

Your studies

DEPARTMENT OF PSYCHOSOCIAL AND PSYCHOANALYTIC STUDIES

Postgraduate research

STUDENT HANDBOOK
2018-19



University of Essex

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1. Introduction and welcome



I would like to offer a warm welcome to all new students this autumn and welcome back all who are returning for another year. I hope you will enjoy your time with the Department of Psychosocial and Psychoanalytic Studies (PPS) and find your studies rewarding and engaging. All the modules and courses we run encourage both learning and personal growth, so you can look forward not only to being intellectually and emotionally stimulated, but also challenged to think about problems in new ways. As people search for individual meaning and ways to find personal, social and political relatedness in a conflicted and uncertain world, the work of our Department is relevant as never before.

The Department provides the setting for a very wide range of courses and modules, from foundation degree to doctoral programmes, and across a multitude of subjects including psychoanalysis, analytical psychology, refugee care, therapeutic care, childhood studies, counselling and management and organisational dynamics. Our research explores theoretical and clinical knowledge, as well as applying these in many different social and cultural settings. You will be tapping into this breadth of interest and expertise and starting to make your own particular contribution to a vibrant and expanding field.

We know you will be busy with your chosen studies, but we hope you will also make broader use of what the Department and the University have to offer. As well as conferences and workshops, the Department holds Open Seminars monthly in term time – these are free talks with invited speakers on a wide range of topics and full details can be found on the Department's [web page](#). We also encourage you to follow your interests and take full advantage of the rich offerings in other departments, and make full use of the University environment and facilities.

All of us at PPS want to help enable you make your time here successful and enjoyable. There are many sources of advice and support available to you, should you require it. Besides your supervisor and the members of your supervisory panel, the members of the Professional Services Team are knowledgeable and helpful about all aspects of Department and University life.

You will have opportunities to let us know how you are experiencing your time here: individually; through the Student Staff Liaison Committee and student satisfaction surveys. It is important for us to have feedback and we take your input seriously and use it to improve our programmes. As Head of Department I will also be available by appointment if you have a specific concern. You can arrange this through Mrs Debbie Stewart in room 4SB.6.2, or by phone (01206 873640) or email ppsdm@essex.ac.uk. Please also feel free to e-mail me direct at cnich@essex.ac.uk. I am always happy to meet with you.

The Handbook

This handbook should be your first resource whenever you have a question. It contains important information that the University and Departmental staff will assume you know.

There are two other very important documents you will need read and become familiar with. The first is the Confidentiality Policy – available on Moodle but we will give you a paper copy too. The second is the module outline for any modules you may be auditing as part of your PhD experience.

Whatever you are studying at the moment, also bear in mind the opportunities for further research opportunities. The handbook contains information on all the Department's activities, and what you cannot find in it, you can follow up on our web pages, at: <https://www.essex.ac.uk/departments/psychosocial-and-psychoanalytic-studies> or on [Moodle](#)

I look forward to seeing you around the Department. Best wishes for your time with us.

Chris Nicholson
Head of Department

About your Student Handbook

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

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

1.1 Term dates, calendar and academic week numbers

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

2018-2019

Autumn term	4 October 2018 – 14 December 2018
Spring term	14 January 2019 – 22 March 2019
Summer term	23 April 2019 – 28 June 2019

2019-2020

Autumn term	3 October 2019 – 13 December 2019
Spring term	13 January 2020 – 20 March 2020
Summer term	20 April 2020 – 26 June 2020

Academic week numbers

The University uses a week numbering system that covers the 52 weeks of a calendar year, beginning with Welcome Week as week 1. Autumn term runs from weeks 2 to 11, spring term from weeks 16-25 and the summer term from weeks 30-39.

1.2 Timetables

Information about teaching timetables – where applicable - and a link to your individual timetable can be found at <http://www.essex.ac.uk/students/course-admin/timetables.aspx>

1.3 Pattern of the academic year

The pattern of your PhD supervision will be unique to you, and hinges largely on your own teaching and learning style as well as the supervisory styles of your supervisor/supervisors. Patterns will also shift depending on where you are at in your research journey. For instance, contact with your supervisor may be less when you are in the midst of writing up, but could intensify as you prepare for submission. We urge you to contact your supervisor/supervisors as soon as possible to gauge their rhythm of work, your preferred level of contact, and to come up with an agreement as to the pattern of your work together. There is, however, a minimum level of contact you can expect from your supervisory experience.

1.4 myEssex

myEssex is the University's student portal. Use it to keep your personal details up-to-date, contact the Student Services Hub and much more. <https://www.essex.ac.uk/myessex/>

1.5 Student responsibilities

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

- Read the documentation provided, including the regulations for your degree, this Code of Practice and details of the departmental supervisory arrangements.
- Attend meetings with your supervisors and Supervisory Panels as arranged, and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- Keep in regular contact with your supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).

- Provide updates on progress as outlined in the Progress and Appeals Procedures for Research Degree Students
<https://www.essex.ac.uk/about/governance/policies>
- Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- Familiarise yourself with the departmental milestones for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at your RSPB which takes place twice a year (or equivalent for part-time students). It's important you review your milestones regularly to ensure you'll be ready to submit your thesis by the required date.
- The relevant 2018 milestones for your course will be available online during the autumn term. If you're struggling to find them please email pgresearch@essex.ac.uk
- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
- Familiarise yourself with the expectations and conventions regarding academic referencing of other people's work.
- Attend any research training and generic skills courses as agreed with your supervisor
- As requested, submit reports on progress to professional practice and research supervisors, Supervisory Panels, or the departmental Research Students' Progress Board.
- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a log book or research portfolio to be signed off by your supervisor.
- Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students' Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.
- Discuss any supervisory problems with your supervisor or the Head of Department. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the Postgraduate Research Education Team to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.
- You must present your thesis for examination by the end of the final term of your minimum period or completion period, depending on your programme of study.
- A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two week period.
- If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree, unless you are permitted an exceptional further period of completion.
- Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.
- Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

2. About our Department

2.1 Meet your Department staff (please note all emails end @essex.ac.uk)

	Room	extension	email
HEAD OF DEPARTMENT			
Dr Chris Nicholson	4SB.6.18	3075	cnich
PROFESSORS			
Professor Matt ffytche (on study leave)			mffytche
Professor Roderick Main	4SB.6.14	4842	rmain
Professor Renos Papadopoulos	4SB.6.12	3558	renos
Professor Andrew Samuels	4SB.6.12	3558	samua
SENIOR LECTURERS			
Sue Kegerreis	4SB.6.16	3263	skeger
Dr Poul Rohleder	4SB.6.13	3962	
Chris Tanner	5.405		ctanne
LECTURERS			
Dr Manuel Batsch			mbatsch
Dr Elena Della Rosa	4SB.6.11	3903	edella
Dr Carolyn Laubender	4SB.6.10		c.laubender
Dr Zibiah Loakthar	4SW.6.22	2921	zl17088
Dr Kevin Lu	4SB.6.9	4971	klu
Annie Moss	4SW.6.22	2921	am17420
Leonardo Nascimento	4SB.6.13	3962	nnasci
Mark Saban	4SW.6.22	2921	msaban
Rodrigo Sánchez Escandón	4SW.6.22	2921	rs18114
Dr Julie Walsh	4SB.6.11	3903	julie.walsh
Dr Jochem Willemsen	4SB.6.11	3903	jawill
EMERITUS PROFESSORS			
Professor Karl Figlio			kfiglio
Professor Bob Hinshelwood			rhinsh
PROFESSIONAL SERVICES STAFF			
	4SB.6.2		
Debbie Stewart – Department Manager		3640	ppsdm
Alison Evans - Student Administrator		4969	ppsug/ppspgr
Jack Parker – Student Administrator <i>Part-time</i>		4172	ppsug
Sarah Smith - Student Administrator		3745	ppspgt/ppspgr
Anne Snowling - Operations Assistant <i>Part-time</i>		4554	pps
Elaine Beattie – Student Administrator (UG Southend) <i>Part-time</i>			ppsugse
Centre for Myth Studies			
Professor Roderick Main (Director)	4SB.6.14	4842	rmain
Centre for Trauma, Asylum and Refugees (CTAR)			
Professor Renos Papadopoulos (Director)	4SB.6.12	3558	renos

Further details about all of our staff can be found at:

<https://www.essex.ac.uk/departments/psychosocial-and-psychoanalytic-studies>

Who to go to if you need help

If you have any queries relating to your department or course of study, please contact your student administrator, email pbspqr@essex.ac.uk or phone 01206 873745 or 01206 874969.

Need to talk?

All members of academic staff are able to meet with students but in the first instance you should liaise directly with your supervisor/co-supervisors. If the matter is of a sensitive nature and related to supervisory arrangements, please contact the Director of Graduate Studies. Alternatively you may contact the Head of Department. Academic support hours will be displayed on their office door or they can be contacted via email.

Office Holders

Head of Department/Senior Tutor	Dr Chris Nicholson
Deputy Head of Department	Sue Kegerreis
Director of Education	Prof Roderick Main (Autumn and Spring) Dr Julie Walsh (Summer)
UG Director	Prof Roderick Main (Autumn and Spring) Sue Kegerreis (Summer)
Director of Graduate Studies	Dr Kevin Lu
PGT Director	Dr Kevin Lu
GTA Co-ordinator	Dr Kevin Lu
Director of Research	Dr Jochem Willemsen
Research Impact Director	Dr Jochem Willemsen
Director of Employability	Mr Chris Tanner
Placements Officer	Sue Kegerreis
LEAP / Progress Officer (CO/SE)	UG Course Leads: Dr Manuel Batsch Dr Carolyn Laubender Annie Moss Dr Julie Walsh Dr Jochem Willemsen
Academic Offences Officer (CO/SE)	
Autumn and Spring terms	Sue Kegerreis, Prof Roderick Main, Dr Jochem Willemsen
Summer Term including Resits and Master's Dissertations:	Sue Kegerreis, Dr Jochem Willemsen Reserve: Dr Chris Nicholson
Academic Offences Committee Nominees	
Autumn and Spring terms	Sue Kegerreis, Prof Roderick Main, Dr Jochem Willemsen
Summer Term including Resits and Master's Dissertations:	Sue Kegerreis, Dr Jochem Willemsen Reserve: Dr Chris Nicholson
Late Submissions Committee	
Autumn and Spring terms	Sue Kegerreis, Professor Roderick Main
Summer	Dr Elena Della Rosa, Sue Kegerreis
Athena Swan	Dr Julie Walsh
DDLO	Annie Moss
Inclusivity Lead	Dr Zibiah Loakthar
Green Impact	Mark Saban
GRC Co-ordinator	Chris Tanner
Open Seminar Convenor	Professor Roderick Main, Dr Julie Walsh (CO) Dr Manuel Batsch (SE)
Social Media Officer	Dr Carolyn Laubender
Study Abroad Officer	Dr Manuel Batsch (SE), Dr Kevin Lu (CO)
Tavistock Link	Sue Kegerreis

2.2 Staff research interests

Dr Manuel Batsch

- Freud's metapsychology
- The connections between the theory and the practice of psychoanalysis
- The writing of psychoanalytic session
- Psychoanalysis and the post-structuralism
- Psychodynamic approaches of depression

Dr Elena Della Rosa

- Psychoanalytic psychotherapy with adolescents
- Young people's relationship and use of mental health services
- Qualitative and process research in psychotherapy
- Psychotherapeutic technique and short term psychoanalytic psychotherapy.

Professor Matt fytche

- The history of psychoanalysis and analytical psychology
- Psychosocial Studies and integrations of psychology with sociology
- Nineteenth-century theories of the unconscious
- German Romantic psychology and philosophy
- Psychoanalysis and critical theory
- Modernist poetry and poetics

Sue Kegerreis

- Child and Adolescent Psychotherapy
- Psychodynamic Counselling with Children and Adolescents
- Applications of Psychodynamic Thinking in non -clinical work
- Organisational Dynamics
- Eating Disorders
- Training issues with Counsellors and Psychotherapists

Dr Carolyn Laubender

- Childhood in the 20th Century
- Feminist & Queer Theory
- Psychoanalysis and Critical Theory/Cultural Studies
- The History and Politics of Clinical Technique
- 19th-20th c. British Novel, and Film

Dr Zibiah Loakthar

- Peoples experiences of seeking refuge from persecution
- Voicing identities: power and belonging
- Diasporic community development
- Psychosocial perspectives on Human Rights
- Therapeutic humanitarian interventions
- Charity sector work, social justice campaigns and ethical conundrums
- The changing nature of the refugee voluntary sector in London
- Oral history, museums and public archives
- Life stories of talking therapists

Dr Kevin Lu

- C. G. Jung, analytical psychology, Jungian and Post-Jungian theory
- Psychoanalytic history, psychohistory, psychobiography and oral history
- Transgenerational transmission of trauma
- Chinese/Vietnamese Diaspora
- Psychology of Religion
- Graphic Novels

Professor Roderick Main

- Historical, philosophical, religious and cultural contexts of the work of C. G. Jung
- Depth psychology (especially Jungian psychology), religion and modernity
- Analytical psychology and society
- Synchronicity
- Myth

Annie Moss

- Psychoanalytic understanding of religious belief
- Psychoanalytic thinking in everyday life
- Psychoanalysis, film and literature
- Organisational dynamics and the workplace

Leonardo Nascimento

- History of Psychoanalysis, Psychology and Psychological Practices
- Epistemology of Psychoanalysis, Psychology and Psychological Practices
- Psychoanalysis and Neuroscience
- Consciousness and Philosophy of Mind

Dr Chris Nicholson

- 'Looked after' children, particularly trauma, transition and leaving care
- Psychodynamic assessment
- Therapeutic communities and group processes
- Robert Graves and modernism
- Psychoanalytic theory and literature

Professor Renos Papadopoulos

- Involuntary dislocation (forced migration), trauma and refugees
- Working with survivors of violence and disasters
- Psychosocial humanitarian interventions
- Psychosocial perspectives on Human Rights
- The interface between Analytical Psychology and systems, family therapy, and culture
- Epistemology of therapeutic endeavours
- Academic and professional interface with Eastern Orthodox Christianity

Dr Poul Rohleder

- Psychoanalysis and sexuality
- Homophobia, heteronormativity and shame
- Psychosocial/psychoanalytic disability studies
- Psychosocial research on marginalised identities
- Psychosocial aspects of HIV
- Qualitative research in psychoanalytic and psychodynamic psychotherapies
- Training issues in psychotherapy

Mark Saban

- The prehistory and early development of analytical psychology
- Psychosocial aspects of analytical psychology
- Philosophical dimensions to psychoanalysis (especially Schelling and Simondon)
- Myth

Professor Andrew Samuels

- Application of psychoanalytic thinking to politics
- Comparative theoretical research in depth psychology
- Political, social and cultural aspects of transference and counter-transference
- The father
- The construction of masculinity;
- The history of Jungian psychology

Rodrigo Sánchez Escandón

- Homelessness
- Substance misuse (drug and alcohol)
- Trauma
- Self harm
- Adult psychotherapy
- Independent school of Psychoanalysis
- Sigmund Freud's life and work

Mr Chris Tanner

- Creating effective learning environments
- Psychoanalytic perspectives on organisational dynamic
- Executive coaching and consultancy practice in organisations
- Leadership development-psychodynamic perspectives
- Compassionate care in health and social care

Dr Julie Walsh

- Psychoanalysis
- Gender & sexuality studies
- Social & cultural theory
- The meeting of psychosocial studies and literature

Dr Jochem Willemsen

- Forensic psychotherapy
- Psychotherapy process research
- Crime, conscience and rehabilitation
- Narrative perspective on (change in) subjectivity
- Lacanian psychoanalysis

2.3 Resources supplied or maintained by the Department

Department Library

We have a small Department library in room 4SB.6.15. All the books have been donated. Books and journals are for reference, and should be used in the library during office hours and when it is available. Information and a searchable database can be found on the [‘Psychosocial and Psychoanalytic Studies – Information for Current Students’](#) Moodle course:

2.4 Location of Department office, opening hours, common room, photocopying

Our location

Department of Psychosocial and Psychoanalytic Studies
Colchester Campus
University of Essex
Wivenhoe Park
Colchester CO4 3SQ

Telephone: 01206 874969

General enquiries: pps@essex.ac.uk

Website: <https://www.essex.ac.uk/departments/psychosocial-and-psychoanalytic-studies>

We are located off Square 4. Use entrance 4SW. Proceed along the corridor to the end and go up one floor to level 6. Turn left at the top of the stairs and the office is the third door on the right. All staff offices are located along the same corridor.

Opening hours

Our Administrative Office (4SB.6.2) is open Monday to Friday 10am-1pm and 2pm-4pm.

Common room

The Department’s common room is located on the floor directly below our offices in room 4SB.5.10. Please ask any of the Department’s administrators for the door code.

Photocopying

If you need to photocopy material in connection with your studies, please use either the Albert Sloman Library or the Copy Centre on Square 4. Additional copying facilities are available during office hours in the Department, where you can purchase a photocopy card from the Department Manager. There are copyright laws which must be adhered to.

2.5 Details of departmental support

Our friendly professional services team are able to provide support and guidance around administrative questions and queries. This may concern locating a University resource, a query about some aspect of your course or extra-curricular events occurring within the Department. They are also able to signpost you to other University services.

2.6 Department policy on the use of smart phones, laptops, tablets, dictionaries

A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student’s academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in

support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of those present. Disabled students who have difficulty with note-taking are encouraged to contact Student Support for further information on when recording is permissible and other access strategies.

2.7 How the Department will communicate with students

You are entitled to free e-mail supplied by the University. Please ensure that you know how to access this. The IT Helpdesk can assist you. You can visit in person at the ground floor of the Silberrad Student Centre, or telephone on extension 2345 (internal) or 01206 872345 from outside the University.

The teaching and office staff will use this method of communication regularly, especially to tell you about last-minute changes in teaching arrangements or to send you other important messages. ***You should check your University e-mail regularly for important information. It is recommended you check it no less than twice a week, but more frequently is better.***

You can arrange for your University emails to be forwarded to your private e-mail address if you prefer.

Further information on your University IT account can be found in section 7.3 of this handbook.

2.8 Information on funding and grants

Research Fund

The Department has a small fund to help our research students with exceptional expenses related to their research. All PGR students registered after October 2012 will be guaranteed a sum of £750 to be used over the course of their studies. If you registered prior to October 2012 please contact our Departmental Manager on ppsdm@essex.ac.uk for advice on the funds available to you. The principle will be 1) whether the expense is exceptional (not fees or ordinary travel expenses, books, photocopying, etc); 2) whether it is essential or very advantageous to your research; 3) whether it adds to the research reputation of the Department, especially its international reputation; 4) whether it enhances your research standing and career prospects. Typically students may request funds to help them attend conferences at which they have had a paper accepted.

We cannot promise to fund all requests, and you must set out your request in writing, with enough detail to make clear how it meets the above criteria, as well as the criteria outlined on the application form (in the section Notes for Information). The Application Form can be found on the ['Psychosocial and Psychoanalytic Studies – Information for Current Students'](#) Moodle course.

3. Learning and Teaching

3.1. Learning, teaching and the nature of doctoral studies

Doctoral research is independent research which is supplemented by your supervisor/supervisory team. Your supervisor is there to provide critical feedback and to provide his/her expertise where possible. Yet in many ways, as the project upon which you are embarking must be, by definition, a unique contribution to knowledge, you will become the expert in your own field. You must, then, take responsibility for your own learning journey and utilize the supervisor and departmental resources to maximize your performance.

There is no formal teaching involved in a PhD unless you are registered for an integrated programme. In some instances, an expectation to audit certain postgraduate taught modules will be made a condition of acceptance. For more information, please speak with both your supervisor and the Director of Graduate Studies.

3.2. What the department expects from its students and what students can expect from the department

See section 3.5 for Supervisors' and Students' Responsibilities

The Director of Graduate Studies and the Research Student Progress Board

The Director of Graduate Studies, or his or her delegate, has overall responsibility for doctoral procedures in the Department. He or she deals with applications, liaises between the Department and the University administration on doctoral matters, and monitors the general progress of doctoral students via the Supervisory Panels. There is also a Departmental Progress Board, chaired by the Director of Graduate Studies. The Progress Board reviews reports from the Supervisory Panels and any other relevant information, and reports to the relevant Dean on the student's progress. It also recommends to the relevant Dean any change in status.

3.3 Information about Moodle

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

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

3.4 Registration, intermitting, changes to studies

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

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

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

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

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online **Change of Mode of Study form**, which will need to be approved by your department and the Dean. You can find the form at: www.essex.ac.uk/esf/ If your request is approved your period of study will be adjusted pro-rata.

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

Periods of study

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

3.5 Supervision

Supervisors' and Students' Responsibilities

The Supervisor

A supervisor is appointed for the duration of the student's registration, and he or she is responsible to the Department and to the University for the student's progress and academic welfare. The duties of the supervisor are:

- To maintain regular contact with the student (keeping the student well-informed in advance of any prolonged absences from the University), and maintain on a standard form a record of dates of meetings with the student, which can be produced later if necessary.
- Students' contact with Supervisors will be regularly monitored by the Department.
- To convene meetings of the Supervisory Panel (at least twice a year for full-time students and once a year for all other students, as well as more frequently when appropriate and/or when determined by the Research Students Progress Board) where appropriate, co-ordinating contact with such associate supervisors as may be appointed.
- To help with the formulation of the problem to be elaborated in the thesis

- To give guidance on the appropriate methodologies to be employed
- To suggest relevant literature to be consulted
- To read and comment on outlines, working and position papers, draft chapters, etc
- To co-ordinate any other supervisory or consultative input to the student's research from other sources, either officially appointed by the University or otherwise.
- To communicate with the Director of Graduate Studies of the Department and through him or her, to submit reports, as required, for example to the Supervisory Panel and Progress Board.
- To provide guidance about the nature and standard of research work expected, and advice on attaining that standard, together with advice on academic practice in the discipline including health and safety and ethical issues.
- To facilitate meetings between the student and other researchers in the field (including opportunities to present work to staff and fellow postgraduates and for attendance and participation in appropriate seminars and conferences).
- To warn and advise students and, as necessary, the Supervisory Panel and the Progress Board where work is not of the appropriate standard and steps which might be taken to remedy the situation or of the supervisor's belief that the standard is unlikely to be achieved.

The Student

The student is expected to abide by Departmental and University regulations. The duties of the student are:

- To meet the requirements set out by the supervisor and supervisory panel with regard to producing outlines, working and position papers, draft chapters, etc, within the agreed time limits.
- To keep the supervisor informed regularly about the development of the research, and of any situation or needs that might affect the student's work.
- To keep the supervisor informed of any substantial changes in the research
- To inform the supervisor of any additional input received from other sources and persons
- To prepare progress reports or other written material for the supervisory panel, and to keep a log of work done, to be discussed each term with the supervisor.
- To keep a record of personal progress, including a copy of the agreed training needs, modules that need to be attended and when they are attended. This may take the form of a log book or research portfolio to be signed off by the supervisor.

Supervision Meetings

Once underway, a supervisor should normally meet with a student three times between supervisory panels. The frequency will vary with the stage of the research and the nature of the research project. Part-time Students should meet with their Supervisors at least once per term and twice per term leading up to a Supervisory Panel meeting.

For Taught Doctorate students there may be less frequent meetings with a nominated member of staff, who will advise on the research proposal, in the first year.

A student or a supervisor may request a meeting at any time, but students should plan their work so that they can meet during term times, or give their supervisor plenty of advance notice if a vacation meeting is going to be necessary. Vacation meetings are more difficult, because supervisors must attend conferences, visit abroad and undertake research activities.

3.6 PGR milestones

Postgraduate Research Milestones are used to ensure you are making sufficient progress during your studies and to keep you on track to submit within the standard period. At each Research Student Progress Board, your progress will be considered against the relevant milestones for your course. Your supervisor will talk you through the relevant milestones, however please ensure you refer to them on a regular basis. The relevant 2018 milestones for your course will be available online during the autumn term. They are accessible on the [‘Psychosocial and Psychoanalytic Studies – Information for Current Students’](#) Moodle course:

All students must familiarise themselves with this document, as it forms the core basis on which progression is determined.

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

Our department seeks to provide a welcoming environment for all students. This ranges from the new PhD facilities we have built for students to the Research Student Forum and Research Student Conference where students are given a safe space to present their work in progress. Our aim is to always provide critical feedback that will propel to higher levels of knowledge and thinking, while being mindful of how this information is being delivered. In those instances where we do not succeed, we have in place robust procedures where students can express their concerns openly and safely. All the relevant information you require is provided in the pages below. If there is something you feel is missing, or if you would like to speak about this further, please do not hesitate to contact the Director of Graduate Studies.

3.7.1 Disability and emotional wellbeing

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

You can find out about the support we offer here:

www.essex.ac.uk/students/contact/help.aspx

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

www.essex.ac.uk/students/disability/funding.aspx

3.7.2 International students

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

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

You can find helpful information here - www.essex.ac.uk/students/new/international/

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

3.8 Student representation

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

You can do this in a number of ways:

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

3.9 Library Services

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

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

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

Your Subject Librarian is Nigel Cochrane – contact him nigelc@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

4. Research Skills Development

4.1 Proficio

Proficio is our innovative professional development scheme for doctoral students, and it's unique to Essex. We believe that your academic and professional development is vital to your growth as a postgraduate research student and so we credit your Proficio account with funds that can be spent on a variety of courses. You can find out more information via <https://www1.essex.ac.uk/students/study-resources/research.aspx> and you can contact the Proficio team at proficio@essex.ac.uk.

Please note that all new students will need to fill out a Training Needs Analysis (TNA) form before your Proficio funds will be released. To access this, please visit: <https://moodle.essex.ac.uk/course/view.php?id=4474>

4.2 University and department specific training events

Student induction

All research students should be provided with an induction programme. As well as a Departmental induction this will also include an Essex wide PGR Welcome and Induction Conference which will cover such topics as “an overview of the PGR lifecycle, making the most of your supervisor, support available to you and Professional Development for PGR students”. During this induction, or within the first three weeks of term, the Director of Graduate Studies should discuss the supervisory documentation and other University and Departmental regulations.

The student also meets with her/his supervisor. Together they devise an overall plan of the research, which includes a) an assessment of training needs and how they will be met; and b) the content, procedures and a tentative timetable for the research. A more detailed plan of the initial phase of the research is drawn up, where tasks are assigned and deadlines set. The Training Needs Analysis (TNA) form is completed online. Training plans will also be discussed during the PGR Welcome and Induction Conference.

It is important to make contact with other researchers in the field and to present your work to academic audiences. It is part of your learning experience to take part in a research culture. This should include presenting work to staff and fellow postgraduates in the Research Student Forum, the Research Student Conference and in seminars and conferences, as well as generally attending and participating in these activities.

All students in PPS are required to present twice during their time at Essex. The presentations can be delivered either as part of the Research Student Forum or the Research Student Conference.

Research Student Forum

The Research Student Forum is a central platform through which the Department seeks to foster critical thinking in our community of PhD students.

The Research Student Forum will take place on Wednesdays in weeks 21, 24 and 32 from 1.30 to 2.45 pm. Whenever possible papers will be pre-circulated.

Students who live within travelling distance are expected to attend every research forum. Distance learners are strongly advised to attend whenever possible. Regular attendance at the Research Forum will allow students to get a broader understanding of the different ways in which a research question can be posed; how best to form arguments in the realm of psychoanalytic studies; what kind of obstacles people find in their research; different disciplinary perspectives on and attitudes to methodology; and how to ask your own critical questions as well as the chance to enter into discussion and to socialise with other research students from the Department.

Students from their second year onwards are expected to apply to present to the Research Forum (application can be made direct to the Director of Graduate Studies, Dr Kevin Lu).

Annual Research Student Conference

The annual conference is a two-day conference, in part co-organised with the students, and is held each year in **week 35**. This academic year it will be **Thursday 30 May and Friday 31 May 2019**. It is dedicated to exploring the state of research in the Department and to furthering critical discussion on all aspects of psychoanalytic studies, theoretical, clinical and applied. **Attendance is required from all students, including Distance Learners and Professional Doctorate students.** The Freud Memorial Lecture takes place during this conference, this year it will be on Thursday 30 May 2019.

Short Course on Research Skills and Psychoanalytic Methodologies

Each year the Department runs a three-day Short Course on Methods and Research Skills. All students are encouraged to attend this in their first year. It covers some basic academic research skills, as well as some questions of methodology for those in the early stages of their research. The programme changes from year to year and students in any year of their studies may attend. Research students will be able to pay for this course using their Proficio funding.

In addition the Department will from time to time set up workshops run by the Department staff or visiting fellows. Please refer to the PPS Events page for more information:

<https://www.essex.ac.uk/events?page=1&organiser=psychosocial-and-psychoanalytic-studies,-department-of>

Auditing MA modules

PhD students may wish to receive extra training on certain areas of their research by auditing MA modules. These might be modules from the Department's own programmes, including those on Psychoanalytic Studies or Jungian and Post-Jungian Studies. But they can also be from other departments, such as Sociology which has a wide range of MA modules on empirical methodologies, and especially quantitative and qualitative research and interviewing techniques. 'Auditing' means one sits in on MA seminars or lectures without undertaking the assessment. There is no charge for auditing an MA module, but application must be made to the convener of the module concerned as there may be limitations on numbers attending particular modules. Further information can be obtained from the module directory at <http://www.essex.ac.uk/modules/Default.aspx>

All PhD students are welcome to audit our PGT pre-session courses. In the first instance, we recommend students audit the course most closely aligned to the theoretical perspective being adopted in their respective theses. Students are welcome to audit any of the other courses so long as these do not conflict with any other commitments or courses on which the student has enrolled. Please contact the Student Administrator to register your interest:

ppspgt@essex.ac.uk

Graduate Teaching Assistants (GTAs) and Demonstrators

The University Senate has approved a Code of Practice on Teaching and Demonstrating by Graduate Students which covers the selection and training of GTAs and Demonstrators as well as teaching duties and departmental arrangements. The Code of Practice is available on the Registry web pages at

<http://www.essex.ac.uk/academic/docs/regs/gstudents.shtm>

Details of any GTA posts that become available will be sent to all PhD students within the Department with details of how to apply for these posts, usually in the Summer term.

A Sub-Committee has been established by Academic Standards Committee to consider all matters relating to GTAs and Demonstrators and its membership includes representatives of both groups.

Advice on Clinical Training

The Department offers a training in psychodynamic counselling, but beyond this there are staff in the Department with knowledge or experience of a wide range of other pathways to a clinical role in psychoanalysis, psychotherapy and analytic psychology. There is a talk every year on issues around clinical trainings which you are welcome to attend, and students wanting advice can also get in touch informally with staff working in the appropriate clinical fields.

4.3 Departmental support or funding for attending conferences

Research Fund

The Department has a small fund to help our research students with exceptional expenses related to their research. All PGR students registered after October 2012 will be guaranteed a sum of £750 to be used over the course of their studies. If you registered prior to October 2012 please contact our Departmental Manager on ppsdm@essex.ac.uk for advice on the funds available to you. The principle will be 1) whether the expense is exceptional (not fees or ordinary travel expenses, books, photocopying, etc.); 2) whether it is essential or very advantageous to your research; 3) whether it adds to the research reputation of the Department, especially its international reputation; 4) whether it enhances your research standing and career prospects. Typically students may request funds to help them attend conferences at which they have had a paper accepted.

We cannot promise to fund all requests, and you must set out your request in writing, with enough detail to make clear how it meets the above criteria, as well as the criteria outlined on the application form (in the section Notes for Information). The Application Form can be found on the [‘Psychosocial and Psychoanalytic Studies – Information for Current Students’](#) Moodle course:

5. Progression and Assessment

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

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

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

The Principal Regulations and the Codes of Practice are extremely important documents that set out both your responsibilities and the responsibilities of the University to you; take time to familiarise yourself with them. They outline the roles and responsibilities of you, your supervisor, your Supervisory Panel and the Research Students' Progress Board.

5.2 Research Student Supervisory Panels

Each student has a supervisory panel which consists of the supervisor and two other members of staff invited by the supervisor in consultation with the student. They may include members of other departments, if appropriate. The supervisory panel meets with the student to consider written work presented by him/her and to plan further research. The purpose of the panel is to assist the supervisor, to widen the range of professional advice available to the student, to monitor student progress and to set out in a report, in discussion with the student, the work expected by the time of the next panel meeting. Other members of the panel may also act as replacement supervisors when the principal supervisor goes on leave.

- The panel must meet twice a year (for full-time students), with more frequent meetings when needed or appropriate. The mid-term panel will be scheduled in late November or early December. The second panel will be held between early May and the end of June.
- Part-time students have one supervisory panel each year. This panel will be held between early May and the end of June.
- Part-time distance learning research students will have their supervisory panel during Research Student week which is held in Week 35.
- Full-time distance learners will have two panels per year. The first panel may be conducted via skype, Adobe Connect or a similar platform. The second panel must be attended in person.

All students have a supervisory panel in May or June. For students not resident in the UK, that meeting takes place in the same week as a range of research student activities, including seminars, the Research Student Conference, as well as other Departmental activities, including the annual Freud Memorial Lecture. The aim of this timing is to allow all research students to attend these events, which they are strongly encouraged to do.

You will be contacted by the Student Administrator to arrange a date for your panel to take place.

5.3 Confirmation of PhD status

PhD students will be registered for a standard minimum period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students will be supervised as PhD students, but PhD status will need to be confirmed by the end of the first full year of study (i.e., the second Panel for both full-time and part-time students). During the Confirmation Panel, the Panel members will review the evidence to confirm whether or not progress and work is at PhD level.

In order to decide whether to confirm PhD status, the supervisory panel will apply the following criteria:

1. The student has completed a review of the secondary literature in the field, established a critical position in relation to it, and identified the major primary and secondary sources to be used.
2. The student has begun examining primary sources and has demonstrated this in a draft chapter(s) of the thesis.
3. The student has adequately formulated the topic and produced a clear outline of the thesis, together with a plan of work for the remainder of the minimum period.
4. The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time.

The supervisory panel will also use the Milestones document to determine whether a student's PhD status may be confirmed.

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

- Confirm PhD status
- Defer a decision to the next Panel
- Downgrade to MPhil
- Discontinuation

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

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

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

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

5.4 Extenuating Circumstances, withdrawing and intermitting

www.essex.ac.uk/students/exams-and-coursework/ext-circ

Extenuating circumstances are circumstances beyond your control which cause your progress to be negatively impacted upon, including performing less well in your coursework or examinations than you might have expected. In general, extenuating circumstances will be of a medical or personal nature that affect you for any significant period of time. Extenuating circumstances deadlines will be issued by the department ahead of the Supervisory Panel.

Professional Doctorate and Integrated PhD students need to ensure that their form is submitted by the postgraduate taught deadline given here in order for it to be considered by the Board of Examiners – <https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx>

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

You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from the Students' Union Advice Centre (www.essexstudent.com/services/advice_centre/) or the Student Services Hub (www.essex.ac.uk/students/contact/default.aspx).

Thinking of leaving or taking a break from your studies?

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

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

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

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

5.5 Marking Policy and re-marking of coursework (Professional Doctorates and Integrated PhD students)

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy/default.asp

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

5.6 Submission of the thesis

Thesis Submission Pre-Examination

All candidates for Masters by Dissertation (MA or MSc), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate must submit two copies of their thesis for examination. Candidates being examined as staff must also submit two copies of their thesis for examination.

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

You should submit to the Silberrad Student Centre:

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

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

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

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

Thesis Submission for Award

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

Thesis Deposit

Detailed thesis deposit instructions to the Repository can be found here:

<http://www.essex.ac.uk/reo/repository/research-thesis.aspx>

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

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

Retention

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

Full details of the requirements for thesis submission can be found at

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

5.7 Examiners and the viva

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

Examiners may recommend one of the following oral examination outcomes:

A. Pass with no corrections or minor typographical/presentational corrections. The candidate makes any corrections prior to submission of the final version of the thesis.

B. Pass with minor corrections to be made within three months. The examiners must provide a list of corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.

C. Pass with major corrections to be made within six months. The examiners must provide a list of corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within six months.

D. Referral for re-examination in up to 12 months. The candidate has not met the requirements for the degree examined but may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

E. Award of a (lower award) with minor corrections to be made within three months. The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of minor corrections. The examiners must provide a list of the corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.

F. Award of a (lower award) with major corrections to be made within six months. The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of major corrections. The examiners must provide a list of the corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within six months.

G. Referral for a (lower award). The candidate has not met the requirements for the degree examined but may resubmit a revised thesis for re-examination for a (lower award). The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

H. Fail. The examiners must provide a clear statement describing the shortcomings of the thesis.

5.8 Appeals, complaints and fitness to practise

If the recommendation of your Research Students' Progress Board is that your degree should be downgraded or your studies discontinued, and you want to appeal, you must do so **within 10 working days** of receiving the formal notification. You must do so in writing on the Form of Appeal which is available online at www.essex.ac.uk/students/exams-and-coursework/ppg/pgf.

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

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

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

Fitness to practise is only applicable to students on certain professional courses (such as nursing or social work). If this applies to you, you will have been told by your department. You can find the full Fitness to Practise procedure online at: www.essex.ac.uk/students/exams-and-coursework/ppg

5.9 Academic Offences Policy

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

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

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

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

5.10 Ethics

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

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

5.11 Department of Psychosocial and Psychoanalytic Studies Confidentiality Policy

A copy of the Department's Confidentiality Policy can be found on the '[Psychosocial and Psychoanalytic Studies – Information for Current Students](#)' Moodle course:

5.12 Risk assessments and health and safety for students carrying out research

For more information, please contact the Research Director (who also oversees research ethics) and the Departmental Manager (who will be able to advise on any risk assessment that needs to take place in relation to your research activities).

6. Referencing and good academic practice

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

Academic integrity is at the heart of what we do in the profession. Acknowledging those perspectives we mobilize to attain our own insights shows – with the utmost transparency – the extent of our own knowledge and vast reading around a particular topic. It also allows those who may wish to challenge our views clear pathways to engage with the relevant material. This, in turn, fosters academic debate and, ultimately, greater knowledge. We should, as academics, be in service to these loftier goals. Any deviance away from these pillars of academic integrity will be dealt with appropriately and swiftly through the relevant channels.

6.2 Where to seek guidance on referencing, links to the relevant referencing scheme and details of any support sessions

To find out about your departmental referencing style (APA) visit the library website: <http://libwww.essex.ac.uk/referencing.htm>

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

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

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

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

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

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

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

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

6.4. Departmental style guide

Please refer to the information found at the following link:

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

6.5. Proofreading policy

Information on the University's Policy and Guidance on Proofreading can be found at:

<http://www.essex.ac.uk/proofreading/policy.aspx>

A register of Proof-readers who have agreed to comply with the University's guidance and protocols can be found at: <https://www.essex.ac.uk/proofreading/restricted/>

6.6 Information about being published

For publishing opportunities within the field, please contact your supervisor, the Research Director and the Director of Graduate Studies.

The Library provides advice on getting accepted by a publisher.

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

6.7 Information relating to intellectual property rights

This note provides guidance for students at the University on the handling of intellectual property rights — that is, copyright and the right of exploitation of inventions. If you are a student at the University, then by default all the rights in work you produce as a student belong to you. This covers written works, artistic works, and recordings. Written works include computer programs, tables and so forth, as well as more obviously 'literary' writings. In particular, you own the intellectual property rights in any Masters or PhD thesis you produce at the University. There may be exceptions to this rule if your work has been sponsored by a commercial organisation. In such cases the University's Research and Enterprise Office helps draw up a contractual agreement with the commercial organisation concerned which will cover any special intellectual property provisions. In the course of your student work you may produce an invention, or part of an invention, which could be commercially exploited. The intellectual property in such an invention belongs to you. However commercial exploitation is difficult and costly to achieve. The University would seek to reach an agreement with you to assist you in exploitation and share the benefits. When you submit a postgraduate research thesis to the University, both the Library and your department have the right to keep a copy. The Library regulations summarise how the University will preserve your rights while providing for academic access to your thesis. You can find the University Regulations governing intellectual property rights under Regulations relating to Academic Affairs, Higher Degree Regulations and Procedures, and Library Regulations. You can find information on respecting other people's intellectual property rights on the University's IPR web pages.

7. Practicalities: Getting Started and IT Matters

7.1 Registration, enrolling and transcripts

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

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

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

7.2 Find Your Way and room numbering system

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

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

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

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

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

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

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

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

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

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

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

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

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

Information on computers and software is available here:

www.essex.ac.uk/it/services/computers-and-software/default.aspx?tab=3

If you need to use a **computer on campus** our computer labs are the perfect place to study or work. Many labs stay open until late and some are open 24/7. For computer lab locations, opening hours and real-time availability visit:

www.essex.ac.uk/it/services/computers-and-software/default.aspx

7.4 Immigration information

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

7.5 On-campus facilities

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

www.essex.ac.uk/students

www.essex.ac.uk/welcome

7.6 Graduation

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

www.essex.ac.uk/students/graduation/default.aspx

8. Skills, Employability and Experience

8.1 Employability and Careers Centre

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

www.essex.ac.uk/careers

8.2 Learning a Language

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

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

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

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

<https://www.essex.ac.uk/departments/language-and-linguistics/ecdis@essex.ac.uk>

8.3 Talent Development Centre

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/

8.4 CareerHub+

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

careerhub.essex.ac.uk/students/login

8.5 Frontrunners

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

www.essex.ac.uk/frontrunners

8.6 Student Ambassadors

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

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

8.7 Volunteering

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

www.essex.su/vteam

8.8 Big Essex Award

The University's **employability award** is a guaranteed way to help you stand out from the crowd, 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

8.9 Essex Interns

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

www.essex.ac.uk/careers/internships

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

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

9.1 Student Services Hub, including contacts for disability, wellbeing, counselling and confidential issues

If you need practical advice, a confidential conversation or general information, no matter what the issue is, our [Student Services Hub](#) is the place to go. Ask us about health and wellbeing, accommodation, money matters and much more. Your questions matter and you'll get answers from our team of experts

Email: askthehub@essex.ac.uk / 01206 874000

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

Money management

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

www.essex.ac.uk/fees-and-funding/money/ / www.essexstudent.com/advice/money/

9.2 Harassment report and support service, dignity and respect

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

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

9.3 Religion, faith and beliefs

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

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

9.4 Nightline

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

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

9.5 Health and safety on campus

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

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

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

www.essexstudent.com/safetybus

www.essex.ac.uk/students/campus/emergency

www.essex.ac.uk/health-safety/fire/peep

9.6 Residence Life

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

www.essex.ac.uk/accommodation/support/reslife

9.7 Health Centre

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

www.rowhedgesurgery.co.uk

www.nhs.uk

9.8 Students' Union Advice

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

Email: suadvice@essex.ac.uk , telephone 01206 874034

9.9 University Privacy Statement

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

www.essex.ac.uk/website-privacy

www.essex.ac.uk/records_management/policies/students.aspx

10. The Essex Experience

10.1 The Essex Student Charter

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

10.2 Freedom of speech policy and the Code of Conduct

For regulations relating to the **Code of Student Conduct**, see the University's website: www.essex.ac.uk/students/study-resources/handbooks/default.aspx
<https://www.essex.ac.uk/governance/regulations>

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

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

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

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

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

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

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

10.4 Students' Union

We're famous for our **Students' Union** at Essex, and for good reason. Here you're not just a member of a normal Students' Union, you're part of a family. We're here to cheer you on as you walk into exams and to help you absolutely destroy the competition in interviews and land your dream job. We've given students the tools to set up over 100 societies for anything they want. And if you're into sport – we run more than 40 sports teams and unlike other Universities ours are free to join. You choose what drinks we serve in our bar and what products we stock in our shops, just write it on the wall and we'll do our absolute best to get it in stock for you ASAP.

Say hello at essex.su

10.5 Alumni

Your time will fly by. But Essex is forever, not just for a few years, and you'll be part of this place for life. When you graduate, you'll get an alumni card, which gets you access to all alumni events, like our popular Sports Weekend, and allows you to keep using the gym and the library, so stay in touch.

alumni.essex.ac.uk/home

10.6 What comes next? Information relating to post-doctoral work

For more information, please contact the Department's Director of Employability and Director of Graduate Studies.

Further information and links

Department of Psychosocial and Psychoanalytic Studies Web Page:

<https://www.essex.ac.uk/departments/psychosocial-and-psychoanalytic-studies>



Department of Psychosocial and Psychoanalytic Studies Facebook page:

<https://www.facebook.com/UoEPsychoanalytic>



Department of Psychosocial and Psychoanalytic Studies LinkedIn group:

<https://www.linkedin.com/in/university-of-essex-psychosocial-and-psychoanalytic-studies-a831348a/>



Department of Psychosocial and Psychoanalytic Studies youtube:

<https://www.youtube.com/playlist?list=PLa44HMm9JnyBit3LrvWI0uSKh-u0rEBD4>