

**Your studies**

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# DEPARTMENT OF MATHEMATICAL SCIENCES

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Postgraduate taught

**STUDENT HANDBOOK**  
2018-19



University of Essex

## Contents of this Handbook

### *Section One: Introduction*

#### **1. Introduction and welcome**

- 1.1 Welcome from your Graduate Director
- 1.2 Term dates, calendar and academic week numbers
- 1.3 Your timetable
- 1.4 The *MyEssex* student portal

#### **2. About the Department of Mathematical Sciences**

- 2.1 Meet your departmental staff
- 2.2 Who to go to if you need help, contacting members of staff, and our location
- 2.3 Departmental resources
- 2.4 Location of departmental office, opening hours, noticeboards, photocopying
- 2.5 Details of departmental support such as personal tutor, peer mentoring.
- 2.6 Departmental support: Personal Tutors, peer mentors, obtaining references, preparing for exams
- 2.7 How we will contact you
- 2.8 Departmental prizes

### *Section Two: Academic Matters*

#### **3. Learning and Teaching**

- 3.1 Learning, teaching and independent study
- 3.2 What the department expects from its students and what students can expect from the department
- 3.3 Information about Moodle and ORB and FASER
- 3.4 Course structures, brief outline of degree courses, programme specifications, and programme specifications
- 3.5 Changing your degree
- 3.6 Module enrolment procedure, changing optional modules, requesting a class change
- 3.7 Listen Again
- 3.8 Research Methods (MA902) and Dissertation (MA981)
- 3.9 Essex Abroad, terms abroad and opportunities
- 3.10 Placement information and the employability module
- 3.11 Summary of how the department offers an inclusive learning experience, ensures the quality of opportunities and responds to the diverse needs of students
  - 3.11.1 Disability and emotional wellbeing
  - 3.11.2 International students
  - 3.11.3 Mature and part-time students
- 3.12 Student representation, Student Staff Liaison Committees, Student Assessment of Modules and Teaching and Student Surveys
- 3.13 Library services
- 3.14 Attendance monitoring (Count-me-in) and absence from sessions.

#### **4. Assessment**

- 4.1 Rules of assessment and Credit Accumulation
- 4.2 Extenuating circumstances, withdrawing and intermitting
- 4.3 The Marking Policy and requests for re-marking of coursework and essays
- 4.4 Moderation, second marking policies, External Examiners
- 4.5 Appeals, complaints and fitness to practise
- 4.6 Academic offences policy

4.7 Ethics

**5. Coursework**

- 5.1 Assignment and essay length
- 5.2 Coursework submission details
- 5.3 Details of samples of coursework
- 5.4 Return of coursework policy
- 5.5 Late coursework policy
- 5.6 Essay writing support (if relevant)
- 5.7 Anonymous marking in coursework policy
- 5.8 Reassessment of coursework
- 5.9 Group work and performance
- 5.10 Referencing in coursework

**6. Exams**

- 6.1 Examination regulations
- 6.2 Access to exam scripts
- 6.3 Calculators
- 6.4 General information about exams and exam results
- 6.5 Anonymous marking policy in examinations
- 6.6 Reassessment in examinations
- 6.7 Referencing in examinations

**7. Referencing and good academic practice**

- 7.1 Statement on why good academic practice is part of scholarship and why it is important at Essex
- 7.2 Information about where to seek guidance on referencing, including links to the relevant referencing scheme and details of any support sessions if relevant
- 7.3 The University Academic Offences Procedure *cross-reference with 4.6, 5.9 and 6.7.*

*Section Three: You Matter*

**8. Practicalities: Getting Started and IT Matters**

- 8.1 Registration, module enrolment and award documents
- 8.2 Find Your Way and room numbering system
- 8.3 IT support
- 8.4 Immigration information
- 8.5 On campus facilities
- 8.6 Graduation

**9. Skills, Employability and Experience**

- 9.1 Employability and Careers Centre
- 9.2 Learning a Language
- 9.3 Talent Development Centre
- 9.4 CareerHub+
- 9.5 Frontrunners
- 9.6 Student Ambassadors
- 9.7 Volunteering
- 9.8 Big Essex Award
- 9.9 Essex Interns

**10. You Matter: Health, Welfare, Support and Safety**

- 10.1 Student Services Hub
- 10.2 Wellbeing, counselling and confidential issues
- 10.3 Harassment advisory network, dignity and respect
- 10.4 Faith groups
- 10.5 Nightline
- 10.6 Health and safety on campus, including personal evacuation plans and campus security details such as the shuttle bus
- 10.7 Residence Life
- 10.8 Health Centre
- 10.9 Student Union Advice
- 10.10 University Privacy Statement

*Section 4: Essex Matters*

**11. The Essex Experience** Please add departmental specific text to 11.6)

- 11.1 The Essex Student Charter
- 11.2 Freedom of speech policy and the Code of Conduct
- 11.3 Essex Spirit, social media and other channels of communication with students
- 11.4 Students' Union
- 11.5 Alumni
- 11.6 What comes next? Postgraduate study in the Department of Mathematical Sciences and the rest of the University



## Section One: Introduction

### 1.1 Welcome from the Graduate Director



**Welcome to the Department of Mathematical Sciences and thank you for choosing to study with us.**

The Department of Mathematical Sciences is committed to high standards in both research and teaching. It is host to some internationally renowned researchers and research groups. Its research outputs can be found in many learned scientific journals and popular textbooks. We are confident that you will derive great benefit from working and studying in such an environment.

The Department will need to keep in touch with you during the year, and you are expected to check your email on working days (Monday-Friday) during term time. It is extremely important that we have an up-to-date address for you – any changes can be made in MyEssex.

Please read this handbook carefully. In particular, please note that it is your responsibility to know about the key dates in each term (see page 6) and the University rules on academic offences (see page 34).

Finally, a request: we very much want to maintain the quality of our teaching and the good atmosphere in which students and staff work together. You can help us achieve this goal in a number of ways but, especially, by becoming a representative on the Student-Staff Liaison Committee or in the Departmental Meeting. Only by hearing from students can we respond to their concerns. Please consider whether you could take on one of these roles.

I hope you will have an interesting, educational and enjoyable time here, and I look forward to meeting you. The Department wishes you success in your studies and great benefit from your time in Colchester.

**Dr Hongsheng Dai**  
**Department of Mathematical Sciences**

#### **About your Student Handbook**

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

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

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

## 1.2 Term Dates

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

The university year by week, and academic week numbers, can be found at <https://www.essex.ac.uk/students/course-admin/timetables.aspx>

Calendar for 2018-2019								
Week No	Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Welcome Week	01-Oct	02-Oct	03-Oct	04-Oct	05-Oct	06-Oct	07-Oct
2	Autumn term	08-Oct	09-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct
3	Autumn term	15-Oct	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct
4	Autumn term	22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct
5	Autumn term	29-Oct	30-Oct	31-Oct	01-Nov	02-Nov	03-Nov	04-Nov
6	Autumn term	05-Nov	06-Nov	07-Nov	08-Nov	09-Nov	10-Nov	11-Nov
7	Autumn term	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov	18-Nov
8	Autumn term	19-Nov	20-Nov	21-Nov	22-Nov	23-Nov	24-Nov	25-Nov
9	Autumn term	26-Nov	27-Nov	28-Nov	29-Nov	30-Nov	01-Dec	02-Dec
10	Autumn term	03-Dec	04-Dec	05-Dec	06-Dec	07-Dec	08-Dec	09-Dec
11	Autumn term	10-Dec	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec
12	Christmas Vac	17-Dec	18-Dec	19-Dec	20-Dec	21-Dec	22-Dec	23-Dec
13	Christmas Vac	24-Dec	25-Dec	26-Dec	27-Dec	28-Dec	29-Dec	30-Dec
14	Christmas Vac	31-Dec	01-Jan	02-Jan	03-Jan	04-Jan	05-Jan	06-Jan
15	Christmas Vac exams	07-Jan	08-Jan	09-Jan	10-Jan	11-Jan	12-Jan	13-Jan
16	Spring term	14-Jan	15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan
17	Spring term	21-Jan	22-Jan	23-Jan	24-Jan	25-Jan	26-Jan	27-Jan
18	Spring term	28-Jan	29-Jan	30-Jan	31-Jan	01-Feb	02-Feb	03-Feb
19	Spring term	04-Feb	05-Feb	06-Feb	07-Feb	08-Feb	09-Feb	10-Feb
20	Spring term	11-Feb	12-Feb	13-Feb	14-Feb	15-Feb	16-Feb	17-Feb
21	Spring term	18-Feb	19-Feb	20-Feb	21-Feb	22-Feb	23-Feb	24-Feb
22	Spring term	25-Feb	26-Feb	27-Feb	28-Feb	01-Mar	02-Mar	03-Mar
23	Spring term	04-Mar	05-Mar	06-Mar	07-Mar	08-Mar	09-Mar	10-Mar
24	Spring term	11-Mar	12-Mar	13-Mar	14-Mar	15-Mar	16-Mar	17-Mar
25	Spring term	18-Mar	19-Mar	20-Mar	21-Mar	22-Mar	23-Mar	24-Mar
26	Easter Vac	25-Mar	26-Mar	27-Mar	28-Mar	29-Mar	30-Mar	31-Mar
27	Easter Vac	01-Apr	02-Apr	03-Apr	04-Apr	05-Apr	06-Apr	07-Apr
28	Easter Vac	08-Apr	09-Apr	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr
29	Easter Vac	15-Apr	16-Apr	17-Apr	18-Apr	19-Apr	20-Apr	21-Apr
30	Summer term + early exams	22-Apr	23-Apr	24-Apr	25-Apr	26-Apr	27-Apr	28-Apr
31	Summer term + early exams	29-Apr	30-Apr	01-May	02-May	03-May	04-May	05-May
32	Summer term + early exams	06-May	07-May	08-May	09-May	10-May	11-May	12-May
33	Examinations	13-May	14-May	15-May	16-May	17-May	18-May	19-May
34	Examinations	20-May	21-May	22-May	23-May	24-May	25-May	26-May
35	Examinations	27-May	28-May	29-May	30-May	31-May	01-Jun	02-Jun
36	Examinations	03-Jun	04-Jun	05-Jun	06-Jun	07-Jun	08-Jun	09-Jun
37	Summer term	10-Jun	11-Jun	12-Jun	13-Jun	14-Jun	15-Jun	16-Jun
38	Summer term	17-Jun	18-Jun	19-Jun	20-Jun	21-Jun	22-Jun	23-Jun
39	Summer term	24-Jun	25-Jun	26-Jun	27-Jun	28-Jun	29-Jun	30-Jun
40	Summer Vac	01-Jul	02-Jul	03-Jul	04-Jul	05-Jul	06-Jul	07-Jul
41	Summer Vac	08-Jul	09-Jul	10-Jul	11-Jul	12-Jul	13-Jul	14-Jul
42	Graduation *	15-Jul*	16-Jul*	17-Jul*	18-Jul*	19-Jul*	20-Jul	21-Jul
43	Summer Vac	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul	28-Jul
44	Summer Vac	29-Jul	30-Jul	31-Jul	01-Aug	02-Aug	03-Aug	04-Aug
45	Summer Vac	05-Aug	06-Aug	07-Aug	08-Aug	09-Aug	10-Aug	11-Aug
46	Summer Vac	12-Aug	13-Aug	14-Aug	15-Aug	16-Aug	17-Aug	18-Aug
47	Summer Vac	19-Aug	20-Aug	21-Aug	22-Aug	23-Aug	24-Aug	25-Aug
48	Summer Vac	26-Aug	27-Aug	28-Aug	29-Aug	30-Aug	31-Aug	01-Sep
49	Resit Exams	02-Sep	03-Sep	04-Sep	05-Sep	06-Sep	07-Sep	08-Sep
50	Summer Vac	09-Sep	10-Sep	11-Sep	12-Sep	13-Sep	14-Sep	15-Sep
51	Summer Vac	16-Sep	17-Sep	18-Sep	19-Sep	20-Sep	21-Sep	22-Sep
52	Summer Vac	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	28-Sep	29-Sep

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

Please note Examination and Graduation dates may be subject to change

## 1.3 Your Personal Timetable

You can view your timetable at: <https://www.essex.ac.uk/students/course-admin/timetables.aspx> (you will be prompted to login using your Essex username and password). Once you have chosen all of your modules and received confirmation of your choices, they will appear on your personal timetable. You may find that the first week of your timetable is blank if you do not have any course commitments in Welcome Week.

You can also access your timetable on most mobile devices including smartphones and tablets.

## 1.4 The MyEssex Student Portal

MyEssex is your online account. Use it to see your timetable, keep your personal details up-to-date, see how you're doing on your course, let us know if you are going to miss a lecture or class, contact the Student Services Hub, and much more.

You can access MyEssex at <https://www.essex.ac.uk/myessex/>

## 2. About the Department of Mathematical Sciences

### 2.1 Meet your Departmental Staff

Key Departmental Contacts	Email	Room	Phone
<i>Head of Department</i>			
Professor Berthold Lausen	blausen	STEM 5.5	2958
<i>Department Manager</i>			
Claire Watts	cmwatts	STEM 5.4	3040
<i>Deputy Department Manager</i>			
Julie Peirson	juliep	STEM 5.3	4365
<i>Graduate Administrator</i>			
Chrissy Brown	c.brown	STEM 5.2	3095
<i>Undergraduate Administrators</i>			
Gemma Hopton (Mon - Wed)	g.hopton	STEM 5.2	3355
Karen Waddy (Wed - Fri)	kewadd	STEM 5.2	3355
<i>Operations Administrator</i>			
Chloe Atkinson (part time)	catkina	STEM 5.3	2704
<i>Academic Staff</i>			
Dr Chris Antonopoulos	cabton	STEM 5.8	3018
Mr Keith Bannister (part-time)	kbanni	STEM 5.39	3618
Dr Dan Brawn (part-time)	dbrawn	STEM 5.39	3620
Prof. Edd Codling	ecodling	STEM 5.11	4567
Dr Hongsheng Dai (Graduate Director, autumn term)	hdaia	STEM 5.18	3304
Dr Georgi Grahovski (Graduate Director, spring/summer terms)	gggrah	STEM 5.37	3033

Dr Martin Griffiths (part-time)	griffm	STEM 5.39	3027
Dr Andrew Harrison	harry	STEM 5.10	2964
Dr Haslifah Hasim	hhashim	STEM 5.9	3025
Prof. Peter Higgins	peteh	STEM 5.41	3019
Ms Junlei Hu		STEM 5.34	6037
Dr Vanni Noferini	vnofer	STEM 5.40	3032
Dr John O'Hara (part-time)	johara	<a href="#">1NW.3.19</a>	2680
Dr David Penman (Deputy Dean Education)	dbpenman	<a href="#">5A.211</a>	2839
Dr Aris Perperoglou (Senior Personal Tutor)	aperpe	STEM 5.13	3036
Prof Chris Saker (Director of Education)	cjsake	STEM 5.14	2961
Prof. Abdel Salhi	as	STEM 5.34	3022
Dr Hadi Susanto	hsusanto	STEM 5.12	2689
Dr Anlexei Vernitski	asvern	STEM 5.15	3024
Dr Spyridon Vrontos	svrontos	STEM 5.19	4717
Prof Dr Gerald Williams	gwill	STEM 5.16	3035
Dr Xinan Yang	xyangk	STEM 5.17	2787

## 2.2 Who to go to if you need help

### Professional Services Staff

If you have any queries relating to the Department or your course, please feel free contact the relevant administrative contact:

Undergraduate Queries:  
[mathsug@essex.ac.uk](mailto:mathsug@essex.ac.uk)  
tel: 3355 or 2926

Postgraduate Queries (PGT and PGR):  
[c.brown@essex.ac.uk](mailto:c.brown@essex.ac.uk)  
tel: 3095

General Queries (including attendance queries):  
[maths@essex.ac.uk](mailto:maths@essex.ac.uk)

We can also be reached in person in our offices (5.2 and 5.3 in the STEM building). Please note that the offices are closed from 1pm to 2pm for lunch.

### Academic Staff

Our academic staff members will publicise their 'Office Hours' on their staff webpage and on their office doors, but they are always available by prior arrangement outside of these hours. They can be contacted by telephone and email. If any emergency arises and a member of academic staff is not available, your Graduate Administrator is the next point of contact.

Students wishing to see the Head of Department should contact Claire Watts, Departmental Manager, for an appointment.

For more details on any member of staff in the Department, please see <https://www.essex.ac.uk/departments/mathematical-sciences/people>



## Contacting Members of Staff

Lecturers will usually specify their preferred method of contact. If they have office hours, they will display them on their office doors and on their staff webpage. Most members of the Mathematical Sciences Department have an Open Door policy, i.e. they will see students at once unless they have another commitment. Most staff are available during usual working hours (0900 – 1700), except perhaps one working day per week (at most) during term.

During the vacations, or outside office hours, it is best to email the relevant member of staff to make an appointment to see them in advance, as not all members of staff will be in every day due to conferences, annual leave, etc.

## Our Location

Department of Mathematical Sciences  
STEM Centre  
University of Essex  
Wivenhoe Park  
Colchester  
CO4 3SQ

Direct telephone: 4365 (Deputy Departmental Manager Julie Peirson)

General enquiries: [maths@essex.ac.uk](mailto:maths@essex.ac.uk)

Pre-registration programme enquiries: [maths@essex.ac.uk](mailto:maths@essex.ac.uk)

Departmental Website: <https://www.essex.ac.uk/departments/mathematical-sciences>

## 2.3 Our Location and Opening Hours

### Departmental Administrative Offices

Claire Watts (5.4) is the Department Manager and is able to assist with both undergraduate and graduate matters.

Julie Peirson (5.3) is the Deputy Department Manager and is able to assist with queries about the Department.

Gemma Hopton and Karen Waddy (5.2) are the Undergraduate Administrators and deal with most undergraduate matters.

Chrissy Brown (5.2) is the Graduate Administrator and deals with all graduate matters.

Chloe Atkinson (5.3) is the Operations Administrator and deals predominantly with attendance monitoring and departmental events.

These offices are normally open to students from 9.30am-12.30pm and 2pm-4.30pm, Mondays to Fridays.

### Photocopying

There are photocopiers for students to use in the Albert Sloman Library and the Silberrad Student Centre. There are instructions near each photocopier which tell you how to use the copiers, and how to follow copyright law.

## 2.4 Departmental Support

### Your Personal Tutor

All taught postgraduate students have a personal tutor who you'll meet soon after you've arrived, and who you'll meet regularly throughout your course. Your personal tutor is there to help you feel connected to your department, and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. You should inform your Personal Tutor of any circumstances (medical or otherwise) that are affecting your ability to study. Your personal tutor may also recommend other support services on campus that might be able to help. A conversation with your Personal Tutor will normally be confidential unless you both agree otherwise. Other matters you want to discuss with your Personal Tutor include your employability portfolio.

It is very important that you make semi-regular contact with your Personal Tutor since you want someone to know you well enough to be able to write references for you. Indeed, Tutors will normally be asking their tutees to come to see them at least a couple of times each year to discuss any issues that may arise, including signing in at the start of each term.

Dr Hongsheng Dai, the Graduate Director (autumn term) and Dr Georgi Grahovski (spring and summer terms), will be available to help you if your own Tutor is ill or away. If, for any reason, you wish to change your Tutor you should see Dr Dai/Dr Grahovski, who will organise this for you. If your Tutor goes on Study Leave, you will be allocated another Tutor. If you have difficulty in finding your Tutor then speak to one of the Administrators in the Department, who will be able to get in touch with them for you.

### Peer Mentors

The University operates a peer mentoring system – at postgraduate level this is known as 'Ask a Postgraduate'. Mentoring is a relationship usually between a new student – the mentee, and a more experienced student – the mentor, who can help a mentee to settle in and inspire and motivate the mentee to make the most of their University experiences. You can find more information about the scheme here:

[www.essex.ac.uk/students/study-resources/mentoring/ask-pg/default.aspx](http://www.essex.ac.uk/students/study-resources/mentoring/ask-pg/default.aspx)

### Obtaining Job References: Requesting References from Members of Staff

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

For example, Personal Tutors, dissertation supervisors, the Graduate Director, or core course supervisors are likely to be more suitable than lecturers that have taught you on an optional module. Discuss the matter with Dr Dai if in doubt. Every reasonable effort will be made to meet a request for a reference for graduates up to three years after they leave the University. Requests received outside of this timescale may, of course, be met if a member of staff is equipped with the necessary information on the student and is willing to provide a reference.

It is helpful if you can provide the member of staff with details of the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience.

Please try to ask for references in good time – It is not always possible for a member of staff to write a reference immediately.

#### Copies of references

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

### **Preparing for your Exams**

Exams in this Department are taken in the main exam period (at the end of the Summer Term). Preparing for exams can be stressful, you can find some useful advice on how to tackle this at <https://www1.essex.ac.uk/students/health-and-wellbeing/exam-anxiety.aspx>

### **The Department and Social Media**

The Department of Mathematical Sciences is on [Facebook](#) and [Twitter](#)! 'Like' us on Facebook or follow us on Twitter for details of Departmental events, the latest departmental news, job adverts, quizzes, and stories of mathematical interest:

### **Maths Support Centre**

The Support Centre, run by trained student advisors, will offer support to businesses and the University community on maths issues on all levels.

They have a range of resources available including practice worksheets and online numeracy tests. They're happy to help on a one-to-one or small group basis. The aim is to give you an opportunity to chat through a problem and to help you see how to solve it yourself.

All your questions and problems will remain confidential.

To contact the Maths Support Centre e-mail: [mathssupport@essex.ac.uk](mailto:mathssupport@essex.ac.uk)  
or visit our webpage: <http://www.essex.ac.uk/students/study-resources/tdc/maths/>

## **2.5 How we will contact you**

#### **By email:**

This is the preferred form of communication with students. Be sure to check your Essex email regularly. The Department strongly recommends you to check your email every day.

#### **By letter:**

To your local or home address: this is used only when email is inappropriate (e.g. for serious problems concerning academic progress or absence from teaching events).

#### **By a notice on your student portal:**

*MyEssex*. Your student portal will alert you about modules and other aspects of your studies.  
By telephone: this is used in emergencies or when it is otherwise necessary to receive an immediate response.

Please ensure that you keep your contact details up to date. You can update them via *MyEssex*.

## 2.6 Departmental prizes

**Townsend MSc Dissertation Prize** (awarded to one student annually)

The Department awards the Townsend MSc Dissertation Prize to the student with the best MSc dissertation mark. In the event that there are students with the same dissertation mark, the prize will be split. The value of the prize is £100.

The prize will be awarded at the Graduation reception.

## Section Two: Academic Matters

### 3. Learning and Teaching

#### 3.1 Learning, Teaching, and Independent Study

The University is committed to providing equal opportunities for all our students regardless of where or how you study. Our diverse student population is taken into account when developing the resources, services and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations. Where appropriate, reasonable adjustments will be place for individual students to support them through their studies.

A range of methods of teaching are used in this Department, according to what lecturers of particular modules feel is the most appropriate way to convey information in that particular case. The main method in most courses is a formal lecture, but lab work (where appropriate) is also common and examples classes are built into most modules. These methods of teaching have somewhat complementary, though overlapping, aims. If you wish to discuss the methods of teaching in any particular module further, talk in the first instance to the module lecturer. As well as participate in timetabled teaching events, you will be expected to undertake independent study.

#### 3.2 What the Department expects from Students, and what Students can expect from the Department

**You can expect that we will:**

- provide, for each module, clear and comprehensive documentation, including a written syllabus with aims, reading and assessment criteria clearly presented;
- provide teaching sessions which are well prepared and delivered and are supported by sufficient materials;
- (your lecturers) be available to discuss any aspect of the module at a mutually convenient time (see section 2.1)
- notify you, as far in advance as is possible, of any changes to the teaching timetable and that any unavoidable cancellations to teaching will be rescheduled for a time at which all students can attend;
- return assessed work within 20 working days, with clear and helpful feedback;
- deal with queries you may have relating to modules within a reasonable timescale.

**We expect that you will:**

- make the best use of the educational opportunities and resources available and work to achieve the stated objectives and to realise your academic potential;

- familiarise yourself with the contents of this handbook and the documentation which accompanies each module and follow the guidance, procedures and rules described;
- attend prescribed instruction of all types, arriving punctually, and where absence is unavoidable notify the relevant person;
- access your emails regularly and keep your address updated so that you do not miss important information;
- prepare adequately for and participate actively in teaching sessions;
- familiarise yourself with the rules of assessment and the Department's procedures for submitting coursework;
- submit assessed work in the appropriate form and by the published deadlines;
- submit assessed work in the appropriate form, that is properly documented, cites all sources used, is all your own work by the published deadline;
- use feedback on written work constructively, both to build on your strengths and to identify and remedy your weaknesses;
- regularly review your academic progress (marks) and take appropriate action where and when necessary;
- not use mobile phones in class unless relevant to the discussion.

### 3.3 Information on Moodle, ORB and FASER

Our **online resource bank (ORB)** stores important module materials such as reading lists and past exam papers.

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 and wikis.

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

[faser.essex.ac.uk](http://faser.essex.ac.uk)  
[www.essex.ac.uk/it/services/learning-technology/](http://www.essex.ac.uk/it/services/learning-technology/)

### 3.4 Course Structures

The structures for the taught Postgraduate schemes may be found on the web page for [Programme Specifications](#), or, in the case of the Graduate Diploma, at <https://www.essex.ac.uk/courses/pg00368/1/graduate-diploma-mathematics>

These (and the Programme Specifications) indicate the syllabus for each scheme. You are urged to familiarise yourself with the structure for your course. When choosing options from outside departments, you must bear in mind that the relevant lecturer may want to know whether your background is suitable for the chosen module.

Please note that changes might occur in scheme structures. There also might be clashes in your timetable. Clashes concerning compulsory modules will be resolved. However, clashes concerning optional modules will only be resolved where possible. If not, an alternative option must be taken.



## 3.5 Changing your degree

### Changing your course

If you are thinking about changing course, we recommend that you speak to someone in the Department as soon as possible. They will be able to advise you if there are any specific requirements for the course you are looking to change to. If the course you are looking to change to is within a different school/department, then you should also speak to someone in that department.

There are deadlines in place for when you need to change course by, so please make sure you are aware of these deadlines before requesting to change. Further details on changing course and the relevant deadlines can be found at [www.essex.ac.uk/students/course-admin/changing-course.aspx](http://www.essex.ac.uk/students/course-admin/changing-course.aspx) or by visiting your [Student Services Hub](#).

Investigate your potential new course by looking at course information on the department's web pages, talking to students on the course and speaking to tutors. You should also look at our [Rules of Assessment](#) for the new course to check whether there are any course-specific requirements.

If you want to **change your mode of study** from full-time to part-time, you should discuss this with our departmental staff. If this is possible, you will need to make a formal request using the online **Change of Mode of Study form** which you can find here: [www.essex.ac.uk/esf/](http://www.essex.ac.uk/esf/)

Changing your mode of study may affect your immigration status and you may need to contact the Home Office or make a new Tier 4 application.

**Please read carefully our guidance on visas and course changes here:**  
[www.essex.ac.uk/immigration/studies/changes](http://www.essex.ac.uk/immigration/studies/changes)

If you want to make a formal request for a course change, you should do so via the online Course Change form available here: [www.essex.ac.uk/esf/](http://www.essex.ac.uk/esf/)

## 3.6 Information about modules

### Module details

Please see the module directory [www.essex.ac.uk/modules](http://www.essex.ac.uk/modules) for more details of each module, including who teaches them, the number of contact hours and the assessment requirements.

### Reading lists

All reading lists are available here: <https://essex.rl.talis.com/index.html>

### Module Enrolment Procedures

[www.essex.ac.uk/enrol](http://www.essex.ac.uk/enrol) gives University information about how to enrol for optional modules online. Details about how to change modules are given at [www.essex.ac.uk/students/course-admin/modules.aspx](http://www.essex.ac.uk/students/course-admin/modules.aspx).

Note that while you can change your Autumn Term choices up until **8:59am on Monday 22<sup>nd</sup> October 2018**, you cannot change thereafter without special permission, which may not be obtainable.

If you wish to change modules after the second week of teaching, or wish to change from one course to another you should inform the Graduate Director, Dr Dai (autumn term) or Dr Grahovski (spring and summer term). If they agree that changing modules or course is possible, please complete the relevant form on the Electronic Student File system:

<https://www.essex.ac.uk/esf/>

### Changing optional modules

By the start of your course or a new academic year, you will already have made an initial choice of modules. If you are in any doubt as to whether you have made the right choice, try to talk it over with your Personal Tutor or the Graduate Director. It is usually possible to change modules up to the end of the second week of the Autumn Term. If you are not sure which modules to take you could attend lectures for several different modules before making your final choice. For more information go to information on changing modules at the start of the academic year: [www.essex.ac.uk/students/course-admin/modules.aspx](http://www.essex.ac.uk/students/course-admin/modules.aspx)

### Requesting a class change

Students are automatically assigned to classes based on availability by the Central Timetabling Office and in the attempt to produce a clash free timetable for every student. In special circumstances students may request a change in their class allocations – for example, if you have childcare or caring commitments, work commitments, attendance on other courses of study or for medical reasons. Permission to change to an alternative class or lecture is agreed at departmental level and the right is reserved to refuse permission to change. The above list is not exhaustive, and we understand there may be other genuine reasons for changes. We may ask for evidence to support your change of class request. Please note class change requests are subject to availability within other classes.

## 3.7 Listen Again

Did you miss something? Our Listen Again digital recording service lets you listen again to lectures so you grasp every detail. Available in teaching rooms or lecture theatres where you see the sign.

[listenagain.essex.ac.uk/](http://listenagain.essex.ac.uk/)

## 3.8 Research Methods and Dissertation

### Research Methods and Dissertation

#### Examination of MA902 (Research Methods)

<b>Short Report</b>	<b>5%</b>
<b>Project</b>	<b>95% (10% of which will be a presentation)</b>

After introductory lectures on LaTeX and research skills, you will start working on your project with your supervisor from the autumn term.

You will submit a short report in week 21 (deadline Monday 18 February), which aims to provide an outline of your research and should be written in Latex. This short report will count for 5% of the module. The short report should be one A4 page or longer (no-maximum limit, as the length of the report will not be assessed). The report should outline what you have studied so far and what you plan to do to complete your MA902 project.

The short report will be assessed in terms of understanding the use of LaTeX, rather than the mathematical/statistical content, for example the use of LaTeX features for referencing

journal articles (automatic generation of bibliographies), typesetting math formulas (different fonts for math environment) and so on. The marking scheme is as follows:

- producing a latex sourced report based on a template [2 marks - 40%]
  - referencing journal articles and automatic generation of bibliographies. [1 mark - 20%]
  - use of tables or figures or itemize or enumerate [1 mark - 20%]
- Note that all students can use 'itemize', 'enumerate' or 'tables' to produce the plan for works the next several weeks.
- typesetting mathematical formulas or math environment [1 mark -- 20%]

The MA902 project is handed in at the start of the summer term – **Monday 22<sup>nd</sup> April 2019**. Two markers, one of whom will normally be your supervisor, will independently mark your project, bearing in mind the points mentioned below.

Oral presentations are given on these projects during the week commencing **Monday 6<sup>th</sup> May 2019**. The presentation counts for 10% of the marks: in addition, you are likely to be asked questions about your project at the presentation, and the quality of your answers may affect your marks. All MSc and PG Diploma students are expected to attend these presentation sessions. Finally, as soon as possible after the presentation, the two markers will independently write short reports on your presentation, and will then meet to finalise a mark for your MA902 project. These marks will not be made public until exam marks are announced (at around the end of June).

An MA902 project will be at least 3000 words in length, excluding references, appendices, figures and tables. Typically it might not exceed 6000 words, though this is far from being a binding upper limit. Different projects may well be different lengths. Consult your supervisor if in doubt.

### **Dissertation topics**

Students typically continue working with the same supervisor for their dissertation. However, this cannot be guaranteed because of staff numbers and availability, staff interests etc.

### **Departmental Guidelines for the Supervision of MA902 projects and MSc Dissertations**

- 1) The allocation of supervision will be made by the start of the autumn term by the Graduate Director after consultation with the Head of the Department.
- 2) During the autumn and spring terms, supervisors are responsible for being available to discuss the preliminary reading that will form the basis for the project assessed as MA902.
- 3) Supervisors should provide a project outline, possibly including suggested milestones, which should be given to the student.
- 4) Normally, a student's MA902 supervisor will also be their Dissertation supervisor (if the Board of Examiners permits progression to the dissertation).
- 5) Dissertation supervisors are expected to be reasonably available over the summer, for exercising supervision. Meetings should take place between student and supervisor at frequent intervals. Such meetings should be arranged around reasonable holiday entitlement.
- 6) Supervisors should normally see and comment on a draft dissertation no later than mid-August, in order for there to be sufficient time for necessary revision before the deadline for submission. Students must be available for interview throughout the week commencing **2<sup>nd</sup> September 2019** (they are more likely to be held later in the week).

- 7) If at any stage during the dissertation, the supervisor has serious cause for concern about the supervisee's progress, the Graduate Director and/or the Head of Department should be immediately informed.

## **Examination of the Dissertation**

### **Submission Date**

Although the latest date for submission of the MSc dissertation is **Friday 30<sup>th</sup> August 2019**, it is unwise to use late-August to produce new material. For different reasons it is also unwise to cut short the project merely to submit a report very much earlier than that date. All the interviews on the dissertations will take place in the week commencing Monday 3rd September 2018 (they are more likely to be held later in the week).

Despite the fact that the Dissertation interviews take place in the week commencing Monday 2nd September 2019, **do not book return travel before Monday 16<sup>th</sup> September 2019**.

### **Length of report**

There is no prescribed length for a dissertation. In the past, we have found that most dissertations are between 10,000 and 30,000 words in length. However, these are guidelines, not mandatory, and different kinds of dissertations may require different word lengths. Supervisors will provide advice on the appropriate length for particular kinds of projects.

### **Layout**

The dissertation must be typed or printed on A4 paper with at least 1 and a half line spacing. The right and left margins should be at least 2.5 cms with a sufficient margin on the binding edge so that no text is obscured. Two hard copies must be handed in, which will be retained by the department.

### **Points the examiners will be looking for in MA902 projects and summer dissertations.**

It is impossible to give hard-and-fast rules on how a project/dissertation will be marked. Instead we indicate some of the key things that the two markers will be looking for, and some features which projects/dissertations at various levels are likely to have.

- 1) **Clarity and coherence:** you must make it clear that you have understood the ideas involved in your subject at an appropriate level. In a project developing some piece of theory, which will be relevant to you in the dissertation, this will usually involve developing the theory in a logical order, with clear definitions and explanation of how these ideas could be useful in practice. It may well involve proving some of the results discussed: if a key proof is too hard to give, you should explain the role of the result, perhaps trying to give some idea of why it might be true.

If your project is an overview of some topic in practical mathematics, statistics or Operational Research, you must explain the key ideas of the practical situation, and make it clear how mathematical ideas illuminate the subject. Perhaps you will look at suitable data to see how the ideas work in practice.

Computation is more likely to be a substantial topic in the summer dissertation than in your MA902 project. However, if your MA902 project involves substantial computation, you must explain clearly why your computations are of interest: your programs should be

well commented and well documented, their structure must be described carefully, and it must be shown that the programs have been properly tested on well-chosen examples.

An historical project will explain carefully how the ideas under discussion evolved and clearly show good understanding of the relevant theory.

In any project, your work must be well presented. For example, there should be a clear list of contents at the beginning; you should have a summary (perhaps a page or so) making clear what you aim to investigate, and some conclusions at the end saying how far you think you succeeded. If you are pulling several diverse sources together, you should choose (and stick to) a consistent notation.

Your report should be written in good English: this requirement includes legibility, good grammar, spelling and punctuation. Any figures or diagrams must be tidy, clearly labelled and explained. You must use a single logical system of referencing, with all your sources given at the end.

- 2) Difficulty, depth and breadth of ideas expressed. Your material must be of sufficient depth for an MSc student – in particular, it should have little or no overlap with material in your lecture courses. More marks will be given for understanding difficult material than for material which should be routine at MSc level. You should not just be seeking to regurgitate your sources: you should be studying them critically. Original material or insights are not required, but are very welcome, and often you can at least give slightly different examples from your sources.

If you are aiming to give a broad overview of some topic, we expect you to give a balanced account of the topic, with more important topics getting more attention, but avoiding irrelevant material. If on the other hand you concentrate on some narrow (usually difficult) problem, you should still make it clear how it relates to the broader subject around it.

- 3) Initiative. We usually expect you to show some initiative, including looking in libraries and the web for an appropriate (for that project) range of sources beyond those first suggested by your supervisor. Often you will have more than one source. Your supervisor's marks will be influenced by the extent to which he/she feels that you have managed to work independently of him/her.
- 4) Word processing. Marks will be given for the quality of your word processing.
- 5) **Oral presentation (in MA902 only):** Usually, you will use PowerPoint in your presentation. (A whiteboard will be available to make additional points). You do not have to use PowerPoint, or some similar package, for the presentation: legibly hand-written slides will receive the same mark as PowerPoint slides if they are otherwise identical.
- 6) **Interview (dissertation only):** In the summer, you will be interviewed on your dissertation. Your mark may be affected by the quality of the answers you give to the questions. Please bring a copy of your dissertation to the interview. No marks will be announced until they have been approved by the External Examiner.

### **Some typical characteristics of projects at various levels**

We again emphasise that these cannot be binding guidelines. Bear in mind that MA902 is looking for evidence that your summer project will be of MSc standard, thus the same standards apply here.



A pass level project (i.e. one with a mark of 50% or above) will normally be a sensibly constructed project, with a summary, a list of contents, and brief conclusions. It will contain a reasonable amount of material, which exhibits non-trivial understanding of some topic relevant to the particular scheme and the proposed summer project. It will be quite coherent and should be written in reasonably good English, with proper referencing of a suitable range of sources.

A distinction level project (i.e. one with a mark of 70% or above) will normally be a well-written and well-organised account, with a clear summary, contents and clear conclusions, good referencing and good English. It will exhibit substantial knowledge and understanding of some topic relevant to the particular scheme and the proposed summer project, with evidence of a substantial amount of material having been pulled together (usually from several sources) and explained clearly. It may well involve some elements of novelty.

### **Marking of dissertation**

In dissertations (which, as previously indicated, will often be between 10,000 and 30,000 words in length – talk to your supervisor for detailed advice on what length is appropriate for your dissertation) examiners will often be looking for the same sorts of things as described above. However, there is no presentation on the dissertation: instead, you will be interviewed by the two markers, usually for about an hour. They will be checking that you have written the dissertation and how well you understand the material in it. Again, the two markers will independently have marked the dissertation before the interview, and will modify their marks in the light of your interview performance, before meeting to agree a final mark for the dissertation. This mark then has to be approved by the External Examiner, so will not be announced immediately after the interview.

80-100% Candidates will demonstrate all of the qualities required for a distinction in the 70-79 range. Work marked in this range also needs to demonstrate the originality as to potentially changing some conventional understanding about the subject treated.

70-79% (Distinction) The dissertation should contain a comprehensive amount of materials (in depth and breadth), which (together with the interview) exhibits independent insights and demonstrates an ability to handle historical concepts and methods related to the chosen topic with confidence. It should be of outstanding quality, coherent, and should be written in accurate English, with proper referencing of a wide range of sources.

60-69% (Merit) The dissertation should contain a substantial amount of materials (in depth and breadth), which (together with the interview) exhibits a solid knowledge and understanding of historical concepts and methods related to the chosen topic. It should be of high quality, coherent and should be written in good English, with proper referencing of a sufficient range of sources.

50-59% (Pass) The dissertation should contain a reasonable amount of material, which (together with the interview) exhibits a reasonable level of knowledge and understanding of the historical concepts and methods related to the chosen topic. It should be coherent and written in reasonably good English, with proper referencing of a suitable range of sources.

0-49% (Fail) The dissertation shows some knowledge of historical concepts and methods, and shows some ability to make arguments and handle evidence, however, the report is inadequate in addressing the chosen research question.

You may find the above advice relevant to other written project work during the year. However you should also check any advice given by the Department running the particular course involved.

### 3.9 Essex Abroad

Our Study Abroad representative in the Department is Dr Chris Antonopoulos ([canton@essex.ac.uk](mailto:canton@essex.ac.uk)). You can also find information about the Essex Abroad team, including how to get in touch with them, <https://www1.essex.ac.uk/essexabroad/>.

### 3.10 Placements and Employability

Our Placements Officers are Professor Abdel Sahlhi ([as@essex.ac.uk](mailto:as@essex.ac.uk)) and Dr Haslifah Hashim ([hhashim@essex.ac.uk](mailto:hhashim@essex.ac.uk)).

#### 3.11.1 Disability and emotional wellbeing

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

You can find out about the support we offer here:

[www.essex.ac.uk/students/contact/help.aspx](http://www.essex.ac.uk/students/contact/help.aspx)

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

[www.essex.ac.uk/students/disability/funding.aspx](http://www.essex.ac.uk/students/disability/funding.aspx)

#### 3.11.2 International students

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

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

You can find helpful information here - [www.essex.ac.uk/students/new/international/](http://www.essex.ac.uk/students/new/international/)

If you are studying on a **Tier 4 visa**, don't forget to read section **8.4 Tier 4 Information** of this handbook which has further information and links.

#### 3.11.3 Mature and part-time students

We appreciate that studying as a mature student can present challenges. This is particularly true if this is your first experience of higher education and you have other commitments and responsibilities to meet such as work and family. We want you to be aware of the support available so that you can make the most of your time at Essex.

You can find more information here: [www.essex.ac.uk/students/groups/mature-students.aspx](http://www.essex.ac.uk/students/groups/mature-students.aspx)

### 3.12 Student representation, Student Staff Liaison Committees, Student Assessment of Modules and Teaching and Student Surveys

Student feedback is a vital part of the University's approach to quality assurance and enhancement. It is therefore important that you are given the opportunity to feedback and that you take time to feedback to the University. You can do this in a number of ways:

You can contact (or volunteer to be) a **student representative** who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.

[www.essexstudent.com/representation/coursereprs/](http://www.essexstudent.com/representation/coursereprs/)

[www.essex.ac.uk/quality/student\\_representation/student\\_rep.asp](http://www.essex.ac.uk/quality/student_representation/student_rep.asp)

[www.essex.ac.uk/quality/student\\_representation/sslc.asp](http://www.essex.ac.uk/quality/student_representation/sslc.asp)

Every year, we will ask you to complete the **Student Assessment of Module and Teaching (SAMT)**. This survey will be summarised and discussed by SSLCs and will inform reports written by us for central University committees as part of our quality assurance processes.

### 3.13 Library Services

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

[libwww.essex.ac.uk](http://libwww.essex.ac.uk)

The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and how to avoid plagiarism, using reference management software, and evaluating sources. Your Subject Librarian Greg Cadge – contact them at [greg.cadge@essex.ac.uk](mailto:greg.cadge@essex.ac.uk), or use the Book a librarian form on the Library website to get in touch. More information can be found at <http://libwww.essex.ac.uk/subject.htm>

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

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

### 3.14 Attendance monitoring (Count-me-in) and absence from sessions

Your attendance at lectures and classes has a significant impact on how successful you are in your studies. At Essex, we monitor attendance so we can identify students who may need guidance and support.

You'll need to **record your attendance** at teaching events using the electronic reader in the teaching room. Just 'tap in' for every timetabled teaching event you attend.

**You should not tap in for someone who is not attending the class; and also you should not tap in if you then immediately leave the teaching event.** This may result in disciplinary action being taken against you.

If you **lose your card** or it is **faulty**, go to the Student Services Hub to get a new card (a fee may be applicable). If you attend a teaching event but are unable to record your attendance as you don't have your registration card, you should speak to a member of administrative staff in your department. In the case of a lost card, your department will normally record you as present for up to seven days.

For more information on attendance, and for links to forms and guidelines visit:  
[www.essex.ac.uk/students/course-admin/attendance.aspx](http://www.essex.ac.uk/students/course-admin/attendance.aspx)

If you need to **report an absence** from a teaching event, test or exam due to medical reasons, representing the University in British Universities and Colleges Sport (BUCS) competitions, or in regional, national or international competitions; being selected or training for a national sports team e.g. Home Nationals or Great Britain, on a University organised placement, or other circumstances you should do so by completing the relevant form in myEssex for a **notified absence**. Your department consider the reasons and may record it as an **authorised absence**. Be aware that you may need to **provide evidence**, including medical evidence if relevant.

Please contact your Personal Tutor, department staff or the Student Services Hub for advice and support, particularly if you are going to be absent for several weeks.

#### LEAP (Learner Engagement Activity Portal)

Learner Engagement Activity Portal is our student centered, personalised engagement tool. LEAP focuses on **what you do** rather than **who you are**. It's expected that the more engaged you are with your studies the more likely you are to achieve your academic goals.

LEAP calculates and shows you your average engagement for the last seven days based on your usage of each university resource (Faser, Moodle and Listen Again as well as attendance and University computer logins). By providing you with this information, we hope to empower you to become more effective, independent learners and achieve your study goals.

Log into LEAP via Pocket Essex, My Essex or [leap.essex.ac.uk](http://leap.essex.ac.uk).

## 4. Assessment

### 4.1 Rules of Assessment and Credit Accumulation

[www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/assess-rules.aspx](http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/assess-rules.aspx)

**The Rules of Assessment** are the rules, principles and frameworks which the University uses to calculate your course progression and final results. Some departments also have variations to the main rules, which you can find listed on our website above. If you have questions about whether a variation applies to you, contact your department.

Each module you will take will have a credit value which you are awarded if you successfully complete the module. You need to obtain a certain amount of credits to be awarded your degree, and the Rules of Assessment give you more information about this.

These decisions are made by the Board of Examiners who use the Rules of Assessment to decide:

- you can be awarded credit for the modules you have studied
- you have done enough to move on to the next stage of your course (if you are on a course which lasts more than one year)
- you need reassessment
- whether you have done enough to pass your course
- whether you are eligible to receive a merit or distinction

The following is only a summary of the key points. You should read the rules and make sure you understand them. If you need advice, ask your personal tutor, departmental administrator, or SU Advice.

If you **fail your course** you are not able to repeat it. The Rules of Assessment for Postgraduate Taught Awards only allow reassessment for up to a maximum of 60 credits worth of modules for taught masters degrees. The Board of Examiners will inform you if you are eligible for reassessment once it has considered your marks.

If you **fail your dissertation** you may be permitted by the Board of Examiners to resubmit your work, provided you meet the criteria as set out in the Rules of Assessment for Postgraduate Taught Awards. Alternatively, if you have obtained enough credits in your taught modules, you may be eligible for another award such as a postgraduate diploma or certificate.

You can decide if you want to **accumulate credit** by taking individual modules with the aim of achieving a postgraduate award; this is called **Modular study**. There are opportunities to achieve postgraduate awards through **credit accumulation study** in an increasing number of departments, as an alternative to standard full or part-time study. You can find more information on the 'Study by credit accumulation' webpages:

[www1.essex.ac.uk/quality/university\\_policies/credit-accumulation.asp](http://www1.essex.ac.uk/quality/university_policies/credit-accumulation.asp)

Individual modules can yield 15, 20, 30 or 40 credits depending upon which department you are studying in. Each award has a defined structure, normally consisting of a combination of core, compulsory and optional modules, and requires a specific volume of credit to be achieved:

- Graduate/Postgraduate Certificates - 60 credits (all taught module credits)
- Graduate/Postgraduate Diplomas - 120 credits (all taught module credits)
- Masters Courses - 180 credits (normally 120 credits of taught module credits and a 60 credit dissertation or equivalent)



Credit is awarded for successful completion of individual modules. Students taking a credit-accumulation route of study register for the separate modules individually and accumulate the required volume of credit for the relevant award, including the dissertation if necessary. You will be given a different registration number for each module.

The Rules of Assessment are different when you study individual modules; make sure you check the relevant Rules of Assessment for the award you're studying towards.

**You will have a maximum of six years to study** (this is usually five years with a sixth year for a dissertation). We measure the six years from the first module you register on towards the award.

You can find out more information here: [www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/modular](http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/modular) and you should talk to your tutors about fees, and applying accumulated credit towards an award.

## 4.2 Extenuating Circumstances, withdrawing and intermitting

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

**Extenuating circumstances** are circumstances beyond your control which cause you to perform less well in your coursework or examinations than you might have expected. In general, extenuating circumstances will be of a medical or personal nature that affect you for any significant period of time and/or during the assessment.

You need to submit your form by the deadline given here –

<https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx>

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

You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from Students' Union Advice ([www.essex.su/advice](http://www.essex.su/advice)) or the Student Services Hub ([www.essex.ac.uk/students/contact/default.aspx](http://www.essex.ac.uk/students/contact/default.aspx)).

### Thinking of leaving or taking a break from your studies?

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

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

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

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

## 4.3 The Marking Policy and requests for re-marking of coursework and essays

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: [www.essex.ac.uk/quality/university\\_policies/examination\\_and\\_assessment/marketing\\_policy](http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy).

You will need to complete a form and be aware that marks can go down as well as up.

## 4.4 Moderation, second marking policies and External Examiners

The University policy on **moderation** can be found as part of the Marking Policy. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given. A moderator would not change the individual marks for the work, but would liaise with the first marker to agree whether marks should be reviewed across the particular piece of assessment or module, which may lead to marks being adjusted.

**Second marking** is where a second marker marks the work but has access to the first marker's marks and/or comments.

**External Examiners** are usually academics from other universities but may be from industry, business or the profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that courses at the University meet the academic standards expected across UK higher education. External Examiners write reports on the courses and modules they are responsible for which are made available to you via your department. You can find the name and institution of the External Examiner for your course and modules by looking on the Programme Specifications Catalogue and the Module Directory.

You can find out more about how the University uses External Examiners by following this link: [www.essex.ac.uk/quality/external\\_examiners](http://www.essex.ac.uk/quality/external_examiners)

**Please note: you may not contact External Examiners directly under any circumstances.** If you have any concerns about the quality and standards of your course, please contact your student rep, your Head of Department or the Students' Union..

## 4.5 Appeals, complaints

**Appeals on academic grounds** can be made following the meeting of the Board of Examiners and the publication of your results. Be aware that there are strict deadlines for the submission of the appeal form and your evidence.

We strongly advise all students thinking about making an appeal to contact Students' Union Advice

**You may not appeal against academic judgement.** This means that you can't appeal against the marks you have been given by a Board of Examiners without evidence of extenuating circumstances or procedural irregularity.

More information about appeals, including the deadlines and forms to complete, can be found online at: [www.essex.ac.uk/see/appeals](http://www.essex.ac.uk/see/appeals)

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

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

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

## 4.6 Academic Integrity and Academic Offences

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 **7: Referencing and good academic practice** in this handbook.

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

## 4.7 Ethics

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

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

## 5. Coursework

### 5.1 Assignment and essay length

Please refer to the module directory (<http://www.essex.ac.uk/modules/>) for details of the coursework elements of your modules. Details of the coursework components will be provided by the relevant lecturers.

### 5.2. Coursework submission details

Coursework components must be submitted in the manner prescribed by the lecturer by the deadline stated in the Postgraduate Coursework Deadlines document. This is published on Moodle. You may have to fill in a cover sheet, but your lecturer will give you specific instructions if this is necessary.

Students must upload an electronic copy of their work to the online Feedback, Assessment & Submission Electronic Repository (FASer): <http://faser.essex.ac.uk/>. For some modules you will also be expected to submit the hard copy of this work to the module lockers on Level 5 of the STEM building. Your lecturer will let you know if this is necessary.

This is mostly the case for summative coursework (coursework that counts towards the final mark) but for formative coursework there may be less formal submission procedures.

### **5.3 Return of coursework policy**

The return of assessed work should normally be no more than 20 working days. This will be less wherever possible, and this should apply to vacation periods as well as term-time (i.e. coursework handed in at the end of term should be returned at the start of the following term, not four weeks into it). The details of how it will be returned will be announced by individual lecturers. Note that often assignments have to be retained for inspection by External Examiners and quality assurance procedures, but students will have an opportunity to go over their work with a member of the academic staff.

The nature of feedback provided on coursework varies with the character of the assignments concerned. On coursework consisting of tests or solution of examples, in addition to being told the mark they have obtained, students may request to see their scripts afterwards, on which individual comments will have been made. On more elaborate coursework (projects for example, or reports on computer-based investigations), the lecturer or assessor may provide a general report on his or her perception of what was well done and ways in which typical submissions might be improved.

### **5.4 Late coursework policy**

There is a single policy across the University for the late submission of coursework. All coursework submitted after the deadline will receive a mark of zero unless satisfactory evidence is provided of extenuating circumstances that indicate that you were unable to submit the work by the deadline. No extensions will be granted in advance. Please see the website for more information on the policy and process for submitting extenuating circumstances to support a late submission claim.

[www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx](http://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx)

Dissertations or equivalent are not counted as coursework and are therefore not covered by the policy on late submission of coursework. Students can request an extension to submit their dissertation if they find that, due to extenuating circumstances, they will be unable to submit the dissertation by the published deadline.

### **5.7 Essay writing support**

University-wide advice on this may be found at <https://www.essex.ac.uk/students/study-resources/tdc/writing/modules.aspx>.

The University Talent and Development Centre also provides helpful support: <https://www.essex.ac.uk/students/study-resources/tdc/default.aspx>.

### **5.8 Anonymous marking policy**

All coursework which contributes to your final module mark should be marked anonymously where it is practical to do so, where this is not possible, departments will inform you in advance of the assessment task.

[www.essex.ac.uk/quality/university\\_policies/default.asp](http://www.essex.ac.uk/quality/university_policies/default.asp)

## 6. Examinations

### 6.1 Examination regulations

The General Regulations which govern examinations can be found online, namely under Regulations relating to Academic Affairs: [www.essex.ac.uk/governance/regulations](http://www.essex.ac.uk/governance/regulations)

Attendance at examinations is **compulsory**. For exams that are more than an hour long, you will not be allowed to enter the examination room if you arrive later than 55 minutes after the start of the exam. If your exam is only an hour long, you will only be admitted up to ten minutes after the start of the exam.

### 6.2 Access to exam scripts

If you want to see your exam script, you should normally make the request within four weeks of the exam to the department which is responsible for that module. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module *or* give you a copy or summary of the examiners' comments on your performance.

### 6.3 Calculators

If you are allowed to use a calculator in your examinations, the **only** models you are permitted to use are the **Casio FX-83GT PLUS** or the **Casio FX-85GT PLUS**.

The only exception is for certain **Finance** exams that require a **financial** calculator, in which case you may use the **Hewlett Packard 12c** (all variants) or the **Texas Instruments BAII Plus** (including the BAII Plus Professional).

A limited number of Casio calculators will be available to borrow **on the day of your exam** from the Exams Office on a first-come, first-served basis, on production of your registration card. Please note financial calculators will not be available.

### 6.4 General information about exams and examination results

You can find your personalised exam timetable online here - [www.essex.ac.uk/examtimes](http://www.essex.ac.uk/examtimes) the exam timetable will be published on the date shown at [www1.essex.ac.uk/students/exams-and-coursework/dates-and-timetables.aspx](http://www1.essex.ac.uk/students/exams-and-coursework/dates-and-timetables.aspx).

**You must bring your registration card and exam entry form with you to the exam.** You will not be allowed entry without them. Remember to check your exam entry form carefully and contact the Examinations Office if there are any errors.

You can download a guide to examinations and watch a short video here:

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

You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule here: [www.essex.ac.uk/students/exams-and-coursework/schedule.aspx](http://www.essex.ac.uk/students/exams-and-coursework/schedule.aspx)

## 6.5 Anonymous marking policy in examinations

All formal examinations at the University of Essex are marked anonymously.

## 6.6 Reassessment in examinations

You can find information relating to resitting exams at: [www.essex.ac.uk/students/exams-and-coursework/resits.aspx](http://www.essex.ac.uk/students/exams-and-coursework/resits.aspx)

Remember that reassessment in examinations (and coursework) carries a fee.

## 7. Referencing and good academic practice

### 7.1 Why it matters

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 and for help with referencing, visit the library website: [libwww.essex.ac.uk/referencing.htm](http://libwww.essex.ac.uk/referencing.htm)

### 7.2 Guide to referencing

It is very important that you (a) do not represent the work of other people you are using as your own and (b) allow people who want to check up on the details of what you are saying to find the sources of information you have used. Under (a), if you are quoting some other person's words, you must ensure that they are in inverted commas and clearly indicated as a text taken from J. Smith's (or whatever) book. The University has plagiarism detection software (Turnitin) which we run on essays and projects. We do appreciate that in e.g. a pure mathematics project, everyone's definition of a group (say) is essentially identical, and you need not worry too much about giving definitions identical to everyone else: but even if you are writing out a proof of a result based on somebody else's, you should be able to at least somewhat rephrase the ideas in your own words. Remember you should aim for a consistent notation through your work.

Regarding (b), there are various ways of referencing and we do not want to be too dirigiste about imposing a system. However you should ensure that for every source (book, academic paper, website, communication from a supervisor or somebody else, etc.) you give some reference for it, which gives for each source the author(s)' names, the title of the work,



details of where and when published. One good way to do this is to have the various sources listed in your bibliography, preferably in alphabetical order by surname of first author, with numbers next to them, and then refer to these numbers in square brackets in the text. When referring to a particular theorem in a work, be specific - "(see [3], Theorem 20)" rather than just "(see [3])". For example you could have in your bibliography:

[1] R. Albert, H. Jeong, A. Barabási. Diameter of the world wide web. Nature. Vol. 401 (1999), pages 130-131.

[2] A. Barabasi and E. Bonabeau. Scale-free networks. Scientific American. Vol. 288 (2003), pages 50-59.

[3] McGinty, A. <http://www.neasden.ac.uk/mcginty/notesongroupttheory/>

etc. You could then refer to these in your text as follows (e.g.):

We need to investigate the order of the subgroups of  $G$ . By Lagrange's Theorem (see [3], Theorem 12) they divide the order of  $G$ . By ([5], Theorem 25) they cannot be equal to the order of  $G$  divided by 2: thus they are all of order at most the order of  $G$  over 3. Subgroups of order  $|G|/3$  are possible, but those of order  $|G|/6$  are not by ([3], Proposition 44).

We appreciate that often it is hard to attribute an author to a website or similar, use your judgement. If in doubt, talk to your supervisor.

Students are required to reference their sources properly, and failure to do so can lead to an allegation of an academic offence. When submitting any piece of work (e.g. essay, report, dissertation, or thesis) you will be required to acknowledge any assistance received or any use of the work of others.

### 7.3 The University Academic Offences Procedure

Please see section 4.6 and remember that the Academic Offences Procedure applies to all students: [www.essex.ac.uk/about/governance/policies/academic-offences.aspx](http://www.essex.ac.uk/about/governance/policies/academic-offences.aspx).

## Section Three: You Matter

### 8. Practicalities: Getting started and IT matters

#### 8.1 Registration

All new and returning students are required to **register** at the start of each academic year. The process for new students includes activating an IT account, completing Pre-Arrival Online, and attending the University's main registration event.

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

Returning students are required to complete Online Registration. In addition to this, returning students who hold Tier 4 visas are required to complete a document check in person at the University's main registration event.

Returning students: [www.essex.ac.uk/students/course-admin/registration.aspx](http://www.essex.ac.uk/students/course-admin/registration.aspx)

#### 8.1.2 Module enrolment

Students registered on programmes of study leading to a degree may have options to select as part of their course structure. The eNROL system is an online tool to review and select available modules specific to a particular course and year of study. All new and returning students should use the online system prior to the start of each academic year. Returning students will access the system from the April preceding the next academic year. New students will access the system from the end of August. Departments will approve student selections within a few weeks of eNROL use and timetables will take module enrolment into account when planning for the next academic year. Early module enrolment will ensure students know which modules to attend and where the lectures and classes are held.

### 8.1.3 Award documents

As your studies draw to a close, and once your exam board has met, it takes up to five working days for your results to be confirmed. You will be sent an email to inform you when the results are live on a password protected web page. Graduating students will receive a degree certificate at Graduation.

## 8.2 Find Your Way and room numbering system

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

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

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

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

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

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

### 8.3 IT support

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

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

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

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

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

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

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

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

[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. Information on computer lab locations, opening hours, real-time availability, study group pods, software, computer servers and assistive technology please view: [www.essex.ac.uk/it/services/computers-and-software/default.aspx](http://www.essex.ac.uk/it/services/computers-and-software/default.aspx)

## 8.4 Immigration Information

If you are a citizen of a country that is not part of the European Economic Area or Switzerland it is likely that you will require a **visa** to enter or remain in the UK to study. The University must ensure all students hold the right to study in the UK throughout their studies and there are regulations regarding your Immigration status. For Tier 4 students, the Home Office attach conditions to your Tier 4 leave that restrict study, work and access to state benefits, some nationals have to register with the Police. The University has many duties as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 licence. Find out more on the University's website: [www.essex.ac.uk/immigration/](http://www.essex.ac.uk/immigration/) and [www.essex.ac.uk/about/governance/regulations](http://www.essex.ac.uk/about/governance/regulations).

## 8.5 On-campus facilities

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

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

## 8.6 Graduation

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

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

## 9. Skills, Employability and Experience

### 9.1 Employability and Careers Centre

Get valuable, one-to-one advice from careers specialists throughout your time at Essex and beyond. Come and see us or log in to CareerHub+ whether you have one hundred questions or just don't know where to start! We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online services for creating CVs, interview preparation and job vacancies.

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

### 9.2 Learning a Language

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

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

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

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

[www.essex.ac.uk/departments/language-and-linguistics](http://www.essex.ac.uk/departments/language-and-linguistics)

[ecdis@essex.ac.uk](mailto:ecdis@essex.ac.uk)

### 9.3 Talent Development Centre

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

[www.essex.ac.uk/students/study-resources/tdc/](http://www.essex.ac.uk/students/study-resources/tdc/)

### 9.4 CareerHub+

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

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

### 9.5 Frontrunners

Challenge yourself. **Frontrunners** is Essex's unique on-campus work placement scheme for students. You'll get the chance to work on real projects in real workplaces and develop real skills for you to brag about on your CV. You'll get fully trained in your role and you'll get paid for it.

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

## 9.6 Student Ambassadors

Be a Student Ambassador and make a difference to others and make a difference on your CV! Student Ambassadors help to promote the University and higher education. You'll be a valued part of the Student Recruitment and Outreach teams. Keep an eye out for Student Ambassador vacancies on CareerHub+ in January.

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

## 9.7 Volunteering

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

[www.essex.su/vteam](http://www.essex.su/vteam)

## 9.8 Big Essex Award

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

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

## 9.9 Essex Interns

Essex interns create paid internships exclusively for you as an Essex student. They're flexible too; part time during term time or full time in vacations. You can even take part up to three years after you graduate, as part of our Essex graduates support package. Sign up for Essex Interns to kick-start your career.

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

## 10. You Matter: Health, Welfare, Support and Safety

### 10.1 Student Services Hub

If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, the Student Services Hub is the place to go. Ask us about health and well-being, accommodation, money matters and much more. Your questions matter and you'll get answers from our team of experts.

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

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

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

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

### 10.2 Wellbeing, counselling and confidential issues

Your Student Services Hub provides advice, information and support on a range of health and wellbeing issues.

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

### **Money matters**

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.

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

<http://www.essexstudent.com/advice/money/>

## **10.3 Harassment advisory network, dignity and respect**

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

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

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

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

## **10.4 Religion, faith and beliefs**

We're proud of our vibrant and diverse multicultural community and we recognise and support the many different religions and beliefs on campus. The calm, friendly and supportive atmosphere in our Multi-Faith Chaplaincy is a welcoming place for staff, students and the wider community to meet, interact and engage with each other.

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

## **10.5 Nightline**

Established at Essex in 1970, Nightline is a friendly help and support service run by students, for students. We work under strict confidentiality ensuring complete anonymity, and we're always willing to listen. From tea and toast to campbeds, whether you're waiting for a taxi, need a revision break, or just want to chat, pop in or call us.

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

## **10.6 Health and safety on campus**

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

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

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

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

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

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

## **10.7 Residence Life**

Our Residence Life team is here to help you settle in and support you during your time living on campus. Each residents' assistant (RA) is assigned an area and will aim to get to know



you and organise a range of social activities. Plus they can help if you've got any concerns or complaints. Residence Life operates outside of office hours when other University support services are closed.

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

## 10.8 Health Centre

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

[www.rowhedgesurgery.co.uk](http://www.rowhedgesurgery.co.uk)

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

## 10.9 Students' Union Advice

Our SU Advice service offers free, confidential, independent and impartial advice on many issues that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex. You can speak to us about Academic processes and procedures, representation at University meetings, Tier 4 UK visa extensions, housing, complaints, welfare and consumer issues.

[www.essex.su/advice](http://www.essex.su/advice)

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

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

(term time only)

Loughton students – [suaclou@essex.ac.uk](mailto:suaclou@essex.ac.uk), 01206 874034

## 10.10 University Privacy Statement

Under the Data Protection Act 1998, any individuals about whom the University may be holding personal data have the right to access the data that is being held about them. Full details about how this works, and how to request such information are available on the Records Management web pages, see: 'How to access your personal data'.

[www.essex.ac.uk/website-privacy](http://www.essex.ac.uk/website-privacy)

[www.essex.ac.uk/records\\_management/request](http://www.essex.ac.uk/records_management/request)

## Section 4: Essex Matters

### 11. The Essex Experience

#### 11.1 The Essex Student Charter

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

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

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

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

[www.essex.ac.uk/students/study-resources/handbooks/default.aspx](http://www.essex.ac.uk/students/study-resources/handbooks/default.aspx)

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

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

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

<http://blogs.essex.ac.uk/essexspirit/>  
[www.essex.ac.uk/students/new/](http://www.essex.ac.uk/students/new/)

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

[www.facebook.com/uniofessex/](http://www.facebook.com/uniofessex/)  
[https://twitter.com/Uni\\_of\\_Essex](https://twitter.com/Uni_of_Essex)

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

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

## 11.4 Students' Union

We're famous for our **Students' Union** at Essex, and for good reason. Here you're not just a member of a normal Students' Union, you're part of a family. We're here to cheer you on as you walk into exams and to help you absolutely destroy the competition in interviews and land your dream job. The Students' Union is run by students for students, and you have the ability to shape what we do. From suggesting what we serve in our venues, to changing aspects of your course, we are here to represent you and work with you to make amazing things happen. There are opportunities to join 45 different Sports Clubs, to get involved with our BUCS teams which offer a wide individual championships programme of activities taking place across the year and lots of competitions take place on Wednesdays and weekends, or if you don't want to commit to a regular team check out our Just Play programme of activities.

We have 120 existing Societies where you can meet people with similar interests, challenge yourself with something new or, if you can't find what you're looking for, start your own society!

Furthermore, we have our very own letting agency SU Homes designed to offer help and support for students to find off campus accommodation.

Say hello and find out more at [essex.su](http://essex.su)

## 11.5 Alumni

Essex is forever and although your time here will fly by, you'll be part of this place for life. When you graduate, you'll get an alumni card and join a community of 100,000 fellow graduates around the world. We'd love to keep in touch and invite you to our alumni events, networking and volunteering opportunities, as well as offer you special alumni benefits.

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

## 11.6 What comes next?

Choosing to be a **postgraduate research student** at Essex is one of the few decisions in life that's black and white. Our research degrees include PhD, MPhil, MSc, MA and MD, and our culture of world-class research provides an outstanding and supportive environment in which to undertake your research study. If you decide to stay on for further study with us,

you'll have a great opportunity to study a challenging course within a research-intensive and supportive environment. You'll develop knowledge in your chosen area and learn from some of the top academics in the field, while becoming a valued member of our postgraduate community. Explore our courses on our coursefinder, and find out more about the value of being a postgrad.

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

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