

**Your studies**

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# DEPARTMENT OF LITERATURE, FILM, AND THEATRE STUDIES

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Postgraduate research

**STUDENT HANDBOOK**  
2018-19



University of Essex

**Please note:**

While the information contained in this booklet (compiled in August 2018) is believed to be correct at the time of printing, the Department reserves the right to update, modify or even withdraw specific courses or to change staffing arrangements or assessment procedures where academic developments or unexpected contingencies render such action necessary or expedient in the judgement of the Head of Department. If there are any discrepancies between this document and official University documents, then the University's documents take precedence.

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

# DEPARTMENT OF LITERATURE, FILM, AND THEATRE STUDIES

## NOTES FOR THE GUIDANCE OF RESEARCH STUDENTS including Departmental arrangements for supervision

October 2018

### CONTENTS

	<i>Page no.</i>
About your student handbook	6
 <i>Section One: Introduction</i>	
Introduction and welcome	7
Term dates, calendar and academic week numbers	8
myEssex	8
Your details	8
 <i>Section Two: About the Department of Literature, Film, and Theatre Studies</i>	
Administrative staff and responsibilities	9
Academic staff and responsibilities	10
Staff research interests	10
Meeting staff and other students	11
Support within the Department	11
Open Seminars	11
PhD Conference	12
Teaching	12
Social Media	12
Communication and email mailing lists	12
Social and intellectual life	13
In Progress...	13
Royal Literary Fund Fellows	13
Film Library	14
Photocopying	14
Noticeboards	14
Location of Department offices	14
Research students' study rooms	14
Study rooms in the Albert Sloman Library	15
Information on funding and grants	15
 <i>Section Three: Academic Matters</i>	
Learning and Teaching	16
The nature of doctoral studies	16
Completing on time	16
Timetable of study	17
Periods of study	18
Moodle	18

Standard Milestones for PhD Students starting before 2018-19	19
Standard Milestones for Students starting from 2018-19	22
Student and Staff Expectations and Responsibilities	23
Student responsibilities	23
Your supervisor and responsibilities of the supervisor	24
The Supervisory Panel and responsibilities	25
Timeline of the Supervisory Panel	26
Arrangements of Supervisory Panels	26
Submission of work to the Supervisory Panel	27
Supervisory Panel reports: progression and criteria	27
Confirmation of PhD status	28
Research Students' Progress Board (RSPB) and responsibilities	30
Submission of thesis/dissertation and the viva voce examination	31
Word limits	31
Criteria for Award of Doctor of Philosophy	31
Specification of submission for PhD projects involving original creative input	31
Criteria for Award of Master of Philosophy	31
Criteria for Award of Masters by Dissertation	31
Notice of Intention to Submit	32
Submission of the thesis	32
Thesis Submission for Award	32
Thesis deposit	32
Retention	33
The viva voce examination	34
Examination period	34
Requirements for the award	34
Viva voce examination arrangements and membership	34
Examiner's recommendations	34
Publication of examiner's result	36
Progression and assessment	37
Principal Regulations for Research Degrees	37
Extenuating circumstances, withdrawing and intermitting	37
Appeals, complaints and fitness to practise	37
Registration, intermitting, changes to studies	39
Information for disabled students	39
International students	39
Mature students	40
Student representation and student surveys	40
Library services	40
Research and Skills training	41
Proficio	41
Academic offences policy	41
Ethics	41
Referencing and good academic practice	42
Departmental Style Guide	42
Referencing in Creative Writing commentaries	48
University policy and guidance on proofreading	48
Information about being published	48
Information relating to intellectual property rights	48

### *Section Four: You Matter*

Practicalities: Getting Started and IT Matters	49
Registration, enrolling and transcripts	49

Find Your Way and room numbering system	49
IT support, Wi-Fi, email account, free MS office, computer labs, m:drive	49
Immigration information	50
On campus facilities	50
Graduation	50
Skills, Employability and Experience	51
Employability and Careers Centre	51
Learning a language	51
English classes for the dependants of international students and staff (ECDIS)	51
Talent Development Centre	51
CareerHub+	51
Frontrunners	51
Student Ambassadors	52
Volunteering	52
Big Essex Award	52
Essex Interns	52
You Matter: Health, Welfare, Support and Safety	53
Student Services Hub, including contacts for disability, wellbeing, counselling and confidential issues	53
Money management	53
Harassment advisory network, dignity and respect	53
Religion, faith and beliefs	53
Nightline	53
Health and safety on campus	53
Residence Life	54
Health Centre	54
Students' Union Advice Centre	54
University Privacy Statement	54

### *Section Five: Essex Matters*

The Essex experience	55
The Essex Student Charter	55
Freedom of speech policy and the Code of Conduct	55
Essex Spirit, social media and other channels of communication with students	55
Students' Union	55
Alumni	55

## **About your student handbook**

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

Other helpful sources of information are available at [www.essex.ac.uk/myessex](http://www.essex.ac.uk/myessex) and <https://www1.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 or identity, you're part of a vibrant community that lives, learns and plays together.

## Section 1 INTRODUCTION

The Department of Literature, Film, and Theatre Studies,  
University of Essex,  
Wivenhoe Park,  
Colchester  
CO4 3SQ

<http://www.essex.ac.uk/lifts/>

### **Introduction and Welcome**

Welcome to the Department of Literature, Film, and Theatre Studies (LiFtS). We hope that you will enjoy your time at Essex and that you will find your studies with us challenging, inspiring and rewarding. As a member of our postgraduate community you will be part of a dynamic research culture in an interdisciplinary department. Our expertise stretches across literature, creative writing, film studies and production, drama, and journalism. You will be supervised by leading academics in their fields as well as experienced practitioners of international standing.

We have a worldwide reputation for the quality of our research and teaching, with excellent postgraduate prospects. The Department is an exciting and stimulating environment for our postgraduate students, offering plenty of opportunities to engage with your research interests, alongside your formal academic studies, in a variety of ways, including readings, book launches, poetry competitions, seminars with guest speakers, performances in the Lakeside Theatre, screenings and much more. We warmly encourage you to explore and take these opportunities as appropriate to complement your research.

On behalf of the Department, we wish you a wonderful journey as a postgraduate researcher at Essex.

**Dr Elizabeth Kuti**  
Head of Department

### **Term dates, calendar and academic week numbers**

You can find the complete University teaching weeks calendar [here](#).

Details of the academic week numbers can be found [here](#).

### **myEssex**

[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.

### **Your details**

Please keep your local address and telephone numbers, including your mobile number, up to date on myEssex. It is vital that we are able to contact you throughout the year. We do not let anyone other than a staff member have details of your address. We will communicate with you using your **Essex email address only**, so please ensure that you check your University email account at least once a day during term time.



**Section 2****ABOUT THE DEPARTMENT OF  
LITERATURE, FILM, AND THEATRE STUDIES****Administrative staff and responsibilities**

<b>Role</b>	<b>Name</b>	<b>Contact details</b>	<b>Responsibilities</b>
Department Manager	Dr Daniela Wachsening	Office: 5NW.6.18 Email: <a href="mailto:d.wachsening@essex.ac.uk">d.wachsening@essex.ac.uk</a> Phone: 01206 872604	Responsible for the overall administration of the Department
Deputy Department Manager	Rachele Winn	Office: 5NW.6.12 Email: <a href="mailto:rachele@essex.ac.uk">rachele@essex.ac.uk</a> Phone: 01206 872611	Responsible for student administrative and pastoral issues (undergraduate students)
Senior Student Administrator	Deanna McCarthy	Office: 5NW.6.14 Email: <a href="mailto:dlmcca@essex.ac.uk">dlmcca@essex.ac.uk</a> Phone: 01206 872176	Responsible for all general administrative matters for postgraduate taught and postgraduate research students
Student and Academic Services Administrator	Rochelle Maloney	Office: 5NW.6.16 Email: <a href="mailto:rmalona@essex.ac.uk">rmalona@essex.ac.uk</a> Phone: 01206 872624	Responsible for all general academic and non-academic matters for all students in the Department
Student and Academic Services Administrator	Jack Parker	Office: 5NW.6.16 Email: <a href="mailto:jparkee@essex.ac.uk">jparkee@essex.ac.uk</a> Phone: 01206 873282	Responsible for all general academic and non-academic matters for all students in the Department
Student and Academic Services Administrator	Antonio Vivas	Office: 5NW.6.16 Email: <a href="mailto:ajviv@essex.ac.uk">ajviv@essex.ac.uk</a> Phone: 01206 872417	Responsible for all general academic and non-academic matters for all students in the Department

## **Academic staff and responsibilities**

<b>Role</b>	<b>Name</b>	<b>Contact Details</b>	<b>Responsibilities</b>
Head of Department	Dr Elizabeth Kuti	Office: 5NW.4.13 Email: <a href="mailto:ejkuti@essex.ac.uk">ejkuti@essex.ac.uk</a> Phone: 01206 873408	Responsible for leading and managing the Department and for the Department's overall academic provision
Director of Graduate Studies	Dr Liam Jarvis	Office: 5NW.4.4B Email: <a href="mailto:lj Jarvis@essex.ac.uk">lj Jarvis@essex.ac.uk</a> Phone: 01206 8724764	Responsible for overseeing the postgraduate activities in the Department and for your general academic well-being
Director of Research	Dr Owen Robinson	Office 5NW.4.11 Email: <a href="mailto:orobin@essex.ac.uk">orobin@essex.ac.uk</a> Phone: 01206 872617	Responsible for any research matters and for the strategic development of the Department's research activity
Ethics Officer	Professor Karin Littau	Office: 5NW.5.13 Email: <a href="mailto:klittau@essex.ac.uk">klittau@essex.ac.uk</a> Phone: 01206 872629	Responsible for all matters relating to research ethics in the Department
Employability Director	Anney Lax	Office: 5NW.4.7 Email: <a href="mailto:alax@essex.ac.uk">alax@essex.ac.uk</a> Phone: 01206 8742635	Responsible for the development and enhancement of employability provision for the Department
GTA Co-ordinator	Dr Sean Seeger	Office: 5NW.5.18 Email: <a href="mailto:saseeg@essex.ac.uk">saseeg@essex.ac.uk</a> Phone: 01206 874502	Responsible for the co-ordination and training of Graduate Teaching Assistants in the Department
CADENZA Co-ordinators	Professor Katharine Cockin  Dr Jordan Savage	Office: 5NW.4.5 Email: <a href="mailto:k.m.cockin@essex.ac.uk">k.m.cockin@essex.ac.uk</a> Phone: 01206 876332  Office: 5NW.4.4A Email: <a href="mailto:jksava@essex.ac.uk">jksava@essex.ac.uk</a> Phone: 01206 874135	Responsible for the CADENZA co-ordination for Graduate Teaching Assistants in the Department
Open Seminar Series Co-ordinator	Dr Holly Pester	Office: 5NW.4.17 Email: <a href="mailto:hpester@essex.ac.uk">hpester@essex.ac.uk</a> Phone: 01206 874029	Responsible for co-ordinating the Open Seminar series in the Department

## **Staff research interests**

The Department is a vibrant hub of interdisciplinary research. We have internationally recognised expertise in world literatures, and our work covers areas from Shakespeare and transatlantic romanticism to women's suffrage literature, global modernism, science fiction, dystopias, and postcolonial literature. In film studies, our strengths are world cinema, film theory and practice, adaptation and documentary filmmaking. We are proud to have foremost scholars and practitioners of contemporary theatre and poetry among the members of our staff, and we have a rising profile in journalism studies. Our scholars work across a wide

range of disciplines and methodologies, producing research that is highly relevant for both academic and non-academic sectors. As a postgraduate research student, you are an integral part of this community and you vitally contribute to its excellence.

For more information visit our [Research pages](#)

### **Meeting staff and other students**

There will be a Welcome Day on Friday 5 October 2018 from 9:00am onwards which all new researchers are expected to attend. This event will provide you with an introduction to the University, the key stages of a postgraduate research project and the support that is available to you during your research and professional development. It also gives you a chance to be formally introduced to your supervisor and the Director of Graduate Studies.

Prior to this, there is also an opportunity to meet all postgraduate students and some of our academic staff in the Department over drinks and nibbles at our networking event on Tuesday 2 October 2018 from 3.00-4.30pm in the Lakeview Meeting Room and to socialise with students and staff in the Department at our Poetry and Music Evening later that day, from 5.00-7.00pm in the Gallery.

Full details will be emailed to you prior to these events.

### **Support within the Department**

Any problems you may have should be referred in the first instance to your supervisor, but the Director of Graduate Studies is also happy to advise you on any practical, research-related matters or matters relating to the University's formal requirements. Should you at any stage feel dissatisfied with the treatment you are receiving from your supervisor, you should raise the matter with the Director of Graduate Studies, who is always prepared to discuss any issues in the strictest confidence. If your supervisor happens to be the Director of Graduate Studies, you should approach the Head of Department. If you feel unable to approach a member of the Department, you may contact the Deputy Dean of Postgraduate Research Education (Faculty of Humanities), [Professor David O'Mahony](#).

### **Open Seminars**

Our Departmental Open Seminars take place every other Tuesday during term-time at 5.00pm in room 5N.7.23. The seminars are a series of talks, centred around our various Department disciplines, and bring together leading external scholars, academic staff and research students in the Department, to discuss new research or work in progress. These seminars are also an opportunity for you to present key concepts of your thesis. You are warmly encouraged to attend these events which will be useful to the development of your research and allow you to gain new perspectives on current research interests.

The seminars are co-ordinated by [Dr Holly Pester](#).

Seminars are advertised in advance via your Essex email, the [Department's webpage](#), [Facebook](#) and [Twitter](#) pages, and on the Graduate noticeboard opposite the Senior Student Administrator's Office.

## **PhD Conference**

A PhD conference - organised by and for doctoral researchers in the Department - is normally held every year, usually in May/June. This is an exciting opportunity for you to join doctoral researchers, academic staff and other students in the Department to present your research materials and share your ideas. There may be an opportunity for your papers to be published, including on the Department's webpages. We also always encourage and look forward to your contribution to the Department's blog, writing about your experience organising and/or presenting at the Conference, or sharing your reflections on some of the proceedings.

The Department has a budget allowance available for the organisation of the PhD conference. The budget for the agreed outline of the event is overseen by the Director of Graduate Studies and the Department Manager. If you would like to be involved with organising the event, please bring a proposed outline of the conference to the Senior Student Administrator for an initial discussion.

## **Teaching**

From their second year of research, PhD students are eligible to apply to become a Graduate Teaching Assistant (GTA) in the Department. As a GTA, you would have an opportunity to teach first year, or exceptionally second year, undergraduate modules and be mentored and supported in your teaching by our academic staff.

Details of the application process and dates of interview will be advertised in the Spring or Summer term prior to the academic year in which you will be teaching.

Please note that GTA positions are very competitive. Always first consult your supervisor about your ambition to apply for teaching as they would be able to evaluate what impact an engagement with teaching might have on your research.

If you have been offered an opportunity to teach, you are required to obtain the CADENZA certificate in your first year of teaching and attend the University's two-day induction event for new GTAs and any other courses and/or workshops as appropriate.

## **Social media**

You are very much encouraged to visit, like or follow, and interact with our [Facebook](#) and [Twitter](#) pages which are updated regularly with a range of research news, information, reflections, anecdotes, and events taking place in and around the Department and the University. These pages contain a mix of academic, informative, thoughtful and light-hearted entries and showcase our diversity, vibrancy and accomplishments at all levels of study and research. They are a good way of keeping in touch with what is going on in the Department and at the University as a whole.

Additionally, the Department has its own [blog](#) which features contributions from both staff and students. Postgraduate researchers are invited to become bloggers and use the site as an alternative outlet to share their creative work, advice and experiences. Please contact the General Office ([liftstt@essex.ac.uk](mailto:liftstt@essex.ac.uk)) if you are interested in writing for the blog.

## **Communication and email mailing lists**

We use email to contact you about important information relating to your studies and other issues such as welfare. Please check your University email regularly as **we will not email alternative personal addresses**.

You can access your email on any University computer using Microsoft Outlook.

The University also provides an [Outlook Webmail service](#) that you can access through a web browser anytime, anywhere. Furthermore, you can send and receive University emails on the move by [setting up your smart phone or tablet](#).

As a student, you will be on a number of University email lists. Some are mandatory and reflect your current course, modules, Department, year and so on. You cannot unsubscribe from these lists as they will primarily be used to send out important information relating to your studies. You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. To opt in or out of such lists, visit [here](#). We do not send out marketing information unless you have opted in to it.

### **Social and intellectual life**

However closely you establish working relations with your supervisor and however close the attention paid to your work by members of your Supervisory Panel, research can often be a lonely undertaking. Amongst other programmes, the **Postgraduate Peer Mentoring** scheme is designed to introduce new students to the Departmental postgraduate community. We are an interdisciplinary Department which explores literature, film, theatre, creative writing and journalism individually and comparatively. You can therefore expect the research interests of staff and students to be extremely diverse. We think this diversity is something for you to value and utilise, whatever the particular field of your own research.

Do take advantage of opportunities the University and the Department offer you to join in the social and intellectual life of the campus. Come to our talks and events and join Student Union societies, which may cater for your spare-time interests both within and outside the Department.

### **In Progress...**

Once a week, during the Autumn and Spring terms, our postgraduate researchers organise a work and social get-together entitled *In Progress*. The format of the evening is for one student to present on their research, followed by a Q&A session, and rounded off by a trip to the pub. This is a great opportunity for the student presenting their work to get peer feedback, for our research students to hear the amazing array of research going on in the Department, and for everyone to get to know each other better. Postgraduate taught students are invited to contribute with their own talks in the Spring term and the sessions are open to all. If you would like more information, please contact Melissa Shales, email: [mjshala@essex.ac.uk](mailto:mjshala@essex.ac.uk).

### **Resources supplied and maintained by the Department**

#### ***Royal Literary Fund Fellows***

The Royal Literary Fund exists to help writers, and champion good writing. It provides one or two resident fellows, here at Essex, to help our students with the writing of their essays, dissertations, theses, or even job and grant applications.

This year, the fellow is Clare Pollard, a published poet and author. If you would like to take up Clare's advice, please book your slot in the General Office or email [lifstt@essex.ac.uk](mailto:lifstt@essex.ac.uk). The service is entirely free, confidential and independent of the University.

## ***Film Library***

Our Departmental Film Library has a vast collection of movies and documentaries. Students are welcome to borrow DVDs for up to two days at no cost from the General Office. The film library is catalogued electronically and searchable [via the Department website](#).

## ***Photocopying***

If you need to photocopy materials in connection with your studies, you should use the photocopy machines located in the Copy Centre on Square 4 or in the Library. Please observe the Copyright laws if you are copying published materials (see the notices attached to photocopiers).

## ***Noticeboards***

Various information is displayed around the Department's noticeboards on floors 4, 5 and 6. The Graduate noticeboard is opposite the Senior Student Administrator's office (5NW.6.14).

## **Location of Department offices**

### ***General Office***

The General Office is located on floor 6 in 5NW.6.16 (take the entrance next to Santander on Square 4 and follow the signs) and is open from Monday-Friday from 10.00am-4.00pm (closed for lunch between 1.00pm-2.00pm).

### ***Common Room***

The Department's Common Room (5NW.6.1) is open from Monday-Friday 9.00am – 5.00pm and is available for all students in the Department to use.

### ***Research Students' study rooms***

There are a limited number of spaces available for research students in the Department's two PhD Study Rooms on floor 5 (5NW.5.14 and 5NW.5.12) as well as in the Postgraduate Study Room (5NW.5.15) which is open to both taught and research students. In these rooms, there are networked computers, a printer, desk space and shelves available. As these spaces are shared by many people, we ask that students please fully vacate any desks at the end of each visit and PCs are made available for others to use as required.

We strongly advise that you **do not** leave any valuables in these rooms.

Separate rooms (5NW.5.16 and 5NW.6.3) are also available for Graduate Teaching Assistants (GTAs) to use for meeting students and for the preparation of seminars. These rooms are equipped with networked computers, a printer, desk space and shelves for storing any teaching materials.

For health and safety reasons, we **cannot** allow the storage of any perishable food items in any of our rooms. Tea/coffee may be stored in sealed and labelled containers.

Keys for both the Postgraduate Study Rooms and the Graduate Teaching Assistant offices can be signed out from the General Office on a termly basis or for the length of the academic year. A nominal deposit of £5.00 is required when signing out any keys which will be reimbursed when the keys are returned.

### **Study rooms in the Albert Sloman Library**

The Albert Sloman Library on Square 5 has a variety of study spaces over six floors, including dedicated 24/7 facilities and study rooms and group work areas.

### **Information on funding and grants**

#### ***Funding your research expenses (conference attendance, archival research, etc.):***

The Department has limited funds available to support the research activities of its doctoral researchers. Research students are eligible to apply for a research allowance of up to £100 per year, up to a total of £200 per student for the duration of their studies within the Minimum/Standard Period of Study. An application form, which needs to be approved by the Director of Research, is available from the Senior Student Administrator to whom you should also submit your approved form, together with a description of your research expenditure, the amount claimed and detailed receipts.

**Please do not attach a general payment confirmation if the purchase was made by credit or debit card. The Department can only reimburse claims supported by detailed receipts.**

***Please ensure that you claim for your expenses within one month of the expenses being incurred.***

The University will be introducing an online expenses system for students to claim their expenses in due course. Please watch out for any notifications, and please do confirm existing arrangements for the reimbursement of your expenses at the time with the Senior Student Administrator or Department Manager.

#### ***Proficio***

More substantial support for your professional training and research expenses is provided by [Proficio](#).

## Section 3      ACADEMIC MATTERS

### Learning and teaching

#### The nature of doctoral studies

From the first day of your research, plan your work so that you can realistically expect to submit your thesis for examination by the **end of three years**. While doctoral projects need to be both comprehensive and original, for any research project, it is wise to limit the scale and scope of what you do to what you can achieve in a set period of time. To work within limits allowed by the time available is part of the exercise of research itself.

A decision to pursue research implies that you are keenly motivated and interested in your chosen subject, and you have already started examining your primary sources. The opening phase of research can be bewildering unless you devise a clear strategy from the outset. This 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. 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 had initially foreseen. But after three months' work, it should be possible for you to have a very clear idea of what you are aiming for, and by this stage you should be conversant with secondary sources and examining your primary sources in depth. Your major effort at investigating these and drafting your chapters will probably come between the end of your first term and the midpoint of your third year. This leaves the second half of your third year for revising the thesis into its final version.

#### Completing on time

Your original research proposal should have been feasible and realistic with regard to your project aims, output and proposed timeline. If you stick to this timeline and meet all the milestones relevant for each stage of your study, you should be in a position to submit your thesis within **three years** (six years for part-time students).

MA by Dissertation students should be in a position to submit within **one year** and MPhil students within **two years**. It is important to remember that, if you are a recipient of a scholarship, your funding will normally only be awarded for three years and will not cover any applicable completion period.

Sometimes unforeseen circumstances (such as illness, personal circumstances etc.) do cause delays in submission. However, there are often common problems which can be avoided:

- **Lack of planning and research** in the early stages/first year of study. You should use the feedback from your meetings with your supervisor and your Supervisory Panels in order to focus your work and agree realistic aims to meet throughout your study.
- **Poor record-keeping**. You should make sure your notes from all stages of your research are organised, indexed and referenced correctly and clearly.
- **Over-perfectionism**. You need to recognise the point at which to move on to your next stage of study/research rather than continually seek to polish and perfect the work you have already done (particularly in the writing up stage).
- **Demands on your time**. Sometimes it is necessary for students to undertake paid part-time/freelance work to support their studies. Teaching experience can be very



valuable but financial and other benefits need to be weighed against the impact on your research time. Remember that full-time postgraduate research students are students for twelve months of the year.

### **Timetable of study**

A typical timetable would look like this:

First year (first term of your research):	Planning, conceptualisation, reading, writing a critical review of the secondary literature in your field, establishing your position regarding it, and identifying the sources you intend to use. You should keep a critical bibliography of the material you are reading.
First year (second term of your research):	You should now be working on the primary materials of your thesis, writing draft chapters as soon as possible.
	At the end of your first year (end of second year for part-timers) your second supervisory panel will be the Confirmation of PhD Status panel. The Panel will review the evidence to confirm whether or not progress and work is at PhD level. See <b>Confirmation of PhD Status</b> .
Second year:	The process of investigation and writing continues.
	At the end of the second year for part-timers the supervisory panel in summer will be the Confirmation Panel. The Panel will review the evidence to confirm whether or not progress and work is at PhD level. See <b>Confirmation of PhD Status</b> .
Third year (first term):	The completion of draft chapters.
Third year (second term):	Revision of your thesis into a final version ready for submission, inclusive of the notes, bibliography and an abstract.

This is a broad description of a typical pattern of progression from first to third year of the thesis. For a more detailed account please refer to **Supervisory Panel Reports** and the **PhD Confirmation Criteria**.

All doctoral research students are initially registered as MPhD (MPhil/PhD) students. PhD status will need to be confirmed at the end of their first year of research (at the end of the second year for part-time students). See **Confirmation of PhD status** for more details.

## Periods of study

		Students first registered between 2008-09 to 2017-18		Students first registered from 2018-19 onwards	
		Minimum	Maximum	Standard	Completion
Research degree	Mode				
Masters by Dissertation (MA or MSc by dissertation)	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 ( <i>MPhil</i> )	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 ( <i>MD</i> )	PT only	Two years	Three years	Two years	Up to one year
Doctor of Philosophy ( <i>PhD</i> )	FT	Three years	Four years	Three years	Up to one year
	PT	Six years	Seven years	Six years	Up to one year
Doctor of Philosophy Integrated ( <i>PhD</i> )	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

## Moodle

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

**Department of Literature, Film, and Theatre Studies: Standard Milestones for PhD Students starting before 2018-19:**

<b>Milestones</b>	<b>Criteria for progress</b>	<b>Deliverables</b>	<b>Deadline</b>
M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis	<ul style="list-style-type: none"> <li>▪ Training Needs Analysis to be completed</li> <li>▪ Attend Proficio courses and plan for further courses to attend, as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Term 1 for full-time students; Term 2 for part-time students</li> <li>▪ By end of Term 3 for full-time students; Term 6 for part-time students</li> </ul>
	B: Confirm research topic and demonstrate significance/impact of research	<p>Update research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> <li>▪ Write central research problem/questions to be answered</li> <li>▪ Methodological considerations</li> <li>▪ Feasibility Report – identifying sources, access and ethical considerations</li> <li>▪ Create project plan, outlining objectives for each stage</li> </ul>	To be submitted for the first Supervisory Panel; by end of term 1 for full-time students; by end of Term 2 for part-time students)
	C: Demonstrate understanding of chosen topic within the context of the field	<ul style="list-style-type: none"> <li>▪ Critical Literature Review in the form of annotated bibliography to be submitted for the first Supervisory Panel</li> </ul>	By the first Supervisory Panel (deadline as above)
	D: Demonstrate the ability to analyse material critically and to produce work of the quality and quantity indicating completion within the three-year minimum period	<ul style="list-style-type: none"> <li>▪ Evidence that academic writing is of standard and ability expected at doctoral research level, including adequate referencing and language skills. The expectation is that the student will have produced around 15,000 words of quality research writing</li> </ul>	By Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students)

	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities	<ul style="list-style-type: none"> <li>▪ Create a detailed, realistic plan of work/ timetable for Year 2</li> </ul>	By Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students)
	F: Subject-specific milestones	<ul style="list-style-type: none"> <li>▪ Demonstration of initiative, independence and self-reliance in research as well as of a good collaboration with the supervisor</li> <li>▪ The ability to write clearly and in a style appropriate to purpose (as evidenced in the material submitted to the panels)</li> <li>▪ Subject specific goals as identified by the supervisor</li> </ul>	
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"> <li>▪ Training Needs Analysis to be reviewed</li> <li>▪ Attend Proficio courses and plan for further courses to attend, as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Term 4 for full-time students; Term 8 for part-time students</li> <li>▪ By end of Term 6 for full-time students; Term 12 for part-time students</li> </ul>
	B: Demonstrate work of the quality and quantity expected at the end of Year 2	<ul style="list-style-type: none"> <li>▪ Produce 2/3 of thesis in quality drafts</li> <li>▪ Report on research and writing undertaken to date</li> </ul>	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
	C: Review significance and impact of research and articulate output.	<p>For example:</p> <ul style="list-style-type: none"> <li>▪ Deliver a workshop</li> <li>▪ Present research at seminars/conferences</li> <li>▪ Write journal articles</li> </ul>	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
	D: Demonstration of effective project	<ul style="list-style-type: none"> <li>▪ Create a detailed, realistic plan of work/</li> </ul>	By end of year Supervisory

	management through the setting of research goals and prioritisation of activities	timetable for Year 3 in order to complete within the three-year minimum period	Panel (Term 6 for full-time students; Term 12 for part-time students)
	E: Subject-specific milestones	<ul style="list-style-type: none"> <li>▪ A knowledge of the most recent work within one's field and in related areas as demonstrated in written work</li> <li>▪ The capacity to effectively support the learning of others when involved in teaching, mentoring or demonstrating activities</li> <li>▪ The development and maintenance of co-operative networks and working relationships with supervisors, colleagues and peers within the institution and the wider research community</li> <li>▪ The ability to listen, give and receive feedback and respond perceptively to others as evidenced in the discussions at Supervisory Panel meetings</li> </ul>	By end of Year 2
M3: Completion in Year 3 (or equivalent for part-time students) or, if necessary, progress from Year 3 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"> <li>▪ Training Needs Analysis reviewed</li> </ul>	By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)
	B: Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students)	<ul style="list-style-type: none"> <li>▪ Research completed (critical, theoretical and empirical work where relevant)</li> <li>▪ Produce entire thesis in draft</li> </ul>	By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)
	C: Demonstrate ability to complete within the minimum period, or if necessary, progress from Year 3 to	<ul style="list-style-type: none"> <li>▪ Produce final draft of the thesis by end of term 8 and submission by end of term 9. OR (if necessary)</li> </ul>	By end of year Supervisory Panel (Term 9 for full-time students; Term

	Completion Period and complete within maximum period	Produce a realistic Completion Period plan	18 for part-time students)
	D: Subject-specific milestones	<ul style="list-style-type: none"> <li>▪ Plan and create the overall construction of the thesis</li> <li>▪ Demonstrate the ability to present one's skills, personal attributes and experiences through an effective CV to be submitted for the first Supervisory Panel in the third year</li> </ul>	By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)
<p><b>In the exceptional circumstances that you need a Completion Period, the last Panel in year 3, or equivalent for part-time students, will be the Panel that will decide on your progress into the Maximum Period. See "Completion Supervisory Panel."</b></p>			
M4: During Completion Period	A: Clear evidence of progress towards submission	<ul style="list-style-type: none"> <li>▪ Completed final draft of thesis for supervisor(s)/ Supervisory Panel comments</li> </ul>	By Supervisory Panel in Completion Period (Term 10 for full-time students; Term 19 for part-time students)

**Expected outcomes:**

- Completed and submitted final doctoral thesis in the range of 60-80,000 words or the agreed equivalent for PhD creative practice.
- Successfully passed viva voce examination.

**Further expected outcomes:**

- The ability to constructively defend research outcomes in the viva voce examination and in academic fora such as seminars, conferences and publications.
- The development and maintenance of co-operative networks and working relationships with supervisors, colleagues and peers within the institution and the wider research community.
- The ability to understand the processes for research funding and evaluation of research in the UK and globally.
- The ability to set realistic and achievable career goals, and identifying and developing ways to improve employability.

**Students who began their studies in 2018-19, should contact the Senior Student Administrator for the relevant PhD, MPhil and MA by Dissertation milestones.**

## **Student and Staff Expectations and Responsibilities**

### **Student responsibilities**

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

- Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- Familiarise yourself with the departmental milestones for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at your Research Students; Progress Board which takes place twice a year (or equivalent for part-time students). It's important you review your milestones regularly to ensure you'll be ready to submit your thesis by the required date.
- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
- Familiarise yourself with the expectations and conventions regarding academic referencing of other people's work.
- Attend any research training and generic skills courses as agreed with your supervisor.
- As requested, submit reports on progress to professional practice and research supervisors, Supervisory Panels, or the Departmental Research Students' Progress Board.
- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a log book or research portfolio to be signed off by your supervisor.
- Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students' Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.
- Discuss any supervisory problems with your supervisor or the Head of Department. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the Postgraduate Research Education Team to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.
- You must present your thesis for examination by the end of the final term of your Standard/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.

## **Your supervisor and responsibilities of the supervisor**

Your most important academic contact in the Department is your supervisor, who is normally appointed for the duration of your study for the PhD, MPhil or MA by Dissertation 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.

The supervisor has overriding responsibility for the individual student, and their main responsibilities are as follows:

- Maintaining regular face-to-face contact with students at least once a month (bi-monthly for part-time students) until the thesis has been submitted and, if this arises, during any referral period and corrections. In the case of distance learning students, supervisors must maintain regular contact with the student through electronic and/or other means.
- 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.
- Familiarise themselves with the University regulations for research degrees and associated policies, the Code of Practice, and the departmental supervisory arrangements and conduct their supervision in line with the expectations set out in the above documents and as part of standard departmental practice. Provide guidance about the nature and standard of research work expected, including advice on attaining that standard, together with advice on academic practice in the discipline, matters of research design, ethical issues, and appropriate health and safety issues. Supervisors should make it clear to each research student that it is possible for the research and writing up to be completed within the Standard/Minimum period and provide guidance on the appropriate volume of research work for the degree in question. They should also assist each research student in developing a clear timetable of work and emphasise the importance of keeping to it.
- Offering individual support to the student by helping him/her surmount disappointments, crises of confidence, etc.
- Request written work and oral presentations as appropriate and comment on such work within a reasonable time.
- Supervisors must encourage their students to read the Academic Offences Policy. Supervisors are encouraged to conduct formative exercises to run student's work through plagiarism detection software in their first term of study.
- Be reasonably accessible to students and advise them of any lengthy absences which will change the routine of monthly meetings. Keep each student well informed in advance about any prospective periods of leave and the planned supervisory arrangements during the leave.
- Identify and record the student's training needs at the beginning of their studies and review them on a regular basis and at least every Supervisory Panel. Ensure that the student has opportunities to develop appropriate generic and research skills and that a record of course/workshop completion and attendance is kept.
- Keep a record of dates of formal supervisions with the student and of written work submitted, including the feedback and when it was provided, which can be produced later if necessary. In addition, when supervising a student with a Tier 4 visa provide monthly confirmation, via the appropriate proforma, of contact with the student.
- Report on each student's progress to the Supervisory Panel indicating what has been achieved, advising the Panel where s/he believes that the student is unlikely to reach the standard for the degree for which s/he is registered or where progress is slow,



and ensure that the chair of the Panel forwards a report on the Panel to the Director of Graduate Studies in time for the next Research Students' Progress Board meeting.

- Warn and advise students in writing, with a copy to the Director of Graduate Studies, where work is not of the appropriate standard or is being produced too slowly, and of steps that might be taken to remedy the situation.
- Liaising with the Director of Graduate Studies, and reporting when necessary to grant-awarding bodies on the progress of students in receipt of awards
- Ensure that students understand the requirements of the degree, provide guidance on the examination process, help students to prepare for the viva, and direct the student to appropriate training.
- The supervisor and Head of Department are responsible for approving the proposed title for the thesis, which indicates that the thesis is close to submission. The Approval of Title Form should be submitted to the Postgraduate Research Education Team at least **two months** prior to submission in order for the appointment of the examiners process to start.
- Nominate examiners for a candidate's thesis in appropriate time.
- The supervisor should not normally be present during the viva but is encouraged to be in the Department on the day to support the candidate at the conclusion of the viva. With the permission of the candidate and the examiners, the supervisor is permitted to be present when the examiners inform the candidate of the result of the viva.
- Writing references. Where appropriate, encourage students to think about their subsequent employment, and possible future career trajectories, and direct the student to suitable sources of training, advice and support.

A supervisor may recommend that their postgraduate researcher attend a particular taught course in the Department (or in another department). If you yourself wish to attend such a course you must obtain the consent of your supervisor beforehand. You must also obtain the permission of the course tutor before the course begins and make yourself fully aware of the tutor's conditions of permission, especially of the level of participation the tutor requires.

Any student may attend any lecture given in the University.

The supervisor and the postgraduate researcher will arrange a working timetable at the start of their relationship. The norm is one meeting a month, but meetings may be more frequent during the first months of your research, and again as the writing of the thesis nears completion.

### **The Supervisory Panel and responsibilities**

Departments set up a Supervisory Panel for every student being examined by thesis - whether registered for a PhD, MPhil, or MA by Dissertation. In this Department, the Panel is composed of the supervisor(s) and one or two other members of academic staff. The latter are chosen on the basis of their competence to comment on the empirical or thematic substance of a student's work, or to comment on structural or procedural issues. The Supervisory Panel should be chaired by a Panel member who is not supervising the student who will write up the Supervisory Panel report and circulate to all members to sign and verify. It is the responsibility of the supervisor to nominate the members of the Supervisory Panel, and for the Director of Graduate Studies to ratify the composition of the Panel.

The system of Supervisory Panels is designed to give you fresh perspectives on your work, and the benefit of the research experience of qualified staff other than your supervisor. It is also designed to guide you in keeping to the timetable of work agreed as well as to provide you with experience of defending your work. The Supervisory Panel is responsible for

formally monitoring students' progress and reports to the Department's Research Students' Progress Board.

*During the final six months before submission of your thesis, no member of staff who is nominated as your internal examiner may comment on drafts of the thesis or offer a judgement as to the overall quality of the thesis.*

At the meeting, which will last for one hour, the panel will critically (but constructively) discuss your paper, and ask questions about past and future work on the thesis. Panel meetings complement and should not replace or repeat normal supervision.

After each Panel meeting, the chair of the Supervisory Panel will be required to complete a short report which is considered by the Department's Research Students' Progress Board (RSPB). The report may make suggestions for improvement. The Panel will rate your progress as Excellent, Very Good, Good, Satisfactory, Cause for Concern, or Unsatisfactory.

You **must** sign the Supervisory Panel report to show that you have read it and send it back to the Senior Student Administrator within five working days.

At each meeting in the year, the Panel will make a recommendation to the Research Students' Progress Board (RSPB) that you be allowed to continue, or that you be required to discontinue with your studies, or that you alter your status.

### **Timeline of the Supervisory Panel**

A Supervisory Panel must formally meet with a full-time student **twice every year** including in the completion period (in January and May/June in the first year, and thereafter November/December and May/June), and with a part-time student **at least once a year** (in May/June).

**For the 2018-19 academic year, supervisory panels will be held in the following weeks:**

<b>WEEKS</b>	<b>DATES</b>	<b>STUDENTS</b>
8 and 9	19 <sup>th</sup> – 30 <sup>th</sup> November 2018	All full-time students (except students starting in October 2018).
18 and 19	28 <sup>th</sup> January – 8 <sup>th</sup> February 2019	All full-time students that started in October 2018.
34, 35 and 36	20 <sup>th</sup> May – 7 <sup>th</sup> June 2019	All full and part-time students including students who started in January 2019.
46 and 47	12 <sup>th</sup> – 21 <sup>st</sup> August 2019	Students who started in April 2019 and students whose progress decision was deferred at the summer Research Students' Progress Board.

### **Arrangements of Supervisory Panels**

Supervisory Panel meetings will be arranged directly by the Senior Student Administrator. A calendar invite will be sent to you and the Panel members with a suggested date/time within the above specified weeks. Please respond to the calendar invite as promptly as possible so meetings can be arranged quickly and efficiently.

**Please make sure that you are freely available during most if not all of the above weeks so meetings can be scheduled with as much flexibility as possible.**

**For each Supervisory Panel, the postgraduate researcher is required to produce the following materials:**

- A Research Progress report (one page)
- Outline of thesis structure (one page)
- A piece of written work including bibliography and references (approximately 25 pages), the nature of which is decided upon by the supervisor in consultation with the researcher
- An updated CV (required for the first Supervisory Panel in the third year of your studies)

In the first year, one of the papers submitted should be an annotated bibliography, i.e. a critical review of the literature in the field, which makes clear the postgraduate researcher's own position regarding the existing literature, and the approach you intend to use. In the second and third years, a draft (or polished) chapter is an appropriate paper.

Please send your panel submission electronically to the Senior Student Administrator **by email attachment only on or before 12 noon on:**

WEEK	DATE	STUDENTS
5	Monday 29 <sup>th</sup> October 2018	All full-time students (except students starting in October 2018).
15	Monday 7 <sup>th</sup> January 2019	All full-time students that started in October 2018.
31	Monday 29 <sup>th</sup> April 2019	All full and part-time students including students who started in January 2019.
43	Monday 22 <sup>nd</sup> July 2019	Students who started in April 2019 and students whose progress decision was deferred at the summer Research Students' Progress Board.

**The Senior Student Administrator will circulate your submission to the Panel members ahead of the Supervisory Panel meeting.**

If you have extenuating circumstances that you wish to make your Supervisory Panel and the Research Progress Students' Board aware of, you will need to contact the Senior Student Administrator for the relevant form to complete. You must submit this form with your work by the dates above.

**Supervisory Panel Reports: Progression and criteria**

All Supervisory Panel report forms up to the Completion Period require comments to be entered under the following set of criteria:

- Report on discussion of submitted work (identifying strengths and weaknesses)
- Outline of the student's achievements and skills enhanced to date

- Recommendations for work before next Panel
- How many times in the last term did the supervisor and student have contact (email, face-to-face, etc.)?

Additional criteria are, however, required at two stages of the candidate's progression:

**(1) Confirmation of PhD Status (at the end of the first year of study)**

Description of total work seen to date by supervisor, including number of words and number of draft chapters written

Has the student a clear plan of work for the next research phase?

**(2) At the end of the Standard/Minimum Period (3 years full-time, 6 years part-time)**

In order for a student to progress beyond the Standard/Minimum Period into a Completion Period (if necessary) the Panel will be asked to answer three questions:

- Has a substantial portion of the thesis been written in draft and is it of a satisfactory quality?
- How many completed chapters exist in draft (e.g. 4/7)?
- What is the anticipated submission date?

Please note, the Supervisory Panel and the Research Students' Progress Board will only permit students to enter a completion period if they have completed all their milestones for their third year of study. This includes **completing all research**. Completion period will only be granted to students as a writing up period. If students have not completed their research, the Supervisory Panel and the Research Students' Progress Board will look to extend the students' Minimum/Standard period instead (this would require students to pay a higher fee than completion period fees).

**Confirmation of PhD status**

Doctoral researchers 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 are supervised as PhD students but PhD status will need to be confirmed at the end of their first year of study.

In the first year, towards the end of the third term of study (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 progress and work is at PhD level.

In order to decide whether to confirm PhD status, the Supervisory Panel will apply the following criteria:

**For critical / theoretical PhDs**

- 1) The student has completed a review of the secondary literature in the field, established a critical position in relation to it, and identified the major primary and secondary sources to be used.

- 2) The student is advanced in examining secondary sources, has demonstrated this in a substantial draft chapter outlining the conceptual framework of the thesis, and has begun to examine primary sources.
- 3) The student has adequately formulated the topic and produced a clear outline of the thesis, together with a plan of work for the remainder of the minimum period.
- 4) The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time. The expectation is that the student has produced 15,000 words of quality research writing.

For PhDs with Creative Practice (Creative Writing; Film with Creative Practice; Theatre Studies and Playwriting)

- 1) The student is advanced in examining and processing primary and secondary sources.
- 2) The student demonstrates progress by providing a sample of the creative work (to be agreed with the supervisor).
- 3) The student further provides a draft chapter of the critical/analytical commentary.
- 4) The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time. The expectation is that the student has produced up to one third of their overall thesis.

If a student does not meet the confirmation criteria at their summer term Panel, they will have to present their work at a further Panel to be held in August/September. If they are still unable to meet the criteria, they will be downgraded to MPhil status. The Confirmation Panel can make the following recommendations to the Research Students' Progress Board (RSPB):

- Confirm PhD status
- Defer the decision regarding PhD status to the next Panel (this deferral can only happen **once**)
- Change status to MPhil
- Discontinuation

When PhD status has been confirmed by the Research Students' Progress Board the student will be sent a letter from the Department indicating that their formal registration status has been changed to PhD instead of MPhil/PhD. The Standard/Minimum Period will be unchanged. Students will continue to have two Supervisory Panels each year (and at least one for part-timers) and the full range of decisions regarding progress will remain open to the Panel.

This means that **confirmation is not a guarantee 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 continue as an MPhil/PhD student until a second Confirmation Panel is held around three months later. 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 just before the start 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 Panel will recommend to the Research Students' Progress Board 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 Deputy Dean of Postgraduate Research and Education (Faculty of Humanities).

### **Research Students' Progress Board (RSPB) and responsibilities**

The Research Students' Progress Board formally monitors the progress of **all** research students three/four times a year, on the basis of the first and second (and third if applicable) annual reports of the Supervisory Panel.

The Research Students' Progress Board will meet in the 2018/19 academic year on **13 December 2018, 13 March 2019, 17 June 2019** and in **August/September 2019** (date TBC).

You will have the opportunity to comment on the reports of the Panel, in writing, for the Research Students' Progress Board to consider.

The Research Students' Progress Board is chaired by the Director of Graduate Studies and includes the Head of Department, the Director of Research and other senior academic members of staff. Each students' Panel report and the recommendation from the Supervisory Panel will be considered at each meeting.

It is important to note that the Research Students' Progress Board can overturn the recommendation from the Supervisory Panel if they feel that they disagree with the outcome that the Panel has recommended.

If a Supervisory Panel report has recommended that you discontinue or that your status be changed, you will be given the opportunity to attend the meeting of the Research Students' Progress Board reviewing the case. If the Research Students' Progress Board decides to accept such a recommendation, you will be informed in writing and you may request a review at which point the University's Guidelines for Supervisory Arrangements for Research Students come into operation and the Deputy Dean of Postgraduate Research Education (Faculty of Humanities) will set up a Review Committee.

You will be informed of the Research Students' Progress Board's decision in regards to your progress by the Senior Student Administrator and/or the Postgraduate Research Education Team (depending on the decision made) after each Research Students' Progress Board meeting has been held.

## **Submission of thesis/dissertation and the viva voce examination**

### **Word limits**

Each copy of the thesis should contain a summary or abstract not exceeding **300** words. Word limits include quotations but exclude appendices, references and footnotes (as long as the latter does not contain substantive argument).

### **Criteria for Award of Doctor of Philosophy (subject to passing viva voce examination)**

Specification of submission materials for the PhD (critical projects in Literature, Film, Journalism or Theatre): a thesis of 80,000 words.

### **Specification of submission materials for PhD projects involving original creative input**

**PhD in Creative Writing** (word lengths may vary depending on genre): Novel or collection of short stories (30,000-100,000 words) plus critical commentary (35-40,000 words); or a collection of poems (50-100 pages, the length of a standard collection of poetry, roughly 10,000-20,000 words) plus critical commentary (35-40,000 words).

**PhD in Film Studies (Creative Practice)**: Original screenplay or equivalent short screenplays (80-120 pages, equivalent to 80-100+ minutes of screen time, roughly 30,000 words) plus critical commentary (40,000 words); or a full-length film or equivalent short films (80-120 minutes screen time), sample screenplay excerpt (10,000+ words), critical commentary (30-40,000 words).

**PhD in Theatre Studies (Playwriting)**: Original full-length play or equivalent short plays (70-100 pages or 70–150 minutes playing time, 20-30,000 words) plus critical commentary (40,000 words).

**PhD in Theatre Studies**: Please contact the Director of Graduate Studies for details of submission criteria.

If you are planning on submitting a creative thesis significantly above the 80,000 word limit, you must seek permission from the Dean for your total word count **before submitting your thesis**. Your thesis may not be accepted by the Postgraduate Research Education Team if you have not sought Dean permission.

(See also: [Code of Practice: Postgraduate Research Students](#))

### **Criteria for Award of Master of Philosophy (subject to passing viva voce examination)**

Specification of submission materials for the MPhil (critical projects in Literature, Film, Journalism or Theatre): a thesis of 50,000 words.

The word count for creative projects may vary. Please contact the Director of Graduate Studies for more information.

### **Criteria for Award of Masters by Dissertation (subject to passing viva voce examination)**

Specification of submission materials for the MAD (critical projects in Literature, Film, or Theatre Studies): a dissertation of 30,000 words.

For Practice as Research projects, a documentation of creative practice together with a 10,000 – 20,000-word critical commentary.

### **Notice of Intention to Submit**

You must submit your Approval of Thesis Title form to the Postgraduate Research Education Team **AT LEAST two months** before you are intending to submit your thesis for examination. Please discuss your final title with your supervisor as once the form has been submitted, it **cannot** be changed. You can obtain the form from the Senior Student Administrator. The form will need to be signed by the student and the supervisor and approved by the Head of Department. The Postgraduate Research Education (PGRE) Team will contact students directly with confirmation of the approval of the title. The PGRE Team will also send students a RD1 form which they will need to complete and submit with their thesis.

### **Submission of the Thesis**

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.

Please see the [Policy on Thesis Submission](#) for more details, including the front cover template to use.

### **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](#).



Students wishing to place a restriction on their thesis must do so in writing prior to submission of their thesis to [repository@essex.ac.uk](mailto:repository@essex.ac.uk). Further information regarding restrictions can be found [here](#).

PhD Creative Writing students can apply to the Deputy Dean (Postgraduate Research Education for the Faculty of Humanities) for a permanent embargo on their thesis at the time of submission. Please contact the Senior Student Administrator for more information.

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

### **Retention**

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

Full details of the requirements for thesis submission can be found [here](#).

## **The viva voce examination**

### **Examination period**

The standard period between submitting your thesis and your viva voce examination is around three/four months. The timeline may vary if examiners have not been appointed in the appropriate time.

### **Requirements for the award**

A thesis submitted for the degree of Doctor/Master of Philosophy or Masters by Dissertation must embody the results of research carried out during the approved period of study. In the thesis and the viva the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate's own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express him/herself clearly and concisely.

In the case of a thesis involving original creative output, the thesis must embody the results of research carried out and/or output created during the approved period of study. The thesis must contain a commentary that addresses the originality and artistic relevance of the work. Within the thesis and viva the candidate must show evidence of the originality of the work, demonstrate an understanding of the relationship of the theme of the thesis to a wider field of knowledge, make a significant contribution to knowledge/the genre, and must express him/herself clearly and concisely.

### **Viva voce examination arrangements and membership**

The viva examination will be arranged between the internal and external examiner (and the Independent Chair if applicable). The Senior Student Administrator will inform you of the date/time of the viva examination as well in advance as possible.

Present at the viva examination will be the internal examiner (a member of staff at the University) and the external examiner. In some cases, an Independent Chair will also be present. You will be informed in advance whether an Independent Chair has been appointed for the examination.

Your supervisor will not normally be present during your viva examination and will not normally have any contact with your examiners other than to arrange their appointment. The examination will normally take place in a seminar room within the University or in the internal examiner's office. The length of a viva will vary but is usually two to four hours long.

You are advised to re-read your thesis and anticipate possible areas of questioning. You should bring a copy of your thesis to the viva. You are advised to consult your supervisor on how best to prepare for the viva, who may arrange a mock examination.

### **Examiner's recommendations**

Examiners may recommend one of the following viva outcomes on academic grounds: A, B, C, D, E, F, G or H. Lower award: Masters by Dissertation. When the original examination was for a PhD and the candidate was referred for an MPhil there is no lower award.

The outcomes available for each degree, and any lower award, are specified in the programme requirements below. The outcomes are:

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, re-writing 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, re-writing 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 viva result**

Students will be officially notified of the result of the viva by the Postgraduate Research Education Team normally within one month. Students are permitted to request copies of the examiners' pre-viva reports when examining has been completed.

## Progression and assessment

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

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**

**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.

You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from the [Students' Union Advice Centre](#) or the [Student Services Hub](#).

### **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. 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 [here](#).

### **Appeals, complaints and fitness to practise**

If the recommendation of your Research Students' Progress Board is that your degree should be downgraded or your studies discontinued, and you want to appeal, you must do so **within 10 working days** of receiving the formal notification. You must do so in writing on the Form of Appeal which is available online [here](#).

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](#).

**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](#).

**Fitness to practise** is only applicable to students on certain professional courses (such as nursing or social work). If this applies to you, you will have been told by your department. You can find the full Fitness to Practise procedure online [here](#).

## Registration, intermitting, changes to studies

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

You should discuss **any proposed change of degree title** with your supervisor. Once you have decided you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form [here](#).

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 [here](#).

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

**Please read carefully our guidance on Tier 4 and course changes** [here](#).

### **Information for disabled students**

Professor John Gillies ([jgillies@essex.ac.uk](mailto:jgillies@essex.ac.uk)) is the Departmental Disability Liaison Officer (DDLO) who can provide you with a direct link to [student support services](#), making sure that the Disability Service knows about any adjustments you may require.

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](#).

UK students may be eligible for a Disabled Students' Allowance grant. See our [webpages](#) for more information, including application forms and key changes.

### **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](#).

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

## **Mature 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](#).

## **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](#) and the University's policy [here](#).
3. You can find out information about Student Staff Liaison Committees (SSLCs) [here](#).

## **Library services**

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

The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and how to avoid plagiarism, using reference management software, and evaluating sources.

Your Subject Librarian is Esther Wilkinson - contact her at [ewilkin@essex.ac.uk](mailto:ewilkin@essex.ac.uk) or use the [book a librarian form](#) on the Library website to get in touch. More information can be found [here](#).

For guidance in relation to third-party proofreading of student work, please see [here](#).



## Research and skills training

### Proficio

Proficio is our innovative professional development scheme for doctoral students, and it's unique to Essex. We believe that your academic and professional development is vital to your growth as a postgraduate research student and so we credit your Proficio account with funds that can be spent on a variety of courses. You can find out more information [here](#) and you can contact the Proficio team at [proficio@essex.ac.uk](mailto:proficio@essex.ac.uk).

### Academic Offences policy

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

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

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

More information about academic offences and getting support can be found [here](#).

### 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.

**Ethical approval for your research project cannot be granted retrospectively** and failure to obtain ethical approval prior to data collection will mean that this data **cannot be used**.

You can find our Guidelines for Ethical Approval of Research Involving Human Participants [here](#) along with the Ethical Approval application form.

If you are planning on using human participants in your thesis or dissertation (for example you wish to conduct interviews or workshops and/or gain peer feedback for your practical work etc.) you must seek ethical approval **as soon as possible before beginning your research**. For more information, please contact the Ethics Officer.

*'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.*

## Referencing and good academic practice

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; (Chicago Style) and for help with referencing, visit the [library website](#).

### Departmental style guide

This guide describes good practice in all the aspects of formatting, quotation, and referencing that you are likely to need to use, and adheres to widely recognised standards in scholarly writing. It is based upon the [Chicago style](#).

There is often a good deal of nervousness regarding academic style, particularly over referencing. However, it is, for the most part, simply a case of following straightforward models, which are described in this document. Nothing outlined here is particularly complex, so following these guidelines should help you in submitting clear, well-referenced work. You should always bear in mind that good, coherent style and accurate, properly formatted references are vital research skills.

### Basics

Use 12-point font and at least 1.5 line spacing (except for footnotes, which can be 10-point and single spaced).

- Number all pages (using the page-numbering function on your word-processing package).
- Always read through your work carefully before submitting it, checking for spelling and grammatical errors. **DO NOT** rely on your computer's automatic spelling and grammar checking functions, and **NEVER** use these without reading through the work again afterwards.

### Quotations

- Always make sure that your quotations are clearly identified as another's words, cited in the manner described in the 'Referencing' section, below.
- Short quotations do not need to be indented from your main text.
  - Prose quotations of fewer than 50 words should be run on as part of the text, in quotation marks.

- Two or three lines of verse should be run on with the lines separated by a forward slash: e.g. “In the room the women come and go / Talking of Michelangelo”.
- Long quotations of more than 50 words, or of several lines of verse, dialogue, etc., should be indented from the text, single-spaced, and not enclosed in quotation marks.
- If you wish to skip over part of a sentence you are quoting, indicate this by an ellipsis (. . .) or four dots (full stop plus ellipsis . . . .) if you run over the end of a sentence. Explanatory words added by you within quotations are indicated by square brackets.
- Make sure that you use punctuation to make your quotations fit in smoothly and logically with your own prose.
  - If the quotation begins a new sentence or distinct new point, a colon or full stop is probably most appropriate: “Punctuation is as vital to strong writing as the words used.”
  - If the quotation continues the point, functioning as a new clause in a sentence, “then a comma should be sufficient.”
- As well as correctly citing your quotation with a footnote, identify the source in your main text, using such phrases as “As John Smith suggests”.
- Do not italicise quotations, unless the original text is italicised. If you use italics to *emphasise* a particular word or phrase in a quotation, make this clear in square brackets [my italics].

### Footnotes and references

You must **ALWAYS** acknowledge the source of:

- any direct quotation from a published work;
- any idea from a published work which has significantly influenced your argument, even if you do not make a direct quotation;
- any repetition of material from another of your own essays;
- any other quoted or directly influential source, such as lecture notes, presentations, or seminar discussions.

The rule of thumb for footnotes is to be brief and clear.

Please refer to the University webpages for information on [plagiarism](#) if you are at all unclear about the definition.

### Footnotes and parenthetical citations: the basics

After quotation from, or reference to, any work, indicate a footnote by a raised number, thus.<sup>1</sup>

Footnotes should appear at the foot of the page to which they apply. Your word-processing package will allow you to enter footnotes automatically (usually ‘Insert Footnote’), but pay attention to the ‘Options’ menu (always choose Arabic numbering) and use ‘Format Style, Footnote Text’ to arrange the notes in readable fashion.

### Footnote formatting - general

Footnote formatting for citing book, journal, film, internet (and so on) sources generally follows the very similar format as for bibliographical citations (see ‘Bibliography,’ below, for key differences), except that the author name runs--forename surname--followed by citation details. For instance,

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<sup>1</sup> Sigmund Freud, *Civilization and Its Discontents* [1929], trans. James Strachey (New York: W.W. Norton, 1961), 79-80.

If you are quoting from a source multiple times in the same essay, you can provide one footnote with the citation details of the text, followed by the statement “subsequent page references in text.” For example, footnote 1 might read:

<sup>1</sup> Sigmund Freud, *Civilization and Its Discontents* [1929], trans. James Strachey (New York: W.W. Norton, 1961), 79-80. Subsequent page references in text.

After this, page references for this text can go in parentheses after quotations:

Freud describes the word “civilization” as, “the whole sum of the achievements and the regulations which distinguish our lives from those of our animal ancestors” (544).

Woolf’s novel concludes with the third section, “The Lighthouse,” where Lily’s memory of Mrs Ramsey is reframed; Lily finds herself “tunnelling her way” into the past (355).

### **Citing dramatic works**

The first footnote reference should cite author, title, place, publisher, date, page number (for more detailed examples see below). Act and scene numbers should always appear in parentheses after the quotation. No further footnote is needed for the same play, though further parenthetical citations should indicate page, act, scene, and line numbers (if given) using the form (V.ii.19-22), where the sequence of upper case Roman, lower case Roman, and finally Arabic signifies act V, scene ii, lines 19-22.

### **Citing poetry**

The first footnote should cite author, title, place, publisher, date, page number. Line numbers should always appear in parentheses after the quotation. NO further footnote is needed for the same poem, though further parenthetical citations should cite page and line number(s) (for example: p. 12, l. 12). Multiple lines of a poetic work are signified by ‘ll.’ (for example, p. 12, ll. 12-15). Long poems, such as *The Aeneid* or *The Faerie Queene* are referenced by their internal divisions into, for example, books and cantos and stanzas (III. x.12). Shorter poems are referenced simply by line numbers (ll. 45-53).

### **Citing films**

The first mention of all films in an essay should immediately be followed by a parenthetical reference to the year in which it was released. For example, “In Alfred Hitchcock’s *The Birds* (1963), Tippi Hedren plays Melanie Daniels ...” Any direct quotation from a film does not usually need to be cited, but a complete filmography can be included in the essay.

### **Footnote sample entries: from the [Chicago Manual of Style \(15<sup>th</sup> edition\)](#)**

#### **Book**

##### *One author*

<sup>1</sup> Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

##### *Two authors*

<sup>6</sup> Guy Cowlishaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

##### *Four or more authors*

<sup>13</sup> Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.

*Author's work as edited (scholarly) edition*

<sup>1</sup> Virginia Woolf, *To The Lighthouse* [1927], ed. Sylvia Hopstetter (London: Virago, 1985), 55.

*Editor, translator, or compiler instead of author*

<sup>4</sup> Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

*Edited, translated, or compiled poetry collection*

<sup>4</sup> Emily Dickinson, *Collected Poems*, ed. Lina Al Hadid (London: Routledge, 2010), 22.

<sup>16</sup> Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.

*Edited, translated, or compiled dramatic work*

<sup>17</sup> Jean Genet, *The Balcony*, trans. Bernard Frechtman (New York: Grove Press, 1966), 55.

<sup>30</sup> William Shakespeare, *The Tempest*, in *The Oxford Shakespeare*, ed. Stanley Wells and Gary Taylor (Oxford: Oxford University Press, 1995).

*Chapter or other part of a book*

<sup>5</sup> Andrew Wiese, "The House I Live In': Race, Class, and African American Suburban Dreams in the Postwar United States," in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101-2.

*Book published electronically*

<sup>2</sup> Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), <<http://press-pubs.uchicago.edu/founders>> (accessed June 27, 2006).

**Journal article (or individual poetic work)**

*Poem in collection*

<sup>17</sup> Forugh Farrokhzad, "Born Again," trans. Jascha Kessler (with Amin Banani), *The Penguin Book of Women Poets*, ed. Carol Cosman and Ivan Keefe (London: Penguin Books, 1996), 334.

*Article in a print journal*

<sup>8</sup> John Maynard Smith, "The Origin of Altruism," *Nature* v. 23, no. 2 (Summer 1998): 639.

*Article in an online journal*

<sup>33</sup> Mark Hiroshi, "The Trials of *Fanny Hill*," *Journal of British Studies* v. 15, no. 5 (Autumn 2002), <<http://jama.aassn.org/issues/v15n5/full/joc10108.html>>

*Popular magazine or newspaper article*

<sup>29</sup> Steve Martin, "Sports-Interview Shocker," *New Yorker*, 6 May 2002, 84.

<sup>10</sup> William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, 15 June 2000, sec B, 3.

*Book review*

<sup>1</sup> James Gorman, review of *The Last American Man* by Elizabeth Gilbert, *New York Times Book Review*, 2 June 2002, 16.

## Spoken lecture (or seminar)

<sup>5</sup> Jonathan White, lecture on *Dracula* (Bram Stoker), University of Essex, 15 December 2009.

## Paper presented at a meeting or conference

<sup>13</sup> Brian Doyle, "Howling Like Dogs: Metaphorical Language in Psalm 59" (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, 19 June 2009).

## Websites

### *Web entry or comment*

<sup>8</sup> Peter Pearson, "The New American Dilemma: Illegal Immigration," The Becker-Posner Blog, <<http://www.beckerposnerblog.com/archives/2006>> (accessed 28 March 2006).

### *Online database*

<sup>7</sup> Pliny the Elder, *The Natural History*, ed. John Bostock and H. T. Riley, The Perseus Digital Library, <<http://www.perseus.tufts.edu>> (accessed 17 March 2005).

## Bibliography

Whether or not you have referred to them directly, list at the end of an essay all the books and articles you have consulted. Bibliographies are arranged **in alphabetical order by author with the author's surname given first**.

### **Bibliography formats: from the [Chicago Manual of Style \(15<sup>th</sup> edition\)](#)**

#### **Book**

##### *One author*

Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

##### *Two authors*

Cowlshaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.

##### *Author's work as edited (scholarly) edition*

Woolf, Virginia, *To The Lighthouse* [1927]. Ed. Sylvia Hopstetter. London: Virago, 1985.

##### *Editor, translator, or compiler instead of author*

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

##### *Edited, translated, or compiled poetry collection*

Dickinson, Emily. *Collected Poems*. Ed. Lina Al Hadid. London: Routledge, 2010.

Bonnefoy, Yves. *New and Selected Poems*. Ed. John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.

##### *Edited, translated, or compiled dramatic work*

Genet, Jean. *The Balcony*. Trans. Bernard Frechtman. New York: Grove Press, 1966.

Shakespeare, William. *The Tempest*. In *The Oxford Shakespeare*. Ed. Stanley Wells and Gary Taylor. Oxford: Oxford University Press, 1995.

*Chapter or other part of a book*

Wiese, Andrew. "The House I Live In': Race, Class, and African American Suburban Dreams in the Postwar United States." In *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99-119. Chicago: University of Chicago Press, 2006.

*Book published electronically*

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <<http://press-pubs.uchicago.edu/founders>>

**Journal article (or individual poetic work)**

*Poem in collection*

Farrokhzad, Forugh. "Born Again." Trans. Jascha Kessler (with Amin Banani). *The Penguin Book of Women Poets*. Ed. Carol Cosman, Ivan Keefe. London: Penguin Books, 1996: 53-4.

*Article in a print journal*

Smith, John Maynard. "The Origin of Altruism." *Nature* v. 393, no. 2 (1998): 639-50.

*Article in an online journal*

Hiroshi, Mark A. "The Trial of *Fanny Hill*." *Journal of British Studies* v. 32, no. 5 (Autumn 2002). <<http://jama.ama-assn.org/issues>>

*Popular magazine or newspaper article*

Martin, Steve. "Sports-Interview Shocker." *New Yorker*, 6 May 2002: 35-43.

Niederkorn, William S. "A Scholar Recants on His 'Shakespeare' Discovery." *New York Times*, 20 June 2002, sec. 3: 12-13.

*Book review*

Gorman, James. Review of *The Last American Man* by Elizabeth Gilbert. *New York Times Book Review*, 2 June 2002: 2.

**Spoken lecture (or seminar)**

White, Jonathan. Lecture on *Dracula* (Bram Stoker). University of Essex, 15 December 2009.

**Paper presented at a meeting or conference**

Doyle, Brian. "Howling Like Dogs: Metaphorical Language in Psalm 59." Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, 19 June 2009.

**Websites**

*Web entry or comment*

Pearson, Peter. "The New American Dilemma: Illegal Immigration." The Becker-Posner Blog. <<http://www.becker-posner-blog.com>>.

*Item in online database*

Pliny the Elder. *The Natural History*. Ed. John Bostock and H. T. Riley. Perseus Digital Library. <<http://www.perseus.tufts.edu/cgi-bin/ptext>>.

## **Filmography**

**Model one:** After the first direct reference to a film in an essay, a footnote should appear which includes the following information: the film title, director's name, two or three of the principal players, the studio or production company that released it, and the year. Further citations are not necessary. For example:

*Grease*, dir. Randal Kleiser, feat. John Travolta, Olivia Newton-John (Paramount, 1978).

**OR**

**Model two:** Rather than a footnote, the essay can simply quote directly from the film without any references. It should, however, present a *filmography* at the end of the document, which includes: the film title, director, principal players, the studio or production company, and the year of release. For example:

*Guys and Dolls*, dir. Joseph L. Mankiewicz, feat. Marlon Brando, Jean Simmons, Frank Sinatra (Twentieth-Century Fox, 1955).

### **Referencing in Creative Writing commentaries**

Referencing for creative writing commentaries should be done in the same way as for essays. Creative work itself does not usually require referencing. If references are used, students are advised to follow the departmental style guide or, where this interferes with the aesthetic of the writing, to consult their tutor.

### **University policy and guidance on proofreading**

Please see the University policy and guidance booklet regarding [proofreading](#).

### **Information about being published**

You have a right to publish your research and to be acknowledged as its author.

### **Information relating to intellectual property rights**

Advice on intellectual property rights is [here](#).



## Section 4 YOU MATTER

### Practicalities: Getting started and IT matters

#### Registration, enrolling and transcripts

All new and returning students must **register** at the start of each academic year. The Postgraduate Research Education Team will inform you of your formal outcome following your viva and, when all necessary steps have been completed, close your record and send you an award confirmation letter. Your award certificate cannot be produced until the Postgraduate Research Education Team has completed the above step so if you have not received your award confirmation letter, the Graduation Office cannot produce your certificate. For more information about registration and award documents, visit our student webpages [here](#) and [here](#).

#### 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.

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

**If the room number has three parts and the first is alphabetical** e.g. 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** e.g. 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** e.g. 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.

#### IT support, Wi-Fi, email account, free MS office, computer labs, m:drive

Visit our website to [set up your IT account and password](#), register an external email address and passphrase and request a reminder for a forgotten passphrase.

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 [here](#).

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.

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](#).

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 [here](#).

### **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: [here](#) and [here](#).

### **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, a bank, two general stores 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 [here](#) and [here](#) and in the campus guide you received with your welcome information when you joined us as a student member.

### **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](#).

## 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.

### Learning a language

Learn a language at Essex to increase your global and cultural awareness. **Language learning** can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you're looking for a job.

There are a number of ways to do it, so look [online](#) to discover the best option for you.

### 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. Contact [ecdis@essex.ac.uk](mailto:ecdis@essex.ac.uk) for more information.

### Talent Development Centre

Operating on Colchester and Southend campus, the [Talent Development Centre](#) 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. Our specialist academic skills advisors are on hand to give you guidance on all aspects of study skills such as assignment planning; essay writing; English language and academic style; maths, numeracy and stats support. Visit us to find out how to book in for one-to-one sessions and small-group workshops.

### CareerHub+

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

### 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.

## **Student Ambassadors**

Be a Student Ambassador and make a difference to others and make a difference on your CV! Student Ambassadors help to promote the University and higher education. You'll be a valued part of the Student Recruitment and Outreach teams.

Keep an eye out for [Student Ambassador vacancies](#) on CareerHub+ in January.

## **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.

## **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!

## **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.

## **You matter: Health, welfare, support and safety**

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

### **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 wellbeing](#), accommodation, money matters and much more. Your questions matter and you'll get answers from our team of experts.

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

### **Money Management**

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

### **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. For more information, click [here](#).

### **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.

### **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 camp beds, whether you're waiting for a taxi, need a revision break, or just want to chat, pop in or call us.

### **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 including that of the [Safety Bus](#) run by the Students Union during term time.

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 \(PEEP\)](#).

### **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.

### **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.

### **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. Contact them on: [suadvice@essex.ac.uk](mailto:suadvice@essex.ac.uk) or 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 the [Records Management web pages](#), see: [How to access your personal data](#).

## Section 5 ESSEX MATTERS

### The Essex Experience

#### The Essex Student Charter

Our [Student Charter](#) is developed by the University of Essex and our Students' Union as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community.

#### Freedom of speech policy and the Code of Conduct

For regulations relating to [the Code of Student Conduct](#), see the University's website.

#### 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.

We have more than 60 [Facebook](#) pages, including one for each department. We're also on [Twitter](#).

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.

#### 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.

#### 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.