

**Your studies**

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# DEPARTMENT OF PSYCHOSOCIAL AND PSYCHOANALYTIC STUDIES

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Undergraduate  
(Southend Campus)

**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 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 the teaching staff on individual modules and your personal tutor, the members of the Professional Services Team are knowledgeable and helpful about all aspects of Department and University life.

You will have many opportunities to let us know how you are experiencing your time here: individually, in tutorials; through end-of-module evaluations; 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 and Senior Tutor 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](mailto:ppsdm@essex.ac.uk). Please also feel free to e-mail me direct at [cnich@essex.ac.uk](mailto: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, including essay submission procedures, deadlines and rules of assessment.

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 module you take. Take care over this and you will have the best chance of success in the module.

Whatever you are studying at the moment, also bear in mind the opportunities for further study. 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](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.

## 1.1 Term dates, calendar and academic week numbers

### Term dates

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

If you are absent from the University during teaching weeks you should follow the procedure outlined in section 3.14.

### 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 teaching takes place during weeks 2-11, spring term teaching takes place during weeks 16-25 and the summer term runs from weeks 30-39.

## 1.2 Timetables

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

## 1.3 myEssex

*myEssex* is the University's student portal. 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'll miss a lecture or class, contact the Student Services Hub and much more.

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

## 2. About our Department

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

	Room	extension	email
<b>HEAD OF DEPARTMENT</b>			
Dr Chris Nicholson	4SB.6.18	3075	cnich
<b>PROFESSORS</b>			
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
<b>SENIOR LECTURERS</b>			
Sue Kegerreis	4SB.6.16	3263	skeger
Dr Poul Rohleder	4SB.6.13	3962	
Chris Tanner	5.405		ctanne
<b>LECTURERS</b>			
Dr Manuel Batsch	GB.3.54		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	
Dr Julie Walsh	4SB.6.11	3903	julie.walsh
Dr Jochem Willemsen	4SB.6.11	3903	jawill
<b>EMERITUS PROFESSORS</b>			
Professor Karl Figlio			kfiglio
Professor Bob Hinshelwood			rhinsh
<b>PROFESSIONAL SERVICES STAFF</b>			
	<b>4SB.6.2</b>		
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
<b>Centre for Myth Studies</b>			
Professor Roderick Main ( <b>Director</b> )	4SB.6.14	4842	rmain
<b>Centre for Trauma, Asylum and Refugees (CTAR)</b>			
Professor Renos Papadopoulos ( <b>Director</b> )	4SB.6.12	3558	renos



GRADUATE TEACHING ASSISTANTS	email
Anusnigdha	anusni
Martyna Chrzescijanska	mchrze
Camilla Giambonini	clgiam
Greta Kaluzeviciute	gkaluz
Joshua Kennedy	jkenneb
Efsevia Koutantou	ek17276
Thomas Kugler	twkugl
Margot Kuylen	mkuyle
Max Maher	mm16797
Rebecca Reynolds	rareyn
Ekaterina Tarnovskaya	et16065
Debbie Wright	dlswri

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 [ppsugse@essex.ac.uk](mailto:ppsugse@essex.ac.uk), phone 01702 328379 or call in at GB.3.66 at Southend campus (Wednesdays and Fridays only).

or email [ppsug@essex.ac.uk](mailto:ppsug@essex.ac.uk), phone 01206 874969 (full time)

### Need to talk to your tutor?

All members of academic staff are able to meet with students. Academic Support hours will be displayed on their office door or they can be contacted via email.

### Office Holders

<b>Head of Department/Senior Tutor</b>	Dr Chris Nicholson
<b>Deputy Head of Department</b>	Sue Kegerreis
<b>Director of Education</b>	Prof Roderick Main (Autumn and Spring) Dr Julie Walsh (Summer)
<b>UG Director</b>	Prof Roderick Main (Autumn and Spring) Sue Kegerreis (Summer)
<b>Director of Graduate Studies</b>	Dr Kevin Lu
<b>PGT Director</b>	Dr Kevin Lu
<b>GTA Co-ordinator</b>	Dr Kevin Lu
<b>Director of Research</b>	Dr Jochem Willemsen
<b>Research Impact Director</b>	Dr Jochem Willemsen
<b>Director of Employability</b>	Mr Chris Tanner
<b>Placements Officer</b>	Sue Kegerreis
<b>LEAP / Progress Officer (CO/SE)</b>	<b>UG Course Leads:</b> Dr Manuel Batsch Dr Carolyn Laubender Annie Moss Dr Julie Walsh Dr Jochem Willemsen
<b>Academic Offences Officer (CO/SE)</b>	
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

<b>Academic Offences Committee Nominees</b>	
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
<b>Late Submissions Committee</b>	
Autumn and Spring terms	Sue Kegerreis, Professor Roderick Main
Summer	Dr Elena Della Rosa, Sue Kegerreis
<b>Athena Swan</b>	Dr Julie Walsh
<b>DDLO</b>	Annie Moss
<b>Inclusivity Lead</b>	Dr Zibiah Loakthar
<b>Green Impact</b>	Mark Saban
<b>GRC Co-ordinator</b>	Chris Tanner
<b>Open Seminar Convenor</b>	Professor Roderick Main, Dr Julie Walsh (CO) Dr Manuel Batsch (SE)
<b>Social Media Officer</b>	Dr Carolyn Laubender
<b>Study Abroad Officer</b>	Dr Manuel Batsch (SE), Dr Kevin Lu (CO)
<b>Tavistock Link</b>	Sue Kegerreis
<b>UG (UCAS) Admissions Selectors</b>	BA Childhood Studies – Dr Carolyn Laubender BA Psychoanalytic Studies – Dr Julie Walsh BA Therapeutic Care – Dr Manuel Batsch

## Course Leads

### Undergraduate

<b>BA Childhood Studies</b>	<b>Dr Carolyn Laubender</b>
<b>BA Psychoanalytic Studies</b>	<b>Dr Julie Walsh</b>
<b>BA Therapeutic Care</b>	<b>Dr Manuel Batsch</b>
<b>FdA TCTO</b>	<b>Dr Jochem Willemsen</b>
<b>BA TCTO</b>	<b>Annie Moss</b>
<b>Graduate Diploma Psychodynamic Counselling</b>	<b>Sue Kegerreis (Autumn and Spring) Dr Elena Della Rosa (Summer)</b>

### Postgraduate Taught

<b>MA Jungian and Post-Jungian Studies</b>	<b>Dr Kevin Lu</b>
<b>MA Management and Organisational Dynamics</b>	<b>Chris Tanner</b>
<b>MA Psychoanalytic Studies</b>	<b>Leonardo Nascimento</b>
<b>MA Psychodynamic Counselling</b>	<b>Sue Kegerreis and Dr Poul Rohleder</b>
<b>MA Refugee Care</b>	<b>Professor Renos Papadopoulos</b>

### Personal Tutors

<b>Senior Tutor</b>	Dr Chris Nicholson
<b>Personal Tutor</b>	You can find the name of your Personal Tutor by logging in to myEssex.

## **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 ffytche**

- 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 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 Location of Department office, opening hours

### Our locations

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](mailto:pps@essex.ac.uk)

At Southend Campus we have a reception desk on the Third Floor of the Gateway Building. The desk is shared with the Essex Business School. Opening hours are 10.00am-4.00pm on Fridays.

Telephone: 01702 328379

Email: [ppsugse@essex.ac.uk](mailto:ppsugse@essex.ac.uk)

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

## 2.4 Personal tutor information

All undergraduate students are allocated a Personal Tutor. Personal Tutors provide general and academic support to a small group of students, offering opportunities to discuss their academic progress, their transition between years and their progression into the world beyond the University. Your Personal Tutor is someone you can talk to if you have any questions about your course or encounter any difficulties which affect your studies.

You can find the name of your Personal Tutor by logging in to myEssex.

## 2.5 Details of additional 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.

### Peer mentoring scheme

Most new undergraduate students have questions about starting at university - and this is where our peer mentoring initiative can really help. We understand that you might have lots of questions that you'd prefer to ask a more experienced student rather than a staff member.

<https://www1.essex.ac.uk/students/study-resources/mentoring/peer-mentoring/default.aspx>

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

Telephone the IT helpdesk at Colchester campus on 01206 872345.

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 your 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 Departmental prizes

The Department currently awards the following undergraduate prizes:

The **Ba Psychoanalytic Studies/BA Therapeutic Care First Year Student Prize** is awarded for the student who receives the highest overall essay marks in the first year of their degree, and also meets the following conditions: one piece of work must be at 1<sup>st</sup> Class level and the year grade overall must be at least at 2.1 level.

The **Hannah Curtis Prize** is awarded for the best BA Therapeutic Communication and Therapeutic Organisations long essay mark. (PA213, long essay mark not overall module mark).

The **Kegerreis Prize** is awarded to the student with the best overall mark on BA (Hons) Therapeutic Communications and Therapeutic Organisations.

## 3. Learning and Teaching

### 3.1 Brief statement about learning, teaching and independent study

Success on an undergraduate degree programme requires sustained effort on your part throughout the course. It is necessary for you to find and maintain an efficient way of working that suits your abilities and needs. Finding a manageable routine is the key!

You will be provided with tutorials and a variety of learning resources which may include lectures, seminars, groups, workshops and on-line activities as a foundation for your study, and from which you can develop your own unique relationship to the subject.

It cannot be emphasised too strongly that the contact hours with the teaching staff, though crucial to your learning, is only a guide. It is essential that you spend time on your own in order to work through and understand the material you are reading. You must read round the subject in the recommended books and papers and other books you find in the Library. The more you engage with the readings in and out of seminars the better your assignments will be.

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

Staff can reasonably expect that students will:

1. attend all lectures and classes. Absence should be reported by completing the notified absence on myEssex (see section 3.14 'Attendance monitoring (Count-me-in), absence from sessions');
2. complete all key readings prior to the relevant lecture or class.;
3. spend at least 10 hours per week reading and preparing for the module, including class-lecture contact time;
4. participate actively in classes and seminars and honour any commitment to produce work for a class;
5. familiarise themselves with the rules of assessment and the Department's procedures for submitting coursework;
6. complete required coursework on time;
7. ensure that required coursework is clearly expressed, and properly documented (with adequate citations and bibliography).

You can expect clear guidelines on your coursework, well organised teaching and a serious response to your needs of, and complaints about, your modules. You can also expect to be able to contact staff and arrange meetings within a reasonable period of time. Marked work will be returned to students within twenty working days of the submission deadline and feedback should give you a clear idea of strengths and weaknesses. In general, whatever procedures are relevant to any specific situation should be made clear to you on request (progress, appeals, course requirements).



### 3.3 Moodle and FASER

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

	<b>UCAS CODE</b>
BA Childhood Studies	L520
BA Childhood Studies (Including Year Abroad)	L521
BA Childhood Studies (Including Placement Year)	L522
BA Psychoanalytic Studies	C890
BA Psychoanalytic Studies (Including Placement Year)	C89A
BA Psychoanalytic Studies (Including Year Abroad)	C89B
BA Therapeutic Care	C847
BA Therapeutic Care (Including Year Abroad)	C849
FdA Therapeutic Communication and Therapeutic Organisations	LX51
BA Therapeutic Communication and Therapeutic Organisations (top up)	LX5C

## Course structures

### BA Childhood Studies

<b>BA Childhood Studies Year 1</b>			
<b>Module code</b>	<b>Title</b>	<b>Credits</b>	<b>Status in award</b>
PA123-4-AU	Understanding Individuals, Groups and Organisations – an introduction to Psychodynamic Concepts	15	Compulsory
PA130-4-AU	Assignment and Research Writing for Psychoanalytic Studies	15	Compulsory
PA140-4-FY	Introduction to Childhood Studies	30	Core
PA141-4-FY	Perspectives in Child Development	30	Core
PA142-4-FY	Placement Based Observation Skills and Reflective Practice (Childhood Studies)	30	Compulsory

<b>BA Childhood Studies Year 2</b>			
<b>Module code</b>	<b>Title</b>	<b>Credits</b>	<b>Status in award</b>
PA230-5-AU	Professional Practice in Careers with Children	15	Compulsory
PA231-5-SP	Where the Wild Things Are: Children in Literature	15	Compulsory
PA232-5-FY	Infant Observation	30	Core
PA233-5-AU	Developmental Trauma, Autism and ADHD	15	Compulsory
PA234-5-SP	The Social History of Childhood	15	Core
PA235-5-SP	Therapeutic Practice and Responsibility: Statutory Frameworks (Childhood Studies)	15	Core
PA403-5-SP	Psychoanalysis and the Child	15	Compulsory

<b>BA Childhood Studies Year 3</b>			
<b>Module code</b>	<b>Title</b>	<b>Credits</b>	<b>Status in award</b>
PA210-6-AU	Counselling Skills for Therapeutic Work	30	Compulsory
PA330-6-AU	Therapeutic Work in Groups (Childhood Studies)	15	Compulsory
PA331-6-SP	Childhood Wellbeing: Play, Socialisation and Resilience	15	Core
PA332-6-SP	Teaching and Learning with Children: A Psychodynamic Approach	15	Core
PA333-6-FY	Dissertation (Childhood Studies)	30	Compulsory
SC311-6-SP	Children and Young People: Criminology Approaches – Current Debates	15	Compulsory

## BA Psychoanalytic Studies

<b>BA Psychoanalytic Studies Year 1</b>			
<b>Module code</b>	<b>Title</b>	<b>Credits</b>	<b>Status in award</b>
PA108-4-SP	Popular Film, Literature and Television: A Psychoanalytic Approach (Freud and Jung)	15	Compulsory
PA109-4-AU	Sex, Politics and Religion	15	Compulsory
PA123-4-AU	Understanding Individuals, Groups and Organisations – an introduction to Psychodynamic Concepts	15	Compulsory
PA125-4-SP	Child, Adolescent and Adult Development	15	Compulsory
PA208-4-AU	Freud: Mind, Culture and Society	15	Core
PA209-4-SP	The Unconscious: Analytical Psychology, Culture and Society - Jung	15	Core
	Outside options	30	

<b>BA Psychoanalytic Studies Year 2</b>			
<b>Module code</b>	<b>Title</b>	<b>Credits</b>	<b>Status in award</b>
PA401-5-AU	Psychoanalytic Theory: Freud and Object Relations	15	Core
PA402-5-SP	Advanced Jungian and Post-Jungian Approaches	15	Core
PA403-5-SP	Psychoanalysis and the Child	15	Compulsory
PA223-5-AU	Trauma and Recovery: A Psychodynamic Approach	15	Compulsory
PA405-5-AU	Lacanian psychoanalysis	15	Compulsory
PA406-5-SP	Literature and the Unconscious	15	Compulsory
PA325-5-SP	Preparing for my Future	15	Compulsory
	Outside option	15	

<b>BA Psychoanalytic Studies Year 3</b>			
<b>Module code</b>	<b>Title</b>	<b>Credits</b>	<b>Status in award</b>
PA229-6-SP	Organisational Dynamics - Theory	15	Compulsory
PA407-6-FY	Current Debates in Depth Psychology	30	Compulsory
PA408-6-SP	Contemporary Therapeutic Practice	15	Compulsory
PA409-6-FY	Reflective Practice	15	Compulsory
PA987-6-FY	Dissertation	30	Compulsory
	Outside option	15	Compulsory

## BA Therapeutic Care

<b>BA Therapeutic Care Year 1</b>			
<b>Module code</b>	<b>Title</b>	<b>Credits</b>	<b>Status in award</b>
PA123-4-AU	Understanding Individuals, Groups and Organisations – an introduction to Psychodynamic Concepts	15	Core
PA125-4-SP	Child, Adolescent and Adult Development	15	Core
PA126-4-SU	Therapeutic Practice and Statutory Frameworks	15	Compulsory
PA127-4-FY	Work Based Learning for Care	15	Core
PA128-4-FY	Observation Skills and Reflective Practice	30	Core
PA129-4-SP	Therapeutic Work in Groups	15	Core
PA130-4-AU	Assignment and Research Writing for Psychoanalytic Studies	15	Compulsory

<b>BA Therapeutic Care Year 2</b>			
<b>Module code</b>	<b>Title</b>	<b>Credits</b>	<b>Status in award</b>
PA121-5-SU	Critical Analysis of Psychodynamic Theory and Practice	15	Compulsory
PA223-5-AU	Trauma and Recovery: A Psychodynamic Approach	15	Core
PA224-5-FY	Advanced Psychodynamic Observation and Reflective Practice	30	Core
PA225-5-SP	Violence and Projective Processes in Individuals and Society	15	Core
PA226-5-FY	Reflective Practice	15	Core
PA227-5-SP	Work-based Practice	15	Core
PA700-5-AU	Non-Psychodynamic Approaches to Practice	15	Compulsory

<b>BA Therapeutic Care Year 3</b>			
<b>Module code</b>	<b>Title</b>	<b>Credits</b>	<b>Status in award</b>
PA250-6-FY	Reflective Practice and Professional Development	15	Core
PA251-6-AU	Therapeutic Communication Skills	30	Core
PA211-6-SP	Organisational Dynamics	30	Compulsory
PA254-6-FY	Dissertation	30	Core
	One option	15	

## FdA Therapeutic Communication and Therapeutic Organisations

<b>FdA Therapeutic Communication and Therapeutic Organisations Year 1</b>			
<b>Module code</b>	<b>Title</b>	<b>Credits</b>	<b>Status in award</b>
PA123-4-AU	Understanding Individuals, Groups and Organisations – an introduction to Psychodynamic Concepts	15	Core
PA124-4-FY	Introduction to Psychodynamic Observation and Reflective Practice	30	Core
PA125-4-SP	Child, Adolescent and Adult Development	15	Core
PA120-4-FY	Work-based Learning	30	Core
PA119-4-FY or	Theory, Practice and Responsibility (for Child and Adolescent pathway)	30	Compulsory
PA319-4-FY	Theory, Practice and Responsibility (for Adult pathway)		

<b>FdA Therapeutic Communication and Therapeutic Organisations Year 2</b>			
<b>Module code</b>	<b>Title</b>	<b>Credits</b>	<b>Status in award</b>
PA223-5-AU	Trauma and Recovery: A Psychodynamic Approach	15	Core
PA224-5-FY	Advanced Psychodynamic Observation and Reflective Practice	30	Core
PA225-5-SP	Violence and Projective Processes in Individuals and Society	15	Core
PA220-5-FY	Work-based Learning 2	30	Core
PA121-5-SU	Critical Analysis of Psychodynamic Theory and Practice	15	Core
PA219-5-FY or	Theory, Practice and Responsibility (for Child and Adolescent pathway) or	15	Compulsory
PA321-5-FY	Theory, Practice and Responsibility (for Adult pathway)		

## BA Therapeutic Communication and Therapeutic Organisations top up year

<b>Module code</b>	<b>Title</b>	<b>Credits</b>	<b>Status in award</b>
PA210-6-AU	Counselling Skills for Therapeutic Work	30	Core
PA211-6-SP	Organisational Dynamics	30	Core
PA212-6-SU or PA215-6-SU	Mentoring and Supervision Counselling Contexts	15	Compulsory
PA213-6-FY	Long Essay	30	Core
PA214-6-FY	Advanced Work-based Learning	15	Compulsory

### **Programme specifications**

Programme Specifications provide key information, such as the structure and aims of your course, as well as the knowledge and skills you will develop. The relevant Programme Specification for your course and stage of study will be available to you when you log onto either myEssex or eNROL.

### **Learning outcomes**

Your course's learning outcomes are set out in Programme Specifications. They are categorised into knowledge, intellectual, practical and key skills, and are linked to the aims, learning outcomes and assessment on the modules you take. You can measure your progress against the outcomes, for example when reviewing coursework feedback, and they can be used to guide you when undertaking independent study.

You can find a copy of the module map showing how your course learning outcomes are connected to the modules with the programme specification on myEssex. Full module outlines including the learning outcomes specific to that module are available on the relevant Moodle module.

## **3.5 Changing your degree and maximum period of study**

### **Changing your course**

If you are thinking about changing course, we recommend that you speak to someone in your school/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 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/)

### **Maximum period of study**

Undergraduate students have a maximum period in which to complete their studies. This is set at the point at which you register, and is normally the length of your programme plus two additional years. This is to allow some flexibility in cases where you find you must intermit, or you fail a stage of study and must repeat it, or you want to transfer to a new course and must retake a stage of study.

### **3.6 Information about modules including: choices, core, optional, enrolling for modules, the location of the directory, reading lists, changing modules, changing your class.**

Students must attempt 120 credits for each year of study. Students must pass all core modules and at least 90 credits at level 5 (for a Foundation degree) or level 6 (for a BA) in order to be eligible to graduate. Students cannot graduate with more than 30 failed credits in non-core modules during the course of their degree.

Modules are normally categorised as follows:

- Core – must be taken and must be passed;
- Compulsory – must be taken, but some condonement of fails may be possible;
- Optional – you have a choice of which module to take from a designated list.

For a full list of modules please consult the Module Directory: [www.essex.ac.uk/modules/](http://www.essex.ac.uk/modules/)

### **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. It's available in teaching rooms or lecture theatres where you see the sign.

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

### **3.8 Supervision of UG student research and final year capstone projects**

Students will be allocated a long essay or dissertation supervisor. There will be some effort to match your topic with an area of interest or expertise in the supervisor, although this will not always be possible and is not in any case essential: what matters most is that you establish and commit to a productive working relationship with your supervisor.

### **3.9 Essex Abroad, terms abroad and opportunities**

The majority of Essex courses give you the chance to spend a term or year studying abroad. Study abroad is a fantastic opportunity which offers you:

- the ability to present future employers with evidence of your capacity for inter-cultural understanding, self-reliance and independence
- the chance to become immersed in another culture over a sustained period, getting to know a country and its people in a way that you can't as a tourist
- a fresh perspective on the world and your academic discipline
- a chance to experience a different educational system which develops different skills to those focused on in the UK

For further information please visit <https://www1.essex.ac.uk/essexabroad/study/default.aspx>

### **3.10 Placement information**

If relevant to your course, placement information will be published in the relevant course on Moodle.

### **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**

The University is committed to providing equal opportunities for all students regardless of your background, the level and kinds of need you bring, your strengths and weaknesses and 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 made for individual students to support them through their studies. All of this information is provided at greater length within other sections of this handbook.

#### **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/default.aspx](http://www.essex.ac.uk/students/new/international/default.aspx)

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 Committee, 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.

<http://www.essexstudent.com/representation/course reps/>

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

[http://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.

**Student satisfaction surveys** enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance your experience of learning at Essex. The National Student Survey (NSS) for final year students feeds into university league tables. NSS also lets us know how we're doing and where we can make improvements. The survey is run online and you will receive a link to the survey via email. Students not eligible for NSS will be invited to complete the UK Engagement Survey (UKES) which asks about how you spend your time on your course, what kind of learning you've taken part in and your views on your teaching and learning experience.

### 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.

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

Our Southend Campus Library & Learning Hub is located within **The Forum**, and offers a variety of silent and group study areas as well as access to all the resources you need for your studies, either on the shelves of the Library or online via the Library website. You can access computers in the Learning Hub, which is a pleasant and safe environment that is permanently open, with help available from the InfoPoint. You can also use the Albert Sloman Library at our Colchester Campus - and your library card gives you access to all public libraries in Essex.

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

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 Sian Downes – contact her at [sd18974@essex.ac.uk](mailto:sd18974@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.

## 4. Assessment

### 4.1 Rules of Assessment

The Rules of Assessment are used to calculate your results. There is a main set of rules for 3 year and 4 year courses, but some departments also have additional variations which can be found in Appendix A.

<https://www1.essex.ac.uk/students/exams-and-coursework/ppq/ug/default.aspx>

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.

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.

Decisions about your results are made at the meeting of the Board of Examiners at the end of the Summer Term.

The rules cover:

- whether you have passed the modules you have studied and can be awarded credit
- whether you have met the requirements to move on to the next year of your course
- whether you have met the requirements to pass your course, and what classification you will receive
- if you have not passed, what reassessment you could be offered
- if you have not passed, whether you must withdraw from your course, with or without an exit award

#### Marks and degree classification

40	Pass/third class (3)
50	Lower second class (2.2)
60	Upper second class (2.1)
70	First class (1)

Your final degree classification is based upon your marks in year 2 and year 3 (for a three year course). You must meet the requirements for the first year to continue on the course.

#### Core, compulsory and optional modules

To understand the requirements to pass your course, you need to know the status of the modules that you are taking. You can find details of the status of your modules in Section C of your programme specification via [My Essex](#).

Core	You must take this module	Must pass this module. No failure can be permitted.
Compulsory	You must take this module	There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.
Optional	You can choose which module to study	There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.

Most modules in each year must be passed, with only a small number of credits, if any, being allowed to be failed in the degree.

### **What do I need to do to pass my course?**

To understand what you need to do to pass your course you should read the Rules of Assessment webpages; look up the status of the modules you are taking; and see whether there are any additional course requirements by checking any variations for your department (Appendix A under the rules of assessment).

If you are thinking of undertaking a work placement or year abroad, you should check the requirements for these programmes.

### **Exit Awards**

If you decide to withdraw from your course before you finish, or you fail too many credits to be awarded a Bachelor's degree, you may be awarded a qualification at a lower level, if appropriate.

## **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 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 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 SU Advice ([www.essex.ac.uk/su/advice](http://www.essex.ac.uk/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 Re-marking of coursework

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/marking\\_policy](http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_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** is 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 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 here: [www.essex.ac.uk/quality/external\\_examiners/default.asp](http://www.essex.ac.uk/quality/external_examiners/default.asp)

**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, and fitness to practise

**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 the Students' Union Advice Centre.

**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)

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

## 4.6 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 **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 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.

## **4.8 Department of Psychosocial and Psychoanalytic Studies Confidentiality Policy**

The Confidentiality Policy can be found on the [Moodle](#) course 'Psychosocial and Psychoanalytic Studies – Information for Current Students'.

Submissions of coursework that breach the policy, explicitly or implicitly, in the view of the internal assessor/moderator or External Examiner will be penalised. A breach of confidentiality is an offence that will be referred to the Director of Education for investigation and may lead to a fail.

## 5. Coursework

### 5.1 Assignment and essay length and department word count policy

All submitted coursework needs to be within 10% either side of the stated word count. This total does not include the title and the reference list.

You will lose marks if your work is over the upper boundary, as follows:

- Between 10-20% over - 3 marks deducted
- Between 21-30% over - 8 marks deducted
- Over 30% over- 15 marks deducted

You must supply a computer-generated word count.

### 5.2 Coursework submission details (including FASER) and deadlines

Coursework must be submitted electronically via the FASER facility. This is available via your myEssex portal and via the University home page. Please note:

- Essays must be 1.5 line spaced and the font at least 12pt type size.
- Do not put your name on your work or in the file name. Your work is identified by your registration number which is captured electronically. Your work is marked by staff who will not know your registration number, so will not know if any piece of work belongs to a specific student.
- You must supply a computer generated word count on your essays. Do not include the essay/assignment title or reference list in this count.
- You are not required to add a coversheet to your work.
- You must only submit Word (.doc or .docx) or Rich Text format (.rtf) files. Do not submit Microsoft Works (.wps), Open Office (.odt) files or pdfs. If you create a document with Works or Open Office you must convert (file, followed by save as) the file to Rich Text format (.rtf) before submitting to the system.
- All work related to one assignment must be submitted in one file.
- When you log on to FASER you should see a list of all your modules. If a particular module is not listed, please contact the Student Administrator.
- For each of the modules listed, you will be able to store your work-in-progress while you are preparing your assignments. There is provision to indicate that submitted work is a draft version. FASER can act as a backup to your own files and prevents work being lost if your computer crashes. You can add or delete files as often as you wish.
- Read the online instructions very carefully. If you experience any problems, please contact your Student Administrator.
- You DO NOT have to watermark your essay.
- You will automatically receive an email receipt to your University of Essex email address once your work has been successfully submitted. If you do not receive a receipt immediately this may mean you have not submitted correctly. Please try again ensuring that you have submitted to the correct assignment code. Don't submit to the test page by mistake!

#### Deadlines

Log onto FASER to see a list of your modules and the coursework deadlines. Deadlines will also be published on the relevant module outline.



### 5.3 Details of samples of coursework

If available, samples of coursework will be placed on the relevant Moodle course.

### 5.4 Return of coursework policy

Feedback will be available on FASER within twenty working days of your submission deadline. Should you require more detailed feedback on your coursework please contact your Student Administrator who will send the essay back to the marker requesting more detailed feedback.

### 5.5 Late coursework policy

We have a single policy at the University of Essex for the late submission of coursework in Undergraduate courses: All coursework submitted after the deadline will receive a mark of zero. **No extensions will be granted.** A student submitting coursework late will have the University's and department's arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline. Information about how to request that extenuating circumstances relating to late submission of coursework are taken into account is available at:

<http://www.essex.ac.uk/students/exams-and-coursework/late-submission.aspx>

### 5.6 Essay writing support

First year students on FdA Therapeutic Communication and Therapeutic Organisations and on BA Psychoanalytic Studies will be offered a series of five essay writing workshops in the autumn term.

First year students on BA Childhood Studies and BA Therapeutic Care take an essay writing module in their first term; PA130-4-AU, Assignment and Research Writing for Psychoanalytic Studies.

For support on academic literacy visit the Talent Development Centre

<http://www.essex.ac.uk/students/study-resources/tdc/default.aspx>

## 5.7 Anonymous marking in coursework 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)

Effective feedback helps students to understand the mark given for a particular piece of work, and helps students to reflect on their own learning and to achieve better marks in future pieces of work. A variety of methods of providing feedback are used across the University, and departments chose the most appropriate for their courses and modules. The University does not have an institution-wide approach to anonymous marking in coursework. Departments decide whether to use anonymous marking in coursework or not.

This department operates a system of anonymous marking in coursework. The Quality Assurance Agency for Higher Education defines anonymous marking as the 'marking of students' submitted work without their identity being revealed to the person carrying out the marking at the time the work is marked, so that the assessment is unbiased.' Anonymity helps to ensure that conscious or unconscious prejudice does not affect marks, and that each piece of work is judged on its merits and not in relation to the marker's other impressions of a student. Anonymity should not prevent you discussing your work with academic staff, although systems for permitting this may vary depending on factors such as the nature of the exercise.

Please see **section 5.2** on coursework submission for details of how to submit your coursework.

**If you take optional modules outside your home department, you should make sure you are aware of the policy on whether coursework is marked anonymously or not, and how to submit coursework.**

## 5.8 Reassessment in coursework

If the Board of Examiners has required you to complete essays or assignments over the vacation, the Registry will send you a letter by email with further information. Please check your Essex email account regularly once your results have been published. Your Department will send you details of the assignments which you are required to undertake.

## 5.9 Referencing in coursework

Drawing on the wide range of reading you do around your subject area, and demonstrating how you have used this to develop your knowledge and form your own views, is a key aspect of your coursework. It's essential that you reference your source materials so it is clear where the information has come from, and to avoid any misunderstanding over whether you are presenting ideas as your own.

See section 7 of this handbook for information on referencing and where to seek advice.

## 6. Exams

### 6.1 Examination regulations

The General Regulations which govern examinations can be found via the website here, namely under the Regulations relating to Academic Affairs:

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

Attendance at examinations is **compulsory**, and if you do not attend them and do not have extenuating circumstances then you are at risk of being withdrawn. See 'Attendance Monitoring' above for more information about absence. 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 after 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 summer exams and exam results

You can find your personalised exam timetable online at: [www.essex.ac.uk/examtimes/](http://www.essex.ac.uk/examtimes/) The exam timetable will be published on the date shown at <https://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 at:

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

You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule at: [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.

Your Exam Entry form also has your candidate number in large print in the centre of the page. This is the number you should write on your examination scripts.

## **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.

## **6.7 Referencing in examinations**

Please refer to **section 7** Referencing and good academic practice.

## **6.8 Department policy on the use of dictionaries in exams**

Dictionaries may only be used where the rubric of the examination paper permits that a dictionary of a specified type may be used by all students taking the exam. These are normally English language dictionaries with the title in English. Dictionaries of psychoanalysis or other subject dictionaries are not permitted in the examination unless specified on the rubric.

Electronic dictionaries are not permitted in the examinations and if you take one to the examination you will be reported on suspicion of committing an Academic Offence.

## 7. Referencing and good academic practice

### 7.1 Why good academic practice is part of scholarship and why it is important at Essex

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.

You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully. Failure to understand the academic conventions may result in you being found to have committed an academic offence (see section **4.6 Academic Offences Procedure**).

### 7.2 Where to seek guidance on referencing, including links to the relevant referencing scheme and details of support sessions

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

The Talent Development Centre provides online courses and guides to help you fully understand what is required from you. You can find out about the full range of workshops and resources that are available to you by visiting [www.essex.ac.uk/see/tdc](http://www.essex.ac.uk/see/tdc). You can also complete the online Academic Integrity course at [moodle.essex.ac.uk/course](http://moodle.essex.ac.uk/course).

Remember, if you have any questions about referencing you can ask our academic staff, or staff in the Talent Development Centre.

### 7.3 The University Academic Offences Policy

Please see section 4.6 and remember that the Academic Offences Policy 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).

## 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 and graduating undergraduate students also be able to access their electronic HEAR which gives details of all marks obtained during their studies.

Further information can be found at:

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

### 8.2 Find Your Way

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.

[https://findyourway.essex.ac.uk/?project\\_id=2](https://findyourway.essex.ac.uk/?project_id=2)

### 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**:

TF.2.03, Info Point, Learning Hub in Southend, Telephone 01702 32 8341  
Open Monday to Friday 8.30am – 6.00pm

Or telephone the IT Helpdesk at Colchester Campus 01206 872345  
Monday to Thursday 8.30am-6.00pm, Friday 8.30am-5.45pm

Information on computers and software is available here:

[www.essex.ac.uk/it/services/computers-and-software/default.aspx?tab=3](http://www.essex.ac.uk/it/services/computers-and-software/default.aspx?tab=3)

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

[www.essex.ac.uk/it/services/computers-and-software/default.aspx](http://www.essex.ac.uk/it/services/computers-and-software/default.aspx)

## 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

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

## 9. Skills, Employability and Experience

### 9.1 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/)

### 9.2 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)

### 9.3 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)

### 9.4 Career Hub

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

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

### 9.5 Big Essex Award

The University's **employability award** gives you recognition for all your extra-curricular achievements. All of your Big Essex Award activities go onto your Higher Education Achievement Report (HEAR). Get involved and get ahead of the game. Activate your Hear and get started.

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

### 9.6 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)



## 9.7 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 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)

## 9.9 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

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.

### 10.1 Student Services Hub (see also 3.11.1)

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.

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

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

#### 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 can listen and talk you through the issues.

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

### 10.3 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.

Contact details:

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

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

### 10.4 Health Centre

If you're studying on a course for more than six months, you're required to register with a local doctor. You can use the NHS Choices postcode finder to find your nearest doctor.

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

### 10.5 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/accomodation/support/reslife](http://www.essex.ac.uk/accomodation/support/reslife)

## 10.6 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/default.aspx](http://www.essex.ac.uk/students/experience/mfc/default.aspx)

## 10.7 Harassment report and support service, dignity and respect

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

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

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

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

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

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

Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disability 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.aspx](http://www.essex.ac.uk/students/campus/emergency.aspx)

<http://www.essex.ac.uk/health-safety/fire/peep.aspx>

## 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)

## 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 the Code of Conduct

For regulations relating to the **Code of Student Conduct**, see the University's website: [www.essex.ac.uk/students/study-resources/handbooks/default.aspx](http://www.essex.ac.uk/students/study-resources/handbooks/default.aspx)  
[www.essex.ac.uk/governance/regulations](http://www.essex.ac.uk/governance/regulations)

### 11.3 Essex Spirit, social media and What's on?

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/news](http://www.essex.ac.uk/news)

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.

[www.essex.ac.uk/events](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!

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. <http://alumni.essex.ac.uk/home>

## 11.6 What comes next?

Choosing to be a **postgraduate 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/masters](http://www.essex.ac.uk/masters)  
[www.essex.ac.uk/coursefinder](http://www.essex.ac.uk/coursefinder)

Our Department offers a number of postgraduate taught and research degrees:

MA Psychodynamic Counselling  
MA Psychoanalytic Studies  
MA Jungian and Post-Jungian Studies  
MA Refugee Care (jointly with the Tavistock Centre)  
MA Management and Organisational Dynamics (jointly with Essex Business School)  
PhD Psychoanalytic Studies  
PhD Refugee Care  
Taught Doctorate Refugee Care

If you are interested in any of these degrees, please see the Student Administrator who will arrange a meeting for you with the relevant course director.