

Your studies

DEPARTMENT OF HISTORY

Postgraduate research

STUDENT HANDBOOK
2018-19



University of Essex

Introduction

Welcome to the Department of History!



Dr Mark R. Frost
Head of Department

We all hope that you will enjoy your years at Essex, and find the Department a lively and friendly place in which to study. Please make full use of the Department facilities - History Common Room - and form part of the Department community.

This guide contains much of the information you will require during your time in the History Department, as well as some useful advice. It is revised regularly, and we would welcome your comments on how it might be improved. In particular, let us know if you feel that we should incorporate new or additional material.

We hope you get the most for your studies at Essex, and we will try our hardest to ensure that you do.

Term dates

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

Sections in this handbook

1. About our Department

including departmental staff and support information, facilities and meetings

2. Research Degree Courses – Academic Guidance and Regulations

Learning and teaching information specific to students registered for research degrees: MA by Dissertation, MPhil, PhD, changing course, maximum and minimum periods of study, Research Degree Milestones, submission of thesis, staff and student expectations. University regulations regarding progress, supervision, Rules of Assessment, academic offences.

3. Practicalities and Support information

Including campus information, IT support, health, welfare, Student Services Hub, financial support, academic support.

4. Skills, employability and experience

including learn a language, internships, teaching opportunities, careers, volunteering, requesting references.

5. Index

About this handbook

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

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

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

1. About our Department

Our Department was founded in 1972. Since then we have developed a strongly individual character. We pride ourselves on being a Department that refuses intellectual straitjackets. We enjoy the mix of areas and specialisms found along our corridors.

We have always been known for our friendly atmosphere, with good staff-student relationships and innovative teaching and learning methods that are reflected in consistently high student satisfaction ratings.

Our location and opening hours:

Colchester Campus
Department of History
University of Essex
Wivenhoe Park
Colchester CO4 3SQ

Direct tel: 01206 872190
General enquiries: history@essex.ac.uk
Website: www.essex.ac.uk/history

The Department of History can be accessed through entrance 4NE on square 4 with the Department's offices located on levels 7 and 8. The main History Office, room 5NW.7.18, is open Monday-Friday, 10.00am-4.45pm (4.30pm on Fridays); closed for lunch between 1-2pm. Vacation opening times may vary.

Meet your department staff

Below is a summary of the roles of the staff you are likely to be in contact with most frequently. Find the full list of academic and administrative staff on our website at: www.essex.ac.uk/history/staff/.

Staff research interests

Our Department is internationally recognised for the quality of its research across a broad range of areas from 1450 to the present, ranging from social and cultural history to politics and international relations. Themes of particular interest in research include violence and protest, race, class formation, nationalism, cultural history, gender, and wars and revolutions. Details of staff research interests and their publications can be found at www.essex.ac.uk/history/staff/.

Who to go to if you need help:

Administrators

The Department has the following support staff for postgraduate students:

Lisa Willis Graduate Administrator	Lisa deals with postgraduate administration and enquiries. You can find Lisa in the History Department Office	Office: 5NW.7.18 Email: lwillis@essex.ac.uk Phone 01206 872190
Karen Shields Department Manager	Karen deals with departmental administrative matters and can arrange appointments with the Head of History.	Office : 5NW.7.20 Email: karen@essex.ac.uk Phone: 01026 872303

Your Personal Tutor

All students have a Personal Tutor who you'll meet soon after you've arrived, and who you'll meet regularly throughout your course. Your Personal Tutor is there to help you feel connected to your department, and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. Your Personal Tutor may also recommend other support services on campus that might be able to help. For postgraduate research students, your research supervisor will take on this role or you can contact the Graduate Director Research, who is Dr Lisa Smith.

Key Staff Contacts

Graduate Director Research: Dr Lisa Smith Room: 5NW.7.10 lisa.smith@essex.ac.uk	In the first instance you should consult your Research Supervisor, but the Graduate Director Research is happy to advise you on practical or personal matters, or matters relating to the University's formal requirements. Should you at any time feel dissatisfied with the treatment you have received from your Research Supervisor, you should raise the matter with the Graduate Director Research, who will discuss problems in the strictest confidence. They may be contacted in person during consultation hours, or by email or telephone.	
Head of Department	Dr Mark Frost	Room: 5NW.7.13 Email: mrfrost@essex.ac.uk
Employability Development Director	Dr Justin Colson	Room: 5NW.8.4 Email: jcolson@essex.ac.uk

More about the Department

Postgraduate Study Room

The Postgraduate Study Room, within the Department, is available for research students from the Department of History. Keys are available from the History Department Office. This room provides networked computers, a printer, **shared** desk space, filing space and bookshelves. The Department provides a ream of paper and a printer cartridge once a month, for use in this room.

University insurance cover is very limited for the belongings of students using graduate study rooms. Therefore, you are strongly advised to take out personal insurance cover for your possessions. This is specially so in the case of computers. The University **expects** computers to be personally insured, and, therefore, will only make a payment for loss/damage if it can be proved that the **University** has been negligent.

Postgraduate Lockers

Lockers are available in the History Common Room for postgraduate students. These are allocated on a first-come first-served basis. If you are allocated a locker it will be necessary for you to supply your own padlock. Please speak to Lisa Willis in the History Department Office if you are interested in using a locker.

Postgraduate Training

Research students and their supervisors frame appropriate training programmes when this is required. The Department offers a wide range of postgraduate taught modules that either explore particular fields and concepts, or offer specific training in research methods and skills. Students should peruse the modules available and discuss with their Course Director, or Research Supervisor, which of these modules would be

suitable. In addition to Departmental level training, the University provides a range of training courses for research students.

Publications

Copies of the following reference books are available from the History Department Office and may be borrowed for short periods of time.

A useful publication is the *MHRA Style Book*, which is obtainable from the University Bookshop. The final version of your MA dissertation or research thesis should conform as strictly as possible to the guidelines laid down in this publication (London: Modern Humanities Research Association, 2002).

www.mhra.org.uk/Publications/Books/StyleGuide/

Grants for History - guide to funding specifically for historians and the history discipline (University of London: Institute of Historical Research, 2013).

History Common Room

The History Common Room (5NW.7.1) is located on the same corridor as the History Office, and is for the use of students (both undergraduate and postgraduate) and staff. The Guardian is delivered daily during term-time, and there is a drinks machine. This is where you will also find the student photocopier, and the History Society and general noticeboards.

Student Photocopier/Scanner

The Department provides a photocopier, for the use of all students, located in the History Common Room. Copy cards can be purchased in the History Office. A copy card costs £2 and provides credit for 40 A4 copies (5p per copy). The copier also has a scanning facility where you can scan documents to your own email address.

Noticeboards

A list of academic staff and their contact details and location of seminar rooms is posted on the noticeboards situated on Level 7 near the History Office and the Common Room. Other noticeboards on Levels 7 and 8 have information on Careers, Seminars and Public Lectures, the Local History Centre and 'miscellaneous' information, and an Essex Experience noticeboard

Communication

Our policy is to use email for routine communication between staff and students. A system of aliases allows members of staff to send messages simultaneously to groups of students (eg all students registered for a particular module), so even if you have not divulged your address or do not use email for sending messages, you may well receive messages via email. It is, therefore, vital that you check your email regularly, and **we require students to access their University email account ideally once a day**. For students who become a Graduate Teaching Assistant, it is especially important that emails are checked daily. Further information about use of email and I.T. support for students can be found in the **Support Information** section later in this booklet. .

What's going on in the Department?

Department Meetings	<p>Autumn Term: Wednesday 17 October Wednesday 5 December</p> <p>Spring Term: Wednesday 16 January Wednesday 6 March</p> <p>Summer Term: Wednesday 8 May Wednesday 16 June (if required)</p>
Student-Staff Liaison Committee (SSLC) Meetings	<p>Autumn Term: Wednesday 7 November</p> <p>Spring Term: Wednesday 30 January</p> <p>Summer Term: Wednesday 20 March</p>
Boards of Examiners	<p>Autumn Term: week commencing 19 November</p> <p>Summer Term: week commencing 24 June</p>
Research Students Progress Board	<p>Autumn Term: week commencing 3 December</p> <p>Spring Term: week commencing 25 March</p> <p>Summer Term: week commencing 24 June</p>
Supervisory Panels	Boards will be held in weeks 8, 17, 21 and 37 (to be confirmed). See separate schedule. Work is due by Monday of week 6, 15, 19 and 35.
Research Seminars	The Department arranges and hosts research seminars by both Essex and other university academics, on a wide variety of historical themes. These usually consist of a fairly informal paper about work-in-progress, followed by extensive discussion, which invariably continues over drinks in the bar or in the History Common Room. The seminars are an excellent way to meet staff as well as students, both undergraduate and postgraduate. Members of the public are also welcome to attend. For more details please see the History website.
Postgraduate conferences	The Department holds regular one-day postgraduate conferences. The Essex conference is an important forum for research students to meet and discuss their work in a constructive setting and all students in the Department are encouraged to get involved in similar events in the future.
History Society	<p>The History Society is run by students and is a great way to get to know people in the Department, going beyond lectures and seminars. If themed socials, quizzes, day trips, pizza & movie nights, workshops and talks interest you then the History Society is for you! We will be offering all of these events over the coming year and look forward to involving our new and returning members in them. As well as this there will be the opportunity to get involved with volunteer projects and help run the Society.</p> <p>If you have any suggestions, email the History Society via email soc@histsoc.com or you may find them in the Common Room. (find out who they are at https://www.essexstudent.com/organisation/6722/).</p>

Supervision of Research Students during periods of research leave for academic staff

Academic Staff serving as supervisors of postgraduate research students will on occasion take periods of research leave (sabbatical) for research purposes. During some such leaves, supervisors may not be in residence at the University. It is incumbent upon supervisors, with the approval of the Graduate Director Research, to develop a plan for the continuing supervision of students during periods of research leave. In making such arrangements, it is the policy of the Department that:

- a) Members of staff are expected to continue to carry out their role as Supervisor during periods of research leave.
- b) Members of staff on research leave are not expected to attend Supervisory Panels, but are expected to provide a written assessment of progress.
- c) Members of staff on research leave should make arrangements for continuing contact with their supervisees, whether through face-to-face meetings or through some form of remote communication.
- d) In cases where a member of staff plans to be out-of-residence for an extended period during research leave, an alternate member of staff should be named (by the Graduate Director Research, in consultation with the supervisor) as a local contact for the supervised student. The local contact is not meant to act as a substitute supervisor (see point (a), above) but to serve as a designated point of contact in the Department during the period when the Supervisor is out-of-residence.

2. Research Degree Courses - Academic Guidance and Regulations

The following guidelines have been prepared in the hope that they will assist students registered for research degrees, their Supervisors, their Supervisory Panels and their Examiners. They have been prepared after consultation with similar documents in other universities and in response to the Code of Practice for Postgraduate Training and Research included in the Reynolds report on Academic Standards in Universities. This code of practice calls on departments to provide students with a statement setting out the responsibilities and duties of both Supervisors and students. The report states the aim of such a statement is 'to establish clear and explicit mutual expectations and so to minimise the risks and problems of personality clashes, inadequate supervision, or unsatisfactory students'. These notes are mainly intended to help students and Supervisors to establish these expectations and to inform them about their respective responsibilities. They are intended as a supplement to the University's 'Higher Degree Regulations'. All research students should familiarise themselves with those regulations. The University also publishes on the website a Code of Practice on Postgraduate Research Degrees.

Guidelines on Research Supervision and Training

The University has a Code of Practice on Postgraduate Research Degrees, which sets out its policies and guidelines on training, supervision and progress procedures. This document may be found on the University website at www.essex.ac.uk/academic/docs/regs/prdcode.shtm. All research students are encouraged to read through the code of practice, which will also be supplemented by departmental statements, procedures and arrangements that are monitored by the Dean of Postgraduate Research and Education.

Absence from the University

If you are going to be away from the University, doing research in foreign archives or libraries, there are certain formalities that you should note. If you plan to be away from the University for a substantial period of time (more than 6 weeks), you are required to request formal permission from the relevant Dean. If you will be away at the start of the year you will need to make arrangements for registration and payment of fees with the Registry and Finance Office.

Please note that Senate and the School Board require that Supervisors keep a written record of the frequency of contact between Supervisors and students.

Department Supervision Policies and Procedures

The University 'Code of Practice on Postgraduate Research Degrees' is supplemented by the Department's supervisory arrangements, detailed in this handbook. **Students beginning a research degree will be asked to sign a certificate to confirm that they have read and agree to abide by these arrangements.**

Research Degrees

There are three main research degrees offered by the Department:

MA by dissertation (one year full-time, two years part-time, 30,000 words)

M.Phil (two years full-time, four-years part-time, 50,000 words)

Ph.D (three years full-time, six years part-time, 80,000 words)

Confirmation of PhD status

From October 2008, PhD students will be registered for a standard minimum period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students will be supervised as PhD students, but PhD status will need to be confirmed during the first year (end of the second year for part-time students).

At the end of the first year (end of the second year for part timers) the second supervisory panel of the year will be the Confirmation Panel. The Panel will review the evidence to confirm whether or not progress and work is at PhD level.

In order to confirm PhD status, the Department will expect the student to have achieved the following:

- undertaken a critical literature review
- identified research questions, and outlined a framework for future research
- identified possible sources, set out a methodology for their use, and discussed their possibilities and potential deficiencies;
- written a supervisory panel; paper on a substantive topic, which draws upon and engages with primary sources. This is subject to the normal length requirement for a board paper, i.e. a minimum of 25 pages.

All of the above should be delivered at a sufficient level that the supervisory panel is confident that the student is capable of completing a thesis at PhD level within the maximum four year period.

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

- Confirm PhD status
- Defer a decision to the next Board
- Downgrading to MPhil
- Discontinuation

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

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

If the decision regarding PhD status is deferred to a second Confirmation Panel, or a student decides not to accept the recommendation of the first Confirmation Panel of downgrading or discontinuation, then a second Confirmation Panel will be held towards the beginning of the second year (beginning of the third year for part timers).

If, following the second Confirmation Panel, PhD status is not confirmed, then the Board will recommend to the Research Students' Progress Committee either downgrading to MPhil or discontinuation. At this point, a student has a right of appeal against that decision. The RSPB's recommendation is made to the Dean.

Supervision and Attendance

Your most important academic contact in the Department is your Supervisor, who is normally appointed for the duration of your study for the research degree. Your Supervisor will advise you about all intellectual aspects of your research, including your research methods, your sources, and literature to be consulted. Any written work you do, including draft chapters of the thesis, will be read in the first instance by the Supervisor. He/she will keep a record of the meetings you have with him/her, giving the date, purpose of the meeting, work submitted, and the date of their response to submitted work.

The Supervisor has overriding responsibility for the individual student. His or her functions can be roughly divided into the following categories:

- maintaining regular contact with the student in order to provide general guidance on the research project as a whole and specific assistance on matters of detail; ensuring that the student prepares written work for discussion and criticism according to an agreed timetable;
- offering personal support to the student by helping him/her surmount disappointments, crises of confidence, etc;
- liaising with the Graduate Director Research, arranging meetings of the Supervisory Panel, reporting when necessary to grant-awarding bodies on the progress of students in receipt of awards.

In addition a Supervisor may recommend or require that his/her research student attend a particular postgraduate taught module in the Department (or in some other Department). University rules allow any student to attend any lecture given in the University. Research students are also expected to attend the Department's regular programme of public lectures and seminars, especially the staff/postgraduate seminars that are held during each academic year. Supervisor and Research student will keep a running log of the research training identified and undertaken which are updated at least once a year. This record will be submitted to the June Research Student Progress Board.

It is impossible to say how often you will meet with your Supervisor, and it is customary for the Supervisor and the research student to arrange a working timetable at the start of their relationship. You may well wish to see your Supervisor fairly frequently during the first months of your research, and again as the writing of the thesis nears completion. Please remember that Supervisors are more likely to be available during term-time than during vacations, when they may be away from the University doing their own research, attending conferences, or taking holidays.

It is vital that you consult closely with your Supervisor when preparing the final version of your thesis. The Supervisor should see all chapters and have an opportunity to suggest changes and revisions. You should not, however, expect your Supervisor to correct your English. If English is not your native tongue, you may need editorial help in matters of style and spelling, and this can often be secured from a fellow-postgraduate student (when this is the case, it is important to agree the fee to be paid for such help).

The Department has always tried to foster a very friendly and positive relationship between research students and Supervisors. Should you feel unhappy with the supervision you are receiving, you should not hesitate to discuss the matter with the Graduate Director Research or - if the Graduate Director Research is your Supervisor - with the Director of Research. Alternative supervision can usually be provided in such circumstances. If you feel unable to approach a member of the Department you are free to contact the relevant Dean. Finally, please consult the University's 'Code of Practice on Postgraduate Research Degrees'.

Supervisory Panel

Composition and Purpose of the Supervisory Panel.

Every research student being examined solely by thesis requires a Supervisory Panel. This Panel consists of the Supervisor, plus one other member of academic staff and the Chair (Graduate Director Research or nominee). It is the responsibility of the Graduate Director Research to nominate the members of the Supervisory Panel and the Chair.

Unless there are exceptional circumstances which make this impossible - for example, the departure of a student on a research trip for much of the year, or the submission of a completed thesis early on in a particular year - a Supervisory Panel must formally meet with all students **twice** in their first year and with all full-time students **twice** every year, once in or before February and once in or before June. With part-time students (who are not in their first year) the Supervisory Panel must formally meet **once** a year, in or before June.

The system of Supervisory Panels is designed to give the student fresh perspective on his/her work, and the benefit of the research experience of specialists other than Supervisors. It is also designed to galvanise research students into writing/researching, as well as to provide them with the experience of defending their work. The Board is also responsible for monitoring the progress of the student and it reports to the Department's Research Students' Progress Board.

A student is required to produce a typed piece of work, which is circulated to Panel members, before the meeting. The nature of the paper presented to a Supervisory Panel by a student is decided by the Supervisor in consultation with the student. It is vital that the task set for the student meshes with his/her on-going thesis work. Thus, a draft (or polished chapter) is an appropriate paper. The work submitted by a student should be not less than 25 pages (the text double-spaced and typed) including bibliography and references. In the first year, one of the papers submitted should be a critical review of the literature in the student's field, which makes clear the researcher's own position regarding it, and the kinds of sources the student intends to use. In addition to the panel paper the student will also submit a brief written report on his/her progress and future work schedule, a copy of which will be forwarded to the Graduate Administrator. At the meeting, the Panel will discuss the student's progress and will critically (but constructively) discuss the student's paper, and ask questions pertaining to past and future work on the thesis. After each meeting, the Supervisory Panel will agree on a report. The chair will forward the report to the Graduate Administrator and to the student. The report, the research training log and the student's statement on his/her progress is kept on file, and is used by the Research Students' Progress Board when it reviews students' progress. The report is not designed to provide a précis of the Panel's discussions, but rather to record the main recommendations, conclusions and decisions taken. The date of the next Panel meeting should be included on the report. The Chair is responsible for ensuring that the student is informed, in writing, of any recommendations made by the Panel. For students registered for an MPhil/PhD the second supervisory panel of the first year (full-time students) or the supervisory pane; in the second year (part-time students) will be the confirmation panel: please see the relevant section of this handbook for an explanation of what this means.

Research Students' Progress Board

The Graduate Director Research is assisted by a Research Students' Progress Board consisting of the Graduate Director Research, the Director of Research and the Module Director of HR935 or one other member of academic staff. This Committee formally monitors the progress of all research students, on an annual basis. On the basis of the Supervisory Panel Reports the Progress Board will make one of the following recommendations to the relevant Dean:

- that the student be allowed to proceed;
- that the student's studies be discontinued;
- that the student's status be altered (e.g. upgraded or downgraded).

The relevant Dean will receive a report from the Research Students' Progress Board, outlining details of the recommendations of the Board. If a recommendation is made for a student's status to be downgraded or their studies discontinued, the student will be formally notified and given an opportunity to discuss the recommendation with the Board. The student may request a review of the recommendation. In such cases the relevant Dean will establish a Review (Appeal) Committee.

In the case of students coming to the end of their minimum period, the Board will recommend to the relevant Dean that the student proceed to the completion period, so long as they are satisfied that the student has completed his or her research, that a substantial portion of the thesis is written in draft, and that the thesis will be ready for submission within the completion period.

If the Research Students' Progress Board does not recommend that a student proceed to the completion period because there is no realistic expectation that the student will be ready to present the thesis for examination within the completion period, then the student must apply for an extension to the minimum period and will be required to pay the appropriate full-time or part-time fee. However, only in exceptional circumstances will an extension to a minimum period be granted.

The Research Students' Progress Board shall, exceptionally, be convened at any other point in the year at the request of a student, Supervisor, the Graduate Director Research or the relevant Dean. In addition, there is a formal mid-year review of research students' progress, either by the Research Students Progress Board or the Graduate Director Research.

What does the supervisory panel mean for a research student?

Although the supervisory panel system plays a major role in monitoring the progress of research students, and has a duty to report regularly to the Graduate Director Research, the RSPB and the Dean, its primary function is to support the research and writing of research students, as well as providing valuable experience in discussing and defending your ideas with academics working in your field. You should take the preparation of supervisory panel papers seriously, and you should make every effort to meet the timetable that you will be given for submission of papers. This will also assist you to complete the thesis within the maximum period allowed by the University.

You will be sent a copy of the report soon after the Panel takes place. Please keep it on file, to remind you of the recommendations made, and also the goals set for the next Supervisory Panel.

If, for any reason, you disagree with the report, please talk to your Supervisor in the first instance. You may also talk to the Chair of the Panel or the Graduate Director Research, (or, if the Graduate Director Research is your Supervisor, the Director of Research). If, after such discussions, you feel that the report is misleading or inaccurate, then you should record your views in writing, for submission to the Graduate Director. These will then be made available to the Research Students' Progress Board.

Review (Appeal) Committee

If a student requests a review of a negative recommendation by the RSPB, the relevant Dean will establish a Review (Appeal) Committee comprising the relevant Dean (as Chair), and two members from different departments to that of the student. The Review (Appeal) Committee may consult such persons, including the student and his or her Supervisor, and take such advice, as it thinks fit. All decisions of the Review (Appeal) Committee must be notified to the student and the Supervisor in writing, together with a statement

of any conditions that are attached to the decision and the rights of appeal that exist. A copy must be sent to the Head of Department. If a student's status is altered a copy of the relevant written statement of arrangements for supervision must be included and the Supervisor requested to ensure that the student fully understands these.

General Research Advice

Postgraduate research, whilst exhilarating, also requires a high level of self-direction and organisation. A decision to pursue research implies that you are keenly motivated and interested in your chosen subject. You will already have some ideas about likely sources to be investigated. The opening phase of research can be peculiarly bewildering unless you devise a clear strategy from the outset. This obviously includes the working out of a general plan of research, the initial conceptualisation of the problems likely to arise, and a preliminary review of the most relevant literature. You may also need to undertake some formal training, for example in quantitative methods or oral history, depending upon your research topic. As you move further into the subject, you may well find that the plan changes and that the problems turn out to be somewhat different from those you have initially foreseen. But after a few months' work, it should be possible for you to have a clear idea of what you are aiming for, and by this stage you should be examining your primary sources. Your major effort at investigating these will probably come between the end of your first year and the end of your second year. This leaves your third year for drafting the thesis and revising it into its final version.

PhD/MPhil/MA by Dissertation Milestones

There are different expectations, and time scales, for each of the major research degrees. Please be aware, however, that research students are all different, in their method, plans and organisation of research. A research degree is, above all else, an individual enterprise. You should, nonetheless, be aware the department considers students should adhere to the following benchmarks as far as possible:

Standard Milestones for PhD Students (2018/19)

Milestones	Criteria for progress	Deliverables	Deadline
<p>M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)</p>	<p>A: Assess training needs and knowledge required to undertake research project and complete the thesis.</p>	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students
	<p>B: Choose research topic and demonstrate significance/impact of research.</p>	<p>Research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage. 	<p>By Confirmation Panel and RSPB (Term 3 for full-time students; Term 6 for part-time students)</p>
	<p>C: Demonstrate understanding of chosen topic within the context of the field.</p>	<ul style="list-style-type: none"> ▪ Critical Literature Review to acceptable standard ▪ Elaborate research questions to be answered in the thesis to acceptable standard 	<p>By Confirmation Panel and RSPB (Term 3 for full-time students; Term 6 for part-time students)</p>
	<p>D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the three year standard PhD (six years for part-time students).</p>	<ul style="list-style-type: none"> ▪ Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. 	<p>By Confirmation Panel and RSPB (Term 3 for full-time students; Term 6 for part-time students)</p>

	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work/ timetable for Year 2. ▪ Produce supervisory board reports written in a clear and self-reflective style 	By Confirmation Board and RSPB (Term 3 for full-time students; Term 6 for part-time students)
M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)	A: Review training needs and knowledge required to continue with research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be reviewed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 4 for full-time students; Term 8 for part-time students ▪ By end of Term 6 for full-time students; Term 12 for part-time students
	B: Demonstrate work of the quality and quantity expected at the end of Year 2	<ul style="list-style-type: none"> ▪ Produce a minimum of 2 draft chapters/ papers ▪ Report on research undertaken to date 	By end of year Supervisory Panel and RSPB (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"> ▪ Deliver workshop ▪ Present research to students and staff at seminars or conferences 	By end of year Supervisory Panel and RSPB (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"> ▪ Create a detailed, realistic plan of work/ timetable for Year 3, which demonstrates the ability to submit within the three year standard PhD period (six years for part-time students). ▪ Produce supervisory board reports written in a clear and self-reflective style 	By end of year Supervisory Panel and RSPB (Term 6 for full-time students; Term 12 for part-time students)

M3: Year 3 (or equivalent for part-time students) to Completion Period	A: Ability to reflect on skills and knowledge development and its application to the research project.	<ul style="list-style-type: none"> ▪ Training Needs Analysis reviewed 	By the Term 7 progress board for full-time students; Term 15 for part-time students
	B: Demonstrate work of the quality and quantity expected when nearing submission (or equivalent for part-time students).	<ul style="list-style-type: none"> ▪ Research completed (experimental, empirical and theoretical work, where relevant) ▪ Produce sufficient draft chapters/papers. 	By the Term 7 progress board for full-time students; Term 15 for part-time students
	C: Clear evidence of progress towards submission.	<ul style="list-style-type: none"> ▪ Completed final draft of thesis for supervisor(s)/supervisory panel comment. 	By interim Supervisory panel and RSPB prior to submission/Term 7/8 for full-time students; Term 15 - 16 for part-time students).
If required: M4: During Completion Year	A: Clear plan to submission.	<ul style="list-style-type: none"> ▪ Clear plan to submission. Submission date agreed. 	Timeline agreed by Supervisory Panel and RSPB.

Standard Milestones for MPhil Students (2018/19)

Milestones	Criteria for progress	Deliverables	Deadline
M1: Progress to Completion (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"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students ▪

	<p>B: Choose research topic and demonstrate significance/impact of research.</p>	<p>Research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage. 	<ul style="list-style-type: none"> ▪ By first Supervisory Panel and RSPB (Term 1 for full-time students; Term 2/3 for part-time students)
	<p>C: Demonstrate understanding of chosen topic within the context of the field.</p>	<p>Critical Literature Review (where relevant)</p>	<ul style="list-style-type: none"> ▪ By end of year 1 SP and RSPB – (Term 3) for full-time students; ▪ By end of year 2 SP and RSPB – (Term 6) for part-time students.
	<p>D: Demonstrate the ability to produce work of the quality and quantity in order to complete an MPhil within the three year maximum period.</p>	<ul style="list-style-type: none"> ▪ Evidence that academic writing is of standard and ability expected at MPhil level, including adequate referencing and language skills. 	<ul style="list-style-type: none"> ▪ By end of year 1 SP and RSPB – (Term 3) for full-time students; ▪ By end of year 2 SP and RSPB – (Term 6) for part-time students.
	<p>E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</p>	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work/ timetable for Year 2. ▪ Produce supervisory board report written in a clear and self-reflective style 	<ul style="list-style-type: none"> ▪ By end of year 1 SP and RSPB – (Term 3) for full-time students; ▪ By end of year 2 SP and RSPB – (Term 6) for part-time students.

M2: Year 2 (or equivalent for part-time students)	A: Review training needs and knowledge required to continue with research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be reviewed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 4 for full-time students; Term 8 for part-time students ▪ By end of Term 6 for full-time students; Term 12 for part-time students
	B: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Create a detailed, realistic completion plan. ▪ Produce Supervisory Panel report written in a clear and self-reflective style 	<ul style="list-style-type: none"> ▪ By Supervisory Panel and RSPB (Term 4 for full-time students; Term 6 for part-time students)
	C: Demonstrate work of the quality and quantity expected for an MPhil at the end of Year 2 (or equivalent for part-time students)	<ul style="list-style-type: none"> ▪ Research completed (empirical and theoretical work, where relevant) ▪ Produce sufficient draft chapters/papers ▪ Produce Supervisory Panel report written in a clear and self-reflective style ▪ Present research to students and staff at seminars/conference 	<ul style="list-style-type: none"> ▪ By Supervisory Panel and RSPB (Term 4 for full-time students; Term 6 for part-time students)
	D: Clear evidence of progress towards submission	<ul style="list-style-type: none"> ▪ Completed final draft of thesis for supervisor(s)/supervisory panel comment 	<ul style="list-style-type: none"> ▪ By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
If Required: M3: request to enter Completion Period	A: Clear evidence of progress towards submission	<ul style="list-style-type: none"> ▪ Timeline of work needing to take place before submission 	<ul style="list-style-type: none"> ▪ Timeline agreed by Supervisory board

Standard Milestones for MA by Dissertation Students (2018/19)

Milestones	Criteria for progress	Deliverables	Deadline
M1: During year 1	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students
	B: Clarify research topic and demonstrate an understanding of topic and relevance to wider research	<p>Research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage. 	<ul style="list-style-type: none"> ▪ By first Supervisory Panel and RSPB (Term 1 for full-time students; Term 2/3 for part-time students)
	C: Demonstrate the ability to produce work of the quality and quantity in order to complete a Masters by Dissertation within the two year maximum period.	<ul style="list-style-type: none"> ▪ Evidence that academic writing is of standard and ability expected at Masters by dissertation level, including adequate referencing and language skills. ▪ Write critical literature review <p style="text-align: center;"><i>Department to add as appropriate.</i></p>	<ul style="list-style-type: none"> ▪ By end of year 1 SP and RSPB – (Term 3) for full-time students; ▪ By end of year 2 SB and RSPC – (Term 6) for part-time students.

	<p>D: Demonstrate work of the quality and quantity expected at the end of Year 1</p>	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work leading to submission ▪ Produce x draft chapters/ papers ▪ Report on research undertaken to date ▪ Research completed (empirical and theoretical work, where relevant) ▪ Produce supervisory board report written in a clear and self-reflective style 	<ul style="list-style-type: none"> ▪ By end of year Supervisory Panel (Term 3 for full-time students; Term 6 for part-time students) ▪
	<p>E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</p>	<ul style="list-style-type: none"> ▪ Create a detailed, realistic completion plan (if required) ▪ Produce supervisory panel report written in a clear and self-reflective style ▪ Completed final draft of thesis for supervisor(s)/ supervisory panel comment 	<ul style="list-style-type: none"> ▪ By end of year Supervisory Board (Term 3 for full-time students; Term 6 for part-time students)
<p>If Required M2: Request to enter Completion Period</p>	<p>A: Clear evidence of progress towards submission.</p>	<ul style="list-style-type: none"> ▪ Timeline of work needing to take place before submission 	<ul style="list-style-type: none"> ▪ Timeline agreed by Supervisory board

Ethics

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

'Human participants' are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and 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.'

Active Research

As soon as possible, you should engage in research of an active, productive kind. Fairly early on in the research, usually by the end of the first term, it is appropriate to draft a tentative, but fairly developed synopsis of the thesis as you envisage it (say 20-50 pages), based on your reading to date of the secondary sources, and possibly, where appropriate, an overview of the availability of primary sources, the problems that these might create and the issues that they can address. This will provide you (and your Supervisor) with a solid foundation to build on, to see what further evidence you need to look for, what avenues of enquiry are likely to prove fruitful, how the thesis can be organised and, possibly, how the scope of the research may need to be redefined.

Accompanying the synopsis, you should produce a rough thesis plan (e.g. listing potential chapter headings). However, for your own purposes, you should draw up a more detailed plan of the thesis giving indications of the themes to be addressed in each chapter and the relative weight of these as soon as possible. In order for this to be effective you should break the thesis down into its composite elements. Having done this make a preliminary decision as to how the content is to be divided into chapters, work out the internal structure of each chapter, then by looking at connections across chapters determine the order in which they should be presented and at what stage primary evidence should be introduced and analysed. Eventually you should end up with a plan, which is essentially linear. It will probably have to be revised as your research progresses, but at least it will give you a framework within which to work.

When your basic research is completed and you have a clear overall picture of your thesis, you should begin writing the individual chapters, aiming at this stage to produce first drafts for your Supervisor to comment on and discuss with you. There is also no harm in asking other people, including your fellow students, to read and comment, as long as they are willing. It is generally best to give your Supervisor complete chapters, unless he or she requests otherwise. It is not necessary to work sequentially from the first to last chapter; it often proves easier to write first drafts of chapters out of sequence. It is also important to submit work regularly - as a rough guide, in order to complete within two to three years, you will need to produce at least one draft chapter per term. In all probability, these drafts will need to be modified, firstly in the light of your Supervisor's comments and later when you have done drafts of all the chapters (e.g. to iron out inconsistencies, fill in gaps, eliminate repetition, etc). You should take your Supervisor's comments seriously and not be over-defensive about what you have written. If your Supervisor (who is fairly familiar with your work) can misunderstand you or fail to be convinced by your argument, it is a fair bet that the examiners, approaching your work for the first time, will do likewise. At the same time, you must remember that the thesis is your responsibility, not your Supervisor's. Your Supervisor is not infallible and cannot be expected to have a detailed grasp of your research, so it is up to you to evaluate his/her comments.

Completing your Thesis on Time

If your original research proposal was realistic and feasible, and if you abide by the general timetable suggested above, then you should be in a position to submit the finished thesis within three, or at the most four years. However, a number of students do experience difficulties achieving this.

For some, delay in completion is due to unforeseen circumstances - illness, unexpected closure or restriction of archives, for example. There are, however, a number of common problems, which can be avoided:

- A lack of planning and focus in the early stages of research. Three years may seem a long time, without regular 'hurdles' in the form of examinations. Supervisory Panels will help you focus on the progress of your work, but above all remember that time passes very quickly.
- Distraction from the main line of research. Here, it is important to strike the right balance. Many historians will arrive at fresh insights as a consequence of reading a 'peripheral' document, but you must keep sight of your main objective.
- Poor record-keeping. It is not unknown for research students to find that notes taken in the first stages of research are inadequate. If those notes were taken in a foreign archive, the consequences can be serious. At an early stage, you need to work out how to ensure that your notes are suitably organised, indexed and referenced. If you have already written an undergraduate project or postgraduate dissertation, you should have some experience to draw upon.
- Over-perfectionism. There are always ways of improving your work, whether at the research or writing stage. However, you need to recognise the point at which to move on to the next stage or chapter, rather than continually seeking to polish and perfect work you have already done. This is particularly important at the writing up stage.
- Other demands on your time. You may need to undertake some paid employment to assist with costs. Teaching experience can be very valuable but, with all outside work, the financial and other benefits need to be weighed against the impact upon your research. Remember that a full-time research student is a student for twelve months of the year.

Changing your degree and the maximum and minimum periods of study

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/)

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/

If your request is approved, your period will be adjusted pro-rata.

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

Periods of study

Research degree	Mode	Students first registered between 2008-09 to 2017-18		Students first registered from 2018-19 onwards	
		Minimum	Maximum	Standard	Completion
Masters by Dissertation (MA or MSc by)	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 (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

Preparing the Thesis

Using word processing software means that you are able to type and produce the final version of the thesis yourself. While this offers many advantages, eg greater control of presentation and easier amendment and editing, it also has some disadvantages. The sheer ease of amendment can tempt you into making set after set of 'final' changes; each change, however small, has knock-on ramifications (for example, page numbering, footnote location etc). Allow time for meticulous proof-reading (and remember that the examiner can require you to amend any errors before approving a pass). ABOVE ALL, KEEP BACK-UP COPIES OF ALL YOUR WORK, AND UPDATE THEM FREQUENTLY.

SUBMISSION OF THESIS

Outline of Examination Arrangements for Research Students

The Registry Research Team publishes details of the arrangements for the examination of theses presented by research students, together with notes for guidance on how to present the thesis. These are available from the Student Services Hub.

Word Length

Your thesis should include a 300-word abstract that should summarise the contents and main argument of the thesis. The thesis should also include a table of contents, a preface, footnotes (or endnotes), and bibliography; appropriate lists of tables, glossaries of foreign words, technical terms, etc, should also be included where necessary.

The maximum permitted length

- for a PhD thesis is 80,000 words;
- for an MPhil thesis is 50,000 words;
- for an MA by Dissertation is 30,000 words.

The University checks the length of theses and those which exceed the permitted length are not accepted. The word length refers to the text of the thesis. Therefore it does not include appendices, bibliographies etc, or footnotes (provided that in the latter case the footnotes stand-alone and thus do not form an intrinsic part of the argument of the thesis).

Notice of Intention to Submit

Students can obtain the 'Approval of Title' form from the Graduate Administrator in the Department or from the Student Services Hub. It should be completed and sent to the Registry, **no less than two months before submitting the thesis**. The purpose of this form is to confirm the title of the thesis and to give the Registry Research Team and the Department time to make arrangements for the examination. This deadline should ensure that there is no delay in sending the thesis for examination once it has been submitted; the Registry will normally seek the nomination of external examiners within one week of receiving the form and send a submission form to the student to complete.

Preparation for Submission

A thesis must show evidence of being a significant contribution to knowledge and of the capacity of the student to pursue further research without supervision. The thesis should contain a significant amount of material worthy of publication and must be of good presentation and style.

A thesis must be the sole work of the student, however, if the investigations which it describes are joint work, and other descriptions or publications have derived from this work, they may be referred to in the thesis, and copies of the work may be appended to the thesis (eg jointly authored published papers).

Presentation

The Postgraduate Research Education Team publishes details of the arrangements for the examination of theses presented by research students, together with notes for guidance on how to present the thesis. These are available on the Postgraduate Research Education Team web pages. However once you have submitted the 'Approval of Title' form to the Registry, they will send you the document 'Notes for Guidance on the Submission and Presentation of a Thesis'. A copy of this document is also available from the Graduate Administrator. All students must present their thesis in accordance with these guidance notes.

A useful publication is the *MHRA Style Book*, which is obtainable from the University Bookshop. A copy of this publication can also be borrowed from the Graduate Administrator. The final version of your MA dissertation or research thesis should conform as strictly as possible to the guidelines laid down in this publication (London: Modern Humanities Research Association, 1981).

Submission of Thesis

Please make sure your contact address is correct on your student record and update on myEssex if required.

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. 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 are found at <https://www.essex.ac.uk/-/media/documents/about/governance/thesis-submission-deposit.pdf>

Examination Period

You must remember that examiners need a certain amount of time to read your thesis. The normal time is around three months. In certain circumstances it may be possible to ask the examiners to read your thesis more quickly, but they are under no obligation to do so.

Students should be aware that examiners look for evidence of training in the appropriate methods, for knowledge of relevant literature concerning the topic in question, and for general competence in background related to the topic. Especially in the case of a PhD thesis, examiners look for evidence of originality and other particular strengths. They are also concerned with the quality of presentation of the thesis, including its literary presentation, and note whether the thesis has exceeded the maximum permissible length. The examiners will also need to be convinced that the student has acquired the relevant skills, which may include a reading ability in such languages as are germane to the topic of the thesis.

Your viva and your examiners

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

Examiners' Recommendations

Following the examination, one of the following recommendations will be made.

- (a) *Pass with no corrections or minor typographical/presentational corrections.* The candidate makes any corrections prior to submission of the final version of the thesis.
- (b) *Pass with minor corrections to be made within three months.* The examiners must provide a list of corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.
- (c) *Pass with major corrections to be made within six months.* The examiners must provide a list of corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, rewriting of substantial parts of the thesis, re-analysis of existing data, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within six months.
- (d) *Referral for re-examination in up to 12 months.* The candidate has not met the requirements for the degree examined but may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months. For viva outcomes (e), (f) and (g) (below) the candidate is awarded a degree at a lower level from the qualification for which they were initially assessed (for example awarding a MPhil to a PhD candidate). In such cases, the examiners must clearly provide in their statement how the candidate has met the criteria for the lower award in addition to the reasons for not meeting the criteria for the higher award.
- (e) *Award of a (lower award) with minor corrections to be made within three months.* The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of minor corrections. The examiners must provide a list of the corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.
- (f) *Award of a (lower award) with major corrections to be made within six months.* The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of major corrections. The examiners must provide a list of the corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, rewriting of substantial parts of the thesis, re-analysis of existing data, etc. and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within six months.
- (g) *Referral for a (lower award).* The candidate has not met the requirements for the degree examined but may resubmit a revised thesis for re-examination for a (lower award). The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.
- (h) *Fail.* The examiners must provide a clear statement describing the shortcomings of the thesis.

Publication of Result

The student will normally be informed of the result of the viva within one month from the date of the viva. Students are entitled to receive copies of the examiners' reports on their thesis on request, when examining is complete.

Equality and Diversity

The University of Essex recognises the value of diversity and is committed to equality of opportunity within the University. It therefore aims to create the conditions whereby students and staff are treated with dignity and respect and solely on the basis of their merits, abilities and potential, regardless of, race, ethnic or national origin, gender, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations or other irrelevant distinction.

The University is committed to a programme of action to ensure that this policy is fully effective. If you have any comments/questions on equal opportunities at the University please e-mail diversity@essex.ac.uk

RESEARCH STUDENT AND STAFF EXPECTATIONS

Responsibilities of Students

- Professional doctorate students have a responsibility to:
- Read the documentation provided, including the regulations for your degree, this Code of Practice and details of the departmental supervisory arrangements. You should sign a form to certify that you have read the documentation and agree to abide by it.
- Attend lectures and seminars for taught modules and attend meetings with your professional practice and research supervisors and Supervisory Panels as arranged and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- Keep in regular contact with your professional practice and research supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).
- Provide updates on progress as outlined in the Progress and Appeals Procedures for Research Degree Students
- Complete the work required for your taught modules and carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
- Familiarise themselves with the expectations and conventions regarding academic referencing other people's work.
- Attend any research training and generic skills courses as agreed with the PD Director.
- Submit reports on progress as requested to professional practice and research supervisors, Supervisory Panels, the PD Director, or the departmental Research Students' Progress Board.
- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. In the case of professional practice, this will usually take the form of a professional practice portfolio which forms part of the assessment for the

degree. In the case of research, this may take the form of a log book or research portfolio to be signed off by your supervisor, but will not be part of the assessment for the research component.

- Inform the relevant module coordinator or supervisor and/or the PD Director promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students' Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.
- Discuss any supervisory problems with your supervisor or PD Director or the Head of Department. Alternatively, if they feel unable to talk to a member of the departmental staff, they should contact the Postgraduate Research Education Team to discuss their problems. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.
- You must present your thesis for examination by the end of the final term of your minimum period or completion period, depending on your programme of study.
- A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted, an extension, you will not be expected to register or pay the prescribed fee for that two week period.
- If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree unless you are permitted an exceptional further period of completion.
- Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.
- Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

Responsibilities of Supervisors

- to establish the student's training needs and suggest suitable means for meeting these;
- to arrange for the student's attendance and participation in appropriate modules, seminars and conferences;
- to give guidance about the nature of research and the standard expected, as well as about the best means available to the student for attaining that standard;
- to give detailed advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within the scheduled time and to emphasise that the work must be capable of completion in accordance with University Regulations;
- to arrange, as appropriate, for the student to talk about his or her work to staff or graduate seminars and, as appropriate, to have practice in oral examinations;
- to facilitate meetings between the student and other researchers in the field (including opportunities to present work to staff and fellow postgraduates and for attendance and participation in appropriate seminars and conferences);
- to maintain regular contact with the student through such tutorial and seminar meetings as were agreed upon with the student at the Panel meeting and by setting aside further times when he/she will be available;
- to keep the student informed well in advance of any prolonged absences from the University;
- to keep on a standard form a record of the dates of meetings with the student, which can be produced later if necessary;
- to request written work as appropriate and to return it with comments in reasonable time (a standard chapter should receive feedback within one month of submission), and to keep on a standard form a

record of work submitted, the dates of submission and when this received a response (in discussion and/or in writing) which can be produced later if necessary;

- to convene meetings of the Supervisory Panel (biannual meetings for full-time students and an annual meeting for part-time students), as well as more frequently when appropriate and/or when determined by the Department's Research Students Progress Board and where appropriate co-ordinating contact with such associate supervisors as may be appointed;
- to submit a report on the student's progress to the student's Supervisory Panel meeting and to attend the meeting;
- to submit, or to arrange for the Research Students' Progress Board to submit, biannual reports (for full-time students) and annual reports (for part-time students) on the student's progress to the Director of Research, and at other times as requested to do so;
- to warn a student of foreseeable problems on the horizon and, if necessary, to explain the ways in which the student's work is not of an appropriate standard;
- to notify the Graduate Director Research and/or the student's Panel if as Supervisor he/she believes that the student is unlikely to reach the standard for the degree for which he/she is registered.

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

www.essex.ac.uk/about/governance/regulations/codes-higher

The Principal Regulations and the 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.

Extenuating Circumstances, withdrawing and intermitting

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/) or the Student Services Hub (www.essex.ac.uk/students/contact/default.aspx)

Thinking of leaving or taking a break from your studies?

You may experience doubts at some point during your studies, if you're thinking about leaving Essex, we're here to support you and give you the advice you need to help you make an informed choice.

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

Academic Offences Procedure

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

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

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

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>

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

Appeals and complaints

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.

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

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

Student Representation and Student Surveys

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/course-reps/ and the University's policy here: www.essex.ac.uk/quality/student_representation/student_rep.asp.
3. You can find out information about Student Staff Liaison Committees (SSLCs) here: www.essex.ac.uk/quality/student_representation/sslc.asp.

3. Practicalities and Support

Whatever level of study you're following at Essex, you're here for an excellent education. We're committed to research-led teaching and your personal development, and during your time here, we'll support you in demonstrating your academic potential, and in developing the knowledge and skills you'll need as you embrace your future graduate career.

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 documents. For more information about registration visit our student webpages.

www.essex.ac.uk/students/new/registration

www.essex.ac.uk/students/graduation/award-documents

Find Your Way and room numbering system

Find Your Way is our interactive campus map app. Download it to help you find any location on campus and get directions quickly and easily. There's also a handy web version - findyourway.essex.ac.uk/

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

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

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

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

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

On-campus facilities

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

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

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

MyEssex student portal

“myEssex is your online account. Use it to keep your personal details up-to-date, see how you’re doing on your course, contact the Student Services Hub and much more. <https://www.essex.ac.uk/myessex/>”

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

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

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

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

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

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

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

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

University of 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

Freedom of speech policy and the Code of Conduct

For regulations relating to the **Code of Student Conduct**, see the University’s website:

www.essex.ac.uk/students/study-resources/handbooks/default.aspx

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

Essex Spirit, social media and other channels of communication with students

Keep up-to-date with important news, events and offers from across the University with our Essex Spirit blog. Go to our email lists to subscribe to the fortnightly e-bulletin.

<http://blogs.essex.ac.uk/essexspirit/> | www.essex.ac.uk/students/new/

We have more than 60 Facebook pages, including one for each department. We're also on Twitter.

www.facebook.com/uniofessex/ | https://twitter.com/Uni_of_Essex

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

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

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

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 / 01206 874000

www.essex.ac.uk/students/contact/ and www.essex.ac.uk/students/health-and-wellbeing

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

www.essex.ac.uk/fees-and-funding/money/ <http://www.essexstudent.com/advice/money/>

Harassment advisory network, dignity and respect

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

www.essex.ac.uk/equality; www.essex.ac.uk/equality/harassment; www.essex.ac.uk/students/new

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

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

Health and safety on campus

Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this we work closely with local agencies including the police and borough councils. Take a look at our website for general advice and information. www.essex.ac.uk/students/experience/safety

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

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

Health Centre

If you're studying on a course for more than six months, you're required to register with a local doctor. Our Colchester Campus has its own health centre or you can use the NHS Choices postcode finder to find your nearest doctor. www.rowhedgesurgery.co.uk; www.nhs.uk

Students' Union Advice Centre

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.su/advice; suadvice@essex.ac.uk; 01206 874034

University Privacy Statement

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

Information for disabled students

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

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

Information for 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/

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

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

Financial support for research students

The Department has a fund of £500 made available for research each year, any surplus being rolled over from one year to the next. Research students can apply in writing for up to £100, but can only receive a maximum of £300 over the course of their studies. Applications should be submitted via Karen Shields, Departmental Administrator. Please send a letter of request including the amount requested, what it will be spent on and how this will further your research. This should be accompanied by a statement of support from your supervisor. Decisions on bids will be made by a subcommittee of the Department's Research Board. A student who has been successful is not precluded from making another bid in future years but priority will be given to those who have not previously received support.

Research students are also given help in providing copies of papers, for Supervisory Panel meetings. If you wish the Department to produce the additional copies needed for the Board meeting then please pass the original copy to Lisa Willis, in the History Department Office, at least two weeks before the Panel meeting.

Funding Information

As well as the funding opportunities information, which is included in the Department's postgraduate application pack, information about funding opportunities is placed on the History website and on the postgraduate noticeboards, which are located near the History Office.

Hugh Brogan Endowment Fund

Thanks to Professor Hugh Brogan's generous bequest to the Department, the interest (a couple of hundred pounds per annum) is available to support postgraduate research students facing hardship (an unexpected financial crisis likely to impede or terminate their postgraduate studies), rather than academic-related expenditure. Payments from the fund are at the discretion of the Head of Department, Postgraduate Director Research and Postgraduate Director Taught. Applications and a supporting statement from your Supervisor (on no more than one side of A4 paper each) should be forwarded to the Graduate Administrator in the first instance.

Academic Support

Proficio - Professional Development for Doctoral Students

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.

Library Services

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

libwww.essex.ac.uk

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

For guidance in relation to third-party proofreading of student work: www.essex.ac.uk/proofreading

Information on periodicals and databases relevant to History, and also links to internet resources useful to History students are available from the History subject resources page on the Library website at http://libwww.essex.ac.uk/Subject_Guides/hist.htm.

Collections of primary source materials are available from some Library databases, such as Early English Books Online, Eighteenth Century Collections Online, Empire Online and Defining Gender. All of these databases are available through the catalogue or from the Electronic Resource & Database Menu on the Library website: www.essex.ac.uk/dsh/library,

4. Skills, employability and experience

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

CareerHub+

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

careerhub.essex.ac.uk/students/login

Learning Languages at Essex

Learn a language at Essex to increase your global and cultural awareness. **Language learning** can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you're looking for a job. There are a number of ways to do it, so look online to discover the best option for you.

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

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

The 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

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/

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+ on January.

www.essex.ac.uk/careers/job_hunting/on_campus

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

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

Volunteering

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

www.essex.su/vteam

Voluntary roles in local museums

Pick up a leaflet about this scheme in the Departmental Office or Common Room, or check out the careers and volunteering noticeboard. We have links with various local museums and other history related organisations which welcome enquiries from History students seeking voluntary work experience. The Department also has some money to help students with the costs of travel to gain voluntary work experience.

Opportunities for Teaching by Research Students

The Department has a policy of making teaching available to its PhD students in their second and subsequent years of research, if at all possible. It advertises such teaching opportunities during the spring term. In all cases Supervisors will be consulted before any appointment is made to ensure a student's research progress is unimpeded. Most teaching is offered on first-year undergraduate modules and academic staff provide mentoring and support for Graduate Teaching Assistants.

All Graduate Teaching Assistants must undertake the University course for GTAs, run by the Learning and Teaching Unit and other courses and workshops as appropriate.

Postgraduate Conference

Each year the Department makes available a budget for our annual Postgraduate Conference.

Postgraduate students in the Department are given the opportunity not only to present papers, but also to gain experience in conference administration and organisation. Recent conference themes have included 'Creating the Other', 'Worlds of Violence', 'The Rude Body' and 'Scandalous Histories'.

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

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

Job References: Requesting references from members of staff

If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject.

For example, final year project supervisors, year organisers, core course supervisors are likely to be more suitable than lecturers that have taught you on a first year option course. Every reasonable effort will be made to meet a request for a reference for a student who has undertaken study within our School, within a minimum period of three years following his/her departure from the University. Requests received outside of this time scale may, of course, be met if a member of staff is equipped with the necessary information on the student and is willing to provide a reference. In the case of research students, it would be normal to expect to provide a reference for a more extended period of up to ten years.

It is helpful if you can provide the member of staff with details about the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – It is not always possible for a member of staff to write a reference immediately.

Copies of references

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

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