

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

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

[www.essexstudent.com/safetybus](http://www.essexstudent.com/safetybus)

[www.essex.ac.uk/students/campus/emergency](http://www.essex.ac.uk/students/campus/emergency)

[www.essex.ac.uk/health-safety/fire/peep](http://www.essex.ac.uk/health-safety/fire/peep)

### **9.6 Residence Life**

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

[www.essex.ac.uk/accommodation/support/reslife](http://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](http://www.rowhedgesurgery.co.uk)

[www.nhs.uk](http://www.nhs.uk)

### **9.8 Students' Union Advice**

Our SU Advice service offers free, confidential, independent and impartial advice on many issues that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex. You can speak to us about Academic processes and



procedures, representation at University meetings, Tier 4 UK visa extensions, housing, complaints, welfare and consumer issues.

[www.essex.ac.uk/advice](http://www.essex.ac.uk/advice)

Colchester students - [suadvice@essex.ac.uk](mailto:suadvice@essex.ac.uk), 01206 874034

Southend students – [suacsou@essex.ac.uk](mailto:suacsou@essex.ac.uk), 01702 328235 (term time only)

Loughton students – [suaclo@essex.ac.uk](mailto:suaclo@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](http://www.essex.ac.uk/website-privacy)

[www.essex.ac.uk/records\\_management/policies/students.aspx](http://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](http://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](http://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/](http://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/](http://www.facebook.com/uniofessex/)

[https://twitter.com/Uni\\_of\\_Essex](https://twitter.com/Uni_of_Essex)

Our 'What's on?' calendar brings together all the events happening across our three campuses, so you can make the most of your time at Essex.

<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](http://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](http://alumni.essex.ac.uk/home)