Welcome from the Head of Department

The Department of Government warmly welcomes both new and returning students to campus for the academic year 2018-19.

We would like to say a big thanks to all of you for making us your academic home. We are deeply committed to making your time in the Department of Government an exciting and rewarding experience. We promise to provide you with the best possible learning environment for accomplishing your personal development and career goals.

The Department of Government has consistently been ranked as the top politics department in the UK. In the 2014 REF, the department was yet again ranked first for its excellence in research, so you will be taught by the very best scholars in the field. The department is also recognized as one of the leading departments in Europe, with a stellar reputation for academic excellence that extends far beyond the European continent.

Equally important, the department places great value on fostering a strong sense of community among all of its members – students, professional services and academic staff. You will see plenty of evidence of this throughout the academic year in the form of invitations to our student-staff conferences, departmental seminars and various social events.

In addition, we have a very active Politics Society that features an exciting program throughout the academic year. The department boasts a welcoming common room with a flat screen TV, free newspapers, couches and refreshments in Room 5B.303, which is open to all students and staff during working hours. We strongly encourage you to make use of these great opportunities and facilities to engage with your fellow department members.

We sustain our academic excellence through a rigorous curriculum with high standards. This requires hard work from you, but also from us. We demand a lot of you throughout your studies in order to prepare you for successful careers after university. At the same time, we expect you to demand a lot from us. The department has a wealth of resources to support your studies, and we encourage you to make use of them.

This handbook is an essential guide to regulations, procedures and organisational issues, and should be your first stop for answers to questions about the department or the university. In addition, you may wish to consult the departmental website (http://www.essex.ac.uk/government) and the university module directory (http://www.essex.ac.uk/modules/). If you cannot find answers to your questions in the handbook or online, you can contact Nicola Rowley or Sallyann West (both at govquery@essex.ac.uk, Room 5B.320), Theresa Crowley (crowtx@essex.ac.uk, Room 5A.206), or the Education Officer UG, Dr Paul Bou-Habib (pbou@essex.ac.uk, Room 5.017).

You should of course also always feel free to talk to me as Head of Department if you have any questions or concerns. The best way to reach me is by e-mail (ezrow@essex.ac.uk). My office is in Room 5B.301, and if my door is open, I encourage you to drop in for a chat.

Welcome again, and all the best for the new academic year!

Professor Lawrence Ezrow, Head of Department
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Section 1. Introduction

About your Student Handbook

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

Other helpful sources of information are available at www.essex.ac.uk/myessex and www.essex.ac.uk/students.

Our friendly departmental staff are also here to help and you can find their contact details in this handbook.

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

1.1 Term dates, calendar and academic week numbers

<table>
<thead>
<tr>
<th>Term</th>
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<tbody>
<tr>
<td>Autumn Term</td>
<td>Monday 1 October 2018 – Friday 14 December 2018</td>
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<tr>
<td>Spring Term</td>
<td>Monday 14 January 2019 – Friday 22 March 2019</td>
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<tr>
<td>Summer Term</td>
<td>Tuesday 23 April 2019 – Friday 28 June 2019</td>
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<tr>
<td>Winter Vacation</td>
<td>Monday 17 December 2018 – Friday 4 January 2019</td>
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<tr>
<td>Spring Vacation</td>
<td>Monday 25 March 2019 – Friday 19 April 2019</td>
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<tr>
<td>Summer Vacation</td>
<td>Monday 1 July 2019 – Friday 27 September 2019</td>
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<td>Easter Bank Holidays</td>
<td>Friday 19 April 2019 and Monday 22 April 2019</td>
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<tr>
<td>Early May Bank Holiday</td>
<td>Monday 6 May 2019</td>
</tr>
<tr>
<td>Spring Bank Holiday</td>
<td>Monday 27 May 2019</td>
</tr>
<tr>
<td>Summer Bank Holiday</td>
<td>Monday 26 August 2019</td>
</tr>
</tbody>
</table>

Calendar and Academic Week Numbers

The university academic calendar for 2018-19 can be found here:

[Academic Calendar 2018-19]

Further information relating to the University’s term dates for students can be found at: https://www.essex.ac.uk/governance/key-dates

1.2 Timetables

Once you have chosen your modules through eNROL (www.essex.ac.uk/enrol/home/home_phase1.asp), you will be able to find your timetable through the myEssex portal (https://www.essex.ac.uk/myessex/). This will show you on a weekly basis what days and times your classes, lectures and seminars are held on and what rooms they are in (the ‘findyourway’ app - http://findyourway.essex.ac.uk/ - provides excellent help with finding rooms).

You may find that you have a clash of classes (e.g. one class has been scheduled to begin on the same day and at the same time as another or, there isn’t enough time to get from one class to another because they overlap). Should this happen, please check the timetable for alternative class options – search by module. Scroll down to the bottom of your timetable; there are two buttons that you can use:
Report a timetable problem – click here to report clashes or any other problem with your timetable. This will be submitted electronically to your student administrator who will be able to request your reallocation if possible. Please check the timetable for the relevant module options before submitting a problem. Lectures and Seminars cannot be moved so if there is only one option, you will need to change to another module, if possible, or rearrange your personal schedule.

Request a class change – if you have commitments that mean you are unable to be here for a class you would request a class change via this button and your request would be sent to the student administrator, who will request to have you reallocated to a different time slot (if it is possible and your reason is valid). Please check the timetable for the relevant module class options before submitting a problem.

If you have any issues with your timetable that are not covered in this section, please don’t hesitate to contact your student administrator.

1.3 myEssex
myEssex is a resource that provides a wealth of academic and support information. You can find your myEssex portal by going to www.essex.ac.uk/myessex/ and logging in with your campus username and password.

2. About the Department of Government

2.1 Academic Staff and Graduate Teaching Assistants

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Lasse Askoven</td>
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<td>T: 01206 876549</td>
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<td>Room: 5.023</td>
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<td>Name</td>
<td>Email</td>
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<td>CISH Co-ordinator</td>
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<td>Professor Han Dorussen</td>
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<tr>
<td>Head of Department</td>
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<tr>
<td>Dr Carolina Garriga</td>
<td>TBC</td>
</tr>
</tbody>
</table>

Room: 5B.308
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
<th>Room</th>
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</thead>
<tbody>
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<tr>
<td>Name</td>
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<tr>
<td>Dr Florian Kern</td>
<td></td>
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<td>Dr Tom Quinn</td>
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<td>01206 872505</td>
<td>5.012</td>
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</tbody>
</table>
Graduate Teaching Assistants

GTAs (Graduate Teaching Assistants) are graduate students who are close to completing their PhDs and are teaching classes under the direction of the Module Supervisor. You will be able to find the names of your confirmed class teachers on your timetable.

Further information on our GTAs can be found here: https://www1.essex.ac.uk/government/staff/Staff.aspx?type=research

For information on individual academic support hours, please refer to the staff member’s webpage: https://www1.essex.ac.uk/government/staff/Staff.aspx?type=academic
2.2 Professional Services Team
The professional services team in the department is your first port of call for any non-academic issues. If they are unable to help directly they will be able to point you in the right direction.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimberley Stockley</td>
<td>Departmental Manager (DM) and provides leadership for the Professional Services Team. Kimberley is accountable to the Head of Department and works closely with the Faculty Manager, the Faculty Support team and central Professional Services.</td>
<td>Office 5B.316 E: <a href="mailto:k.stockley@essex.ac.uk">k.stockley@essex.ac.uk</a> Phone: 01206 872759</td>
</tr>
<tr>
<td>Emma McClelland</td>
<td>Deputy Departmental Manager (DDM) and supports the Department Manager (DM) with all aspects of departmental, course and student administration and deputises for the DM.</td>
<td>Office 5B.322 E: <a href="mailto:ejmcccl@essex.ac.uk">ejmcccl@essex.ac.uk</a> Phone: 01206 872982</td>
</tr>
<tr>
<td>TBC</td>
<td>The Graduate Administrator is responsible for postgraduate taught and postgraduate research students and is the first port of call for any non-academic queries. They deal with all postgraduate admissions, enquiries and administration.</td>
<td>Office: 5B.320 E: <a href="mailto:govtpgq@essex.ac.uk">govtpgq@essex.ac.uk</a> Phone: 01206 872741</td>
</tr>
<tr>
<td>TBC</td>
<td>The Finance Assistant deals with academic queries relating to expenses, research grants and departmental budgets. Please note: they do not deal with Student Loans or Student Finance. For this, please contact the Silberrad Centre.</td>
<td>Office: 5B.320 E: <a href="mailto:govfinance@essex.ac.uk">govfinance@essex.ac.uk</a> Phone: 01206 872757</td>
</tr>
<tr>
<td>Sallyann West</td>
<td>Sallyann is responsible for second and third year undergraduate students and is the first port of call for any non-academic enquiries.</td>
<td>Office: 5B.320 E: <a href="mailto:govquery@essex.ac.uk">govquery@essex.ac.uk</a> Phone: 01206 873011</td>
</tr>
<tr>
<td>Nicola Rowley</td>
<td>Nicola is responsible for first year undergraduate students and is the first port of call for any non-academic enquiries.</td>
<td>Office: 5B.320 E: <a href="mailto:govquery@essex.ac.uk">govquery@essex.ac.uk</a> Phone: 01206 872737</td>
</tr>
</tbody>
</table>

2.3 Departmental Offices
The departmental professional services offices are open at the following times during both term-time and vacation periods:
Monday: 10:00 – 13:00 and 14:00 – 16:00
Tuesday: 10:00 – 13:00 and 14:00 – 16:00
Wednesday: 10:00 – 13:00
Thursday: 10:00 – 13:00 and 14:00 – 16:00
Friday: 10:00 – 13:00 and 14:00 – 16:00

2.4 Departmental Common Room
Our departmental staff and student common room (5B.303) is free for you to use during normal working hours, 9am–4.45pm. We have comfortable couches, tables for working at, a TV and free refreshments. We also have coffee and cake mornings once a term in the common room which are open to all students, so please feel free to come along!

2.5 Senior Tutor and Personal Tutors

2.5.1 Senior Personal Tutor, Study Skills Officer, Departmental Disability Liaison Officer

Dr Theresa Crowley has a number of advisory roles within the Department of Government.

Room: 5A.206
Phone: 01206 873486
Email: crowtx@essex.ac.uk

Dr Crowley is the Senior Personal Tutor in the department. If you are having any issues that are affecting your studies, whether they are academic or personal, Dr Crowley is able to provide guidance. Dr Crowley also provides guidance on change of course, special syllabus requests, intermissions and extenuating circumstances.

Study Skills Officer
Dr Crowley is also the Study Skills Officer for the department and holds one-to-one Study Skills Sessions, covering topics such as how to structure essays and reference correctly (see section 3.7). Dr Crowley posts a timetable of available appointments on her office door which you can sign up to. Alternatively you can email her for an appointment on crowtx@essex.ac.uk.

Departmental Disability Liaison Officer (DDLO)
If you have a disability, medical condition, specific learning or mental health difficulty, there is a network of support for you. As well as a team of specialist advisers based in the Student Support Office, each department has a representative to help you to access your studies; Dr Crowley is this representative in the department.

The DDLO:
- Is a representative in the department who has an awareness of disability issues and the reasonable adjustments which may be required under the Disability Discrimination Act.
- Has knowledge of the subject area you are studying and the structure of the department.
- Can provide advice about the University’s specialist support services.
- Can act as a link between the department and Student Support; you can disclose, or discuss your needs, confidentially to them.
- Can liaise with lecturers if you are worried about talking to them about disability related difficulties.
- Can assist if you feel the reasonable adjustments recommended are not being implemented by the department.
• Is a person you can contact if you are experiencing problems with your academic progress as a result of a permanent or temporary disability, medical condition or specific learning difficulty and who will be able to find out about the options available to you.
• Will listen to your concerns confidentially.

2.5.2 Personal Tutors
Personal Tutors are academic members of staff in the department who oversee a particular group of students:

First Years – Dr Theresa Crowley
Second Years – Professor Natasha Lindstaedt
Third and Final Years – Dr Paul Bou-Habib

You can contact your Personal Tutor to speak about any academic issues you may be experiencing, during their academic support hours. You may also be invited to meetings with your Personal Tutor throughout the academic year.

2.6 Peer Mentors
Peer Mentors are students in their second or final year that are available to answer any questions you may have from a student perspective. They have gone through the process that you are going through so are a really valuable source of information. You should have been allocated a Peer Mentor before you arrived and can meet them during Welcome Week. If you find that you do not have one but you would like a Peer Mentor, please contact Sallyann West (govquery@essex.ac.uk) or any of the below students who would be pleased to guide you.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>About</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Bishop</td>
<td><a href="mailto:jb16377@essex.ac.uk">jb16377@essex.ac.uk</a></td>
<td>Hello! I'm Joseph and am a third year Politics and Human Rights student. Academically, I am most interested in symbolism and identity politics. I'm very responsive, so chuck me an email if you have any problems.</td>
</tr>
<tr>
<td>Jake Clapham</td>
<td><a href="mailto:jc16675@essex.ac.uk">jc16675@essex.ac.uk</a></td>
<td>I am final year BA PPE student</td>
</tr>
<tr>
<td>Roxana Stefania Dumitrescu</td>
<td><a href="mailto:rsdumi@essex.ac.uk">rsdumi@essex.ac.uk</a></td>
<td>I am a final year International Relations student. I am part of the Applied Quantitative Methods Scheme and I am very much interested in data analysis. I am a curious and proactive person and my interests are diverse; from international politics, to art, history, sport, literature and many others. I am always eager to help, if needed!</td>
</tr>
<tr>
<td>Rory Fraser</td>
<td><a href="mailto:rf16334@essex.ac.uk">rf16334@essex.ac.uk</a></td>
<td>I'm a third year International Relations student from the UK. I'm interested in studying democratic institutions as well as teaching young people about politics.</td>
</tr>
<tr>
<td>Hedayatullah Jan Ali</td>
<td><a href="mailto:hj17042@essex.ac.uk">hj17042@essex.ac.uk</a></td>
<td>I am a second year Politics and International Relations student</td>
</tr>
<tr>
<td>Denislava Ivanova</td>
<td><a href="mailto:di17345@essex.ac.uk">di17345@essex.ac.uk</a></td>
<td>My name is Denislava. I am from Bulgaria. I am a second-year student at University of Essex, studying Politics and International relations. I am fluent in German, currently studying Russian and Spanish.</td>
</tr>
<tr>
<td>Name</td>
<td>Email</td>
<td>Bio</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Yik Ching (Lulu) Lam</td>
<td><a href="mailto:y16732@essex.ac.uk">y16732@essex.ac.uk</a></td>
<td>I am a third-year student studying International relations from Hong Kong. I am passionate about my major and have learnt a lot. I would love to share my experiences so if you need help or advice with anything let me know!</td>
</tr>
<tr>
<td>Sanghwa Lee</td>
<td><a href="mailto:sl16434@essex.ac.uk">sl16434@essex.ac.uk</a></td>
<td>Hi, I’m Sanghwa from Korea. I’m friendly and bubbly so easy to talk to! So please feel free to approach me for any help about uni life! I am a BA IR student in my second year.</td>
</tr>
<tr>
<td>Shiobhan Low</td>
<td><a href="mailto:sl16374@essex.ac.uk">sl16374@essex.ac.uk</a></td>
<td>I’m a third-year International Relations student whose primary academic interests lay in environmental conflict and quantitative research methods. When I’m not busy, I enjoy climbing, road cycling, and origami.</td>
</tr>
<tr>
<td>Elena Martin Sierra</td>
<td><a href="mailto:em17295@essex.ac.uk">em17295@essex.ac.uk</a></td>
<td>I am in the second year of a BA PPE course</td>
</tr>
<tr>
<td>Matteo Paravelli</td>
<td><a href="mailto:mparav@essex.ac.uk">mparav@essex.ac.uk</a></td>
<td>I'm a third-year student that studies International Relations. I come from Italy but I spent most my life travelling around the world. During my free time I like to read, play piano and visit museums</td>
</tr>
<tr>
<td>Veselin S Petkov</td>
<td><a href="mailto:vp16777@essex.ac.uk">vp16777@essex.ac.uk</a></td>
<td>I am a third-year International Relations student with fondness of meeting new people, travelling and knowledge. My Essex Spirit consists of eating frozen pizza, debating, contemplating life and many drinks. I would like to help as a Peer Mentor so you could enjoy all of these things!</td>
</tr>
<tr>
<td>Iulia Popescu</td>
<td><a href="mailto:igpope@essex.ac.uk">igpope@essex.ac.uk</a></td>
<td>Hey! I am Iulia and I am in my final year studying International Relations. I enjoy learning new things, hence, I always look forward to participating in different events and activities organized on or off campus!</td>
</tr>
<tr>
<td>Diana Rodriguez Guerrero</td>
<td><a href="mailto:dr16229@essex.ac.uk">dr16229@essex.ac.uk</a></td>
<td>I am from Colombia and I am currently in my third year studying International Relations. I like riding my bike, playing rugby and football. I am willing to help with any questions and doubts that you may have in your first year.</td>
</tr>
<tr>
<td>Neelay Sumaria-Shah</td>
<td><a href="mailto:ns17767@essex.ac.uk">ns17767@essex.ac.uk</a></td>
<td>I am a second year international relations student with an interest in economic policies as well as game theory and American politics</td>
</tr>
</tbody>
</table>

### 2.7 Communicating with students

Academic and Professional Services staff are most likely to use your Essex campus email address to contact you. **Please** check your email regularly and ensure that extra attention is paid to messages regarding exam and coursework results, late coursework submissions, attendance, and meeting requests.

You can contact your Student Administrator by email or telephone and in person during office hours which are detailed under section 2.3 Departmental Offices.
Information and notices are also posted on Moodle under the ‘All Student Handbook & Resources. Please ensure you check this regularly as it will be updated with useful information.

Our Facebook and Twitter pages are regularly updated with news, upcoming events and student opportunities – add us using the info below:

We also post important messages on our departmental notice boards, which are located in the common room and corridors. Keep an eye out for events, important notices and things to note that are pinned up here. If you would like to post any notices on our notice boards or on social media, please contact a member of the professional services team on govquery@essex.ac.uk

2.8 Departmental Prizes
At the end of each academic year, prizes are awarded to the students who have achieved top marks in the department. The prizes for undergraduate students are:

**First Year Undergraduate**
- Best First Year Student
- Best First Year BA Politics Student
- Best First Year International Relations Student
- Best First Year Joint Degree Student Prize

**Second Year Undergraduate**
- The Leatherland Book Prize for the Best Second Year Student

**Third Year Undergraduate**
- The Jean Blondel Prize for the Best Undergraduate Degree Result
- The Oscar Arias Prize for the Best Undergraduate Dissertation
- Book Prize for the Best Joint Degree
- Award for the Best Empirical Dissertation

Prizes are also given at the Annual Student Conference for the best papers presented in each category.

**Section 2: Academic Matters**

3. Learning and Teaching

3.1. Learning, Teaching and Independent Study
The Department of Government aims to help students develop their capacity to think critically, understand key concepts in political science and enhance their ability to apply theoretical constructs to empirical material.

3.2 Expectations
Being a member of the University of Essex means being part of a friendly, inclusive and international academic community, characterised by honesty, respect and pride in diversity. With us, you will be treated fairly and without prejudice and we expect you to treat others in the same way in return.
In the Department of Government students can expect to learn how to construct arguments and supply evidence to support these arguments, and to be taught how to write clearly and in an organised fashion. We aim to help students learn the proper citation methods and how to put together bibliographies and footnotes.

The department expects students to regularly attend classes and lectures and learn proper note taking skills. We expect students to actively participate in class, becoming more comfortable with articulating and debating their thoughts and asking questions. We want students to learn how to present information and arguments succinctly and clearly.

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

3.4 Course Structures and Learning Outcomes for students in their first year in 18-19
Each course involving Politics has its own syllabus; full course details, course structure, aims and learning outcomes are given in the Programme Specifications Catalogue at: www.essex.ac.uk/programmespecs.

Your own course structure can be found in the myStudy section of your myEssex homepage.

Exit awards
The rules of assessment may allow for limited condonement of fails in ‘compulsory’ or ‘optional’ modules, but ‘core’ modules cannot be failed. The status of the module may be different in any exit awards which are available for the course. Exam Boards will consider students’ eligibility for an exit award if they fail the main award or do not complete their studies. A module is given one of the following statuses:

- ‘core’ – meaning it must be taken and passed;
- ‘compulsory’ – meaning it must be taken; or
- ‘optional’ – meaning that students can choose the module from a designated list.

3.5 Changing your degree and maximum period of study
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 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/

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 Modules
All modules in level four (first year) in the Department of Government are 15 credits except for GV100-4-FY which is 30 credits.

In each course structure, there are core, compulsory and optional modules. Core modules are integral to the course and you must take and pass these modules to be able to continue into the next year of study. Compulsory modules supplement the core modules, and again you must take and pass these modules to be able to continue into your next year. However, you do get a choice; usually 60 credits or 4 x 15 credit modules or 2 x 30 credit modules, full year modules in a different department.

To enrol for your modules, you must log into the eNROL system online. You can find this here: www.essex.ac.uk/enrol/home/home_phase1.asp. Once you have logged into the system, you will see your core and compulsory modules clearly displayed and drop-down menus for your optional choices.

If you are not sure which modules you would like to enrol in, you can always check the Module Directory (www.essex.ac.uk/modules/), which provides a comprehensive insight into what each module entails.

A list of all modules, their codes and the Module Supervisor are as follows:

### First Year Undergraduate Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Module supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>GV100-4-FY</td>
<td>Introduction to Politics</td>
<td>Gina Reinhardt</td>
</tr>
<tr>
<td>GV103-4-AU</td>
<td>Introduction to International Relations</td>
<td>Alexandra Hennessy</td>
</tr>
<tr>
<td>GV110-4-AU</td>
<td>Scientific Reasoning for the Social Sciences</td>
<td>Federica Genovese</td>
</tr>
<tr>
<td>GV112-4-SP</td>
<td>Comparative Political Analysis</td>
<td>Lasse Askoven</td>
</tr>
<tr>
<td>GV113-4-SP</td>
<td>Co-operation and Conflict</td>
<td>Han Dorussen</td>
</tr>
<tr>
<td>GV120-4-AU</td>
<td>Politics and Economic Policies</td>
<td>Florian Kern</td>
</tr>
<tr>
<td>GV121-4-SP</td>
<td>Institutions of Democracy</td>
<td>Svenja Krauss</td>
</tr>
<tr>
<td>GV150-4-SP</td>
<td>Politics and Power</td>
<td>Laura Montanaro</td>
</tr>
<tr>
<td>GV151-4-AU</td>
<td>Truth, Justice and the Nature of Politics</td>
<td>Laura Montanaro</td>
</tr>
<tr>
<td>GV163-4-AU</td>
<td>Introduction to United States</td>
<td>Raynee Gutting</td>
</tr>
<tr>
<td>GV711-4-FY</td>
<td>Career Portfolio</td>
<td>Jason Glynos</td>
</tr>
</tbody>
</table>

### Second Year Undergraduate Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Module supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>GV110-5-AU</td>
<td>Scientific Reasoning for the Social Sciences</td>
<td>Federica Genovese</td>
</tr>
<tr>
<td>GV112-5-SP</td>
<td>Comparative Political Analysis</td>
<td>Federica Genovese</td>
</tr>
<tr>
<td>GV120-5-AU</td>
<td>Politics and Economic Policies</td>
<td>Florian Kern</td>
</tr>
<tr>
<td>GV121-5-SP</td>
<td>Institutions of Democracy</td>
<td>Svenja Krauss</td>
</tr>
<tr>
<td>GV202-5-AU</td>
<td>Political Behaviour</td>
<td>Rob Johns</td>
</tr>
<tr>
<td>Course Code</td>
<td>Module Title</td>
<td>Instructor</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>GV203-5-SP</td>
<td>Parties and Elections</td>
<td>Thomas Winzen</td>
</tr>
<tr>
<td>GV204-5-AU</td>
<td>The New British Politics</td>
<td>Tom Quinn</td>
</tr>
<tr>
<td>GV205-5-SP</td>
<td>Measuring Public Opinion</td>
<td>Rob Johns</td>
</tr>
<tr>
<td>GV207-5-AU</td>
<td>Political Analysis: Introduction to OLS</td>
<td>Rob Johns</td>
</tr>
<tr>
<td>GV210-5-AU</td>
<td>Games, Strategy and Politics</td>
<td>Marius Radean</td>
</tr>
<tr>
<td>GV211-5-SP</td>
<td>Violent Non State Actors: Violence, Crime and Conflict</td>
<td>Natasha Ezrow</td>
</tr>
<tr>
<td>GV212-5-AU</td>
<td>International Organisations</td>
<td>Carolina Garriga</td>
</tr>
<tr>
<td>GV213-5-AU</td>
<td>Politics of the Middle East</td>
<td>Natasha Ezrow</td>
</tr>
<tr>
<td>GV214-5-AU</td>
<td>International Relations Theories and Approaches</td>
<td>Natasha Ezrow</td>
</tr>
<tr>
<td>GV215-5-SP</td>
<td>International Politics of the Middle East</td>
<td>Natasha Ezrow</td>
</tr>
<tr>
<td>GV216-5-SP</td>
<td>Development, N.G.Os and Foreign Aid</td>
<td>Natasha Ezrow</td>
</tr>
<tr>
<td>GV217-5-SP</td>
<td>Conflict Analysis</td>
<td>Brian Philipps</td>
</tr>
<tr>
<td>GV218-5-SU</td>
<td>Strategic Non-Violent Action</td>
<td>Brian Philipps</td>
</tr>
<tr>
<td>GV225-5-AU</td>
<td>International Economic Development</td>
<td>Martin Steinwand</td>
</tr>
<tr>
<td>GV241-5-AU</td>
<td>Political Development in Latin America and Africa</td>
<td>Florian Kern</td>
</tr>
<tr>
<td>GV242-5-SP</td>
<td>Political Development in Asia</td>
<td>Natasha Ezrow</td>
</tr>
<tr>
<td>GV250-5-AU</td>
<td>Principles of Social Justice</td>
<td>Paul Bou-Habib</td>
</tr>
<tr>
<td>GV252-5-SP</td>
<td>Discourse, Rhetoric and Power</td>
<td>Savvas Voutyras</td>
</tr>
<tr>
<td>GV254-5-SP</td>
<td>Ethics and Public Policy</td>
<td>James Christensen</td>
</tr>
<tr>
<td>GV261-5-AU</td>
<td>American Presidential System</td>
<td>Jon Slapin</td>
</tr>
<tr>
<td>GV271-5-SP</td>
<td>The European Union: Institutions and Policies</td>
<td>Svenja Krauss</td>
</tr>
<tr>
<td>GV275-5-AU</td>
<td>Pop-Up Module</td>
<td>Natasha Ezrow</td>
</tr>
<tr>
<td>GV275-5-SP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GV711-5-FY</td>
<td>Career Portfolio</td>
<td>Jason Glynos</td>
</tr>
<tr>
<td>GV254-6-SP</td>
<td>Ethics and Public Policy</td>
<td>James Christensen</td>
</tr>
<tr>
<td>GV300-6-FY</td>
<td>Quantitative Political Analysis</td>
<td>Dominik Duell</td>
</tr>
<tr>
<td>GV303-6-SP</td>
<td>Electoral Behaviour</td>
<td>Lasse Askoven</td>
</tr>
<tr>
<td>GV306-6-AU</td>
<td>Future Global Trends</td>
<td>Ismene Gizelis</td>
</tr>
<tr>
<td>GV307-6-FY</td>
<td>Political Economy</td>
<td>Alex Quiroz Flores</td>
</tr>
<tr>
<td>GV312-6-AU</td>
<td>Domestic Politics and International Relations</td>
<td>Martin Steinwand</td>
</tr>
<tr>
<td>GV313-6-FY</td>
<td>Authoritarianism and Corruption</td>
<td>Marius Radean</td>
</tr>
<tr>
<td>GV313-6-AU</td>
<td>Authoritarianism</td>
<td>Marius Radean</td>
</tr>
<tr>
<td>GV313-6-SP</td>
<td>Corruption</td>
<td>Marius Radean</td>
</tr>
<tr>
<td>GV315-6-SP</td>
<td>Political Economy of International Development</td>
<td>Florian Kern</td>
</tr>
<tr>
<td>GV369-6-SP</td>
<td>American Political Institutions</td>
<td>Raynee Gutting</td>
</tr>
<tr>
<td>GV383-6-AU</td>
<td>German Politics</td>
<td>Svenja Krauss</td>
</tr>
<tr>
<td>GV383-6-FY</td>
<td>German Politics</td>
<td>Svenja Krauss</td>
</tr>
<tr>
<td>GV383-6-SP</td>
<td>German Politics</td>
<td>Svenja Krauss</td>
</tr>
<tr>
<td>GV508-6-SP</td>
<td>The Analysis of Conflict and Peace</td>
<td>Martin Steinwand</td>
</tr>
<tr>
<td>GV517-6-AU</td>
<td>International Security Studies</td>
<td>Tobias Böhmetal</td>
</tr>
<tr>
<td>GV517-6-FY</td>
<td>International Security Studies</td>
<td>Tobias Böhmetal</td>
</tr>
<tr>
<td>GV518-6-AU</td>
<td>International Negotiation</td>
<td>Daina Chiba</td>
</tr>
</tbody>
</table>
Reading Lists
Reading Lists (sometimes referred to as a syllabus) outline the teaching, learning, assessment and reading for each module. You should ensure that you obtain the reading list for each module that you are enrolled on.

All undergraduate students can find their reading lists on Moodle https://moodle.essex.ac.uk/

Changing a module
If you enrol on a module and decide it’s really not for you, you can change it until the end of the third week of teaching, week 4. All you need to do is log back on to eNROL and change it. However, if you have difficulties doing this you can contact govquery@essex.ac.uk.

3.7 Study Skills; Academic Writing Support
The Department provides subject-specific study skills/academic writing support that is available for all students, including:

- group sessions to introduce first-year students to coursework management and requirements, as well as academic writing styles and conventions in the study of politics
- one-to-one sessions with the Study Skills Officer (usually 30 minutes)

One-to-one academic writing/study skills appointments are voluntary and are arranged by students themselves simply by signing up on a weekly timetable (although some students may be referred by their class teachers/module supervisors). They focus on academic writing/reasoning and other study skills issues such as time management, planning, referencing and preparing for class tests, presentations and other forms of coursework

- Different kinds of coursework and assessment across first-year modules
- Understanding questions/assignments and designing your response
- Planning, structure, argument and coherence in academic writing
- Adequate referencing, preparing bibliographies & avoiding plagiarism
- Effective, critical and comparative reading of source texts
- Gathering, assessing and presenting evidence and ideas
- Clarity & precision in language, especially analytical and conceptual terminology
- Rewriting & rethinking
- Effective preparation for tests & presentations
Group sessions for first year students are specifically tailored to provide advice and answer questions about coursework assignments in Government modules. Details about the group sessions scheduled for 2018-2019 will be published shortly. Students should attend only one session for each topic:

- Managing coursework: planning, academic writing & referencing
- Academic writing: focus, structure, analysis & argument
- Writing better: feedback, standards & results

The Department’s Study Skills Officer is Dr Theresa Crowley, Room 5A.206, Ext. 3486, email: crowtx@essex.ac.uk – see section 2.5 for further information.

3.8 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

3.9 Supervision of UG Student Research and Final Year Capstone Projects
Students in the Government Department will be expected to participate in the Capstone Project. The capstone project is an original research paper that is accomplished by the student under the supervision of a government staff member.

Government undergraduate students will complete a project for a total of 30 units, initially by attending two workshops in the first year, one workshop in their second year, one workshop in their third year and by participating in a supervised project in their third year. Students are expected to come up with a research question in their second year and to start meeting regularly with their supervisors, who will be assigned over the summer prior to their third year. During their third year, students will start to research and write their projects. Projects should run between 9,000-10,000 words. Students are also encouraged to work in pairs for the final project to promote team building and mutual learning. When working on a joint project, projects should run about 12,000 words.

The capstone project is a unique opportunity for students to gain a variety of skills that are valuable for anyone intending to further their studies at some time in the future. Students will learn the skills of how to put together a well-written, well-conceived and researched dissertation. Students will also learn about taking initiative in their work and gaining self-discipline in setting deadlines and adhering to them. In the process of preparing for and writing the dissertation, students will gain knowledge in a subject matter that they are interested in. They will also be able to pursue their original ideas in depth.

3.10 Essex Abroad
All students have the option to take a four-year undergraduate variation of their course, which includes a year studying abroad. ‘Study Abroad’ is a fantastic opportunity, offering the chance to become immersed in a different culture, providing a new perspective on the world, not to mention an impressive experience to present to future employers.

Study Abroad is available at more than 150 partner institutions in 39 countries worldwide. You will not be charged tuition fees from Essex during your year abroad, and the majority of host universities won’t charge fees either, making it more affordable than you may have thought. Should you wish to find out more information regarding Essex Abroad, you can find their website here: www.essex.ac.uk/essexabroad/default.aspx.

The department’s Study Abroad Officer is Dr Laura Montanaro lmonta@essex.ac.uk.

3.11 Placement Opportunities and the Employability Module

3.11.1 What is a work placement?
A work placement is a period of work experience embedded into your degree. It can vary in length ranging from a few weeks to a whole year. This experience will:

- Help you to develop professional skills sought after by graduate employers.
- Enable you to learn more about a particular sector, company or job role.
- Allow you to apply your academic knowledge in a practical working environment.
- Provide you with ideas for future career pathways.

It is important to gain professional work experience before you graduate. In a recent survey, 50% of graduate recruiters said that:

“Applicants with no previous experience had little chance of being offered a graduate role within their company.” (Source: High Fliers Survey, 2013)

“Up to a third of new graduates are now recruited directly through employers’ work experience Programmes.” (Source: High Fliers Survey, 2015)

Different types of work placements

<table>
<thead>
<tr>
<th>Placement Year (GV834)</th>
<th>A placement equivalent of a year’s academic study (between 30-52 weeks). Your placement will occur between the second and final year of your degree.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement-linked projects (GV836)</td>
<td>A short placement (minimum 150 hours), usually taken during the summer vacation preceding the final year, followed by a research project completed during the final academic year of study.</td>
</tr>
</tbody>
</table>

For more information on work placements visit http://www.essex.ac.uk/careers/placements/default.aspx or contact a member of your Placements Team:

Faculty Placements Team (Room 5.404)
Dörthe Weimann (Placements Manager)
E: dweima@essex.ac.uk T: 01206 873469

3.11.2 The Employability Module
GV711 (Career Portfolio) offers you the opportunity to develop necessary employability, citizenship, and life skills to successfully compete in the graduate labour market after graduation and to make a meaningful contribution to society more generally. By the end of the module every student will have completed a portfolio demonstrating engagement with key employability themes and skills and an understanding of his or her place in the world of work. This module also offers students the chance to reflect critically on how this world of work relates to wider social and political contexts and trends at national and global levels.

GV711 is a non-credit-bearing module that is compulsory for all government students. It differs from other government modules in the sense that it runs throughout the entire period of undergraduate studies.

A wide range of activities and events will be on offer to enable you to satisfy the modules’ core requirements, but you will be given the chance to incorporate additional elements into your portfolio if you so wish (for example, with respect to post-graduate study).

The module will be assessed on a pass/fail basis and this mark will appear on students’ final transcript.
Aims

- To develop a solid understanding of employment and post-graduate opportunities available to Politics students after graduation
- To learn how to access employability opportunities throughout the undergraduate degree cycle
- To encourage personal and critical reflection on and planning of possible career paths
- To develop a range of capacities and skills relevant to employability and critical citizenship

Please see the GV711 module outline for more details regarding syllabus, as well as teaching and assessment methods.

3.12 Inclusive Learning

3.12.1 Disability and emotional wellbeing
The department strongly encourages its students to get support and advice to help stay healthy physically, mentally and emotionally. Whether this is for a disability, long term medical condition, specific learning difficulty or mental health difficulty, we have an open door policy for all students. If you are feeling low, stressed, depressed, anxious or angry, please ensure that you seek assistance sooner rather than later to ensure that adequate support is in place.

Confidentially disclose your difficulty 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

UK students may be eligible for a Disabled Students’ Allowance grant. See our webpages for more information, including application forms and key changes: www.essex.ac.uk/students/disability/funding.aspx

3.12.2 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

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.

3.12.3 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

3.13 Student representation/SSLC/SAMT/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/coursereps/
http://www.essex.ac.uk/quality/student_representation/student_rep.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.

### 3.14 Library Services

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

libwww.essex.ac.uk

The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and how to avoid plagiarism, using reference management software, and evaluating sources. Your Subject Librarian is Sandy Macmillen – contact them at amacmi@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](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)

### 3.15 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

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.

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

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

Log into LEAP via Pocket Essex, My Essex or leap.essex.ac.uk.

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/ppg/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

<table>
<thead>
<tr>
<th>Marks</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Pass/third class (3)</td>
</tr>
<tr>
<td>50</td>
<td>Lower second class (2.2)</td>
</tr>
<tr>
<td>60</td>
<td>Upper second class (2.1)</td>
</tr>
<tr>
<td>70</td>
<td>First class (1)</td>
</tr>
</tbody>
</table>

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.

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

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

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

You will not get extra marks if you submit an extenuating circumstances form. Boards of Examiners use other methods to take into account extenuating circumstances, such as permitting further reassessment opportunities for uncapped marks.
You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from SU Advice (www.essex.su/advice) or the Student Services Hub (www.essex.ac.uk/students/contact/default.aspx).

Thinking of leaving or taking a break from your studies?
You may experience doubts at some point during your studies, if you’re thinking about leaving Essex, we’re here to support you and give you the advice you need to help you make an informed choice.

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

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. 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
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 ofExaminers 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

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

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

You can find the complaints procedure and the forms here: www.essex.ac.uk/see/complaints

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

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
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 - along with the Ethical Approval application form.

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

5. Coursework

5.1 Assignment and Essay Length
Assignment and essay lengths will differ depending on which module you are taking and the required assignment (for example, you may be asked to write a 2,500-3,000 word essay or a 600-800 word summary). All assignment criteria will be listed on each module reading list, so ensure you keep a copy so that you can refer back to it. All deadlines can also be found on the reading lists, on the front page. Deadlines are usually set at 09:45 on the day of your lecture, on a week specified by your Module Supervisor.

5.2 Coursework Submission Details (including FASER) and deadlines
All coursework should be submitted electronically via FASER https://www1.essex.ac.uk/e-learning/tools/faser/default.aspx and should be uploaded in .pdf, .docx or .doc format. Please note that coursework submitted in any other format may not be accessible by our academic staff team, and you may receive a zero for submitting in the wrong format. All coursework should also be uploaded with a coversheet, which is available from Moodle (Resources for Government UG Students).

5.3 Details of Samples of Coursework
Samples of projects are available from your department; please email your enquiry to govquery@essex.ac.uk. These documents can be reviewed in the department meeting room but not taken away permanently. If you require assistance with any other coursework format, please speak to the module supervisor, personal tutor or Dr Crowley.

5.4 Return of marked coursework policy
Coursework marks and feedback will be returned to students electronically on FASER. We aim to upload this information for students three weeks after the original deadline, but please note there may occasionally be a short delay.

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

www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx
FASER will stay open for a period of seven days after the original deadline, should you need to submit your coursework late. You will find the link to the assignment in your “Previous Deadline” menu after the original deadline has passed. You must submit your coursework to FASER as soon as possible during the seven-day lateness period, and then request a Late Submission Form from your student administrator (or download one from the Moodle resources page).

Once you have filled in your Late Submission Form, you will need to e-mail or hand it in to your relevant student administrator, who will then check the form and submit it to the Late Submissions Committee. It is the job of the committee to decide whether your reasons for submitting coursework late are valid, and if so you will be granted a mark for that piece of coursework. If the committee finds that your reasons are not valid, then you will be given a zero.

It is important to note that when submitting a Late Submissions Form, it is always best to provide as much evidence as possible for your late submission i.e. confirmation of medical appointment, screen shot of systems error.

5.6 Essay Writing Support
If you have any questions regarding the content or subject of your assignments, please contact your Module Supervisor in the first instance (their name will be at the top of the relevant Module Syllabus). You can also contact your relevant personal tutor or Dr Crowley for advice and guidance.

The Talent Development Centre can be found in the Silberrad Student Centre. They run workshops and one-to-one sessions to help you improve your academic writing. More details can be found on their website (www.essex.ac.uk/students/study-resources/tdc/contact/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

5.8 Reassessment in Coursework
At the end of the academic year, if you have failed a module, you may be asked to take reassessment in the coursework element. This means that your department will send you questions that you must answer and submit over the summer period. More details of this will be sent to you, should it be relevant

6. Examinations

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

www.essex.ac.uk/governance/re.g.ulations

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 examination results
You can find your personalised exam timetable online at: 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
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

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.

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

7. Referencing and good academic practice

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

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

Referencing is a key academic/scientific skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising).
Referencing allows you to give credit to authors'/researchers' concepts and ideas/ideas and results, demonstrate your breadth of reading and knowledge on a subject, direct readers to your sources, and avoid plagiarism.

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

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

7.2 Where to get help with referencing
As well as the departmental study skills support mentioned in section 3.7, 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 https://www1.essex.ac.uk/students/study-resources/tdc/writing/default.aspx.

To find out about your departmental referencing style and for additional help with referencing, please ensure that you attend the Study Skills session that will be available - see section 3.7.

Additional information is also available on the library website: http://libwww.essex.ac.uk/referencing.htm

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.

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**Section Three: You Matter**

8. Practicalities: Getting started and IT matters

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

New students: www.essex.ac.uk/students/new/registration.aspx

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

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

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

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

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

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

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

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

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.

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

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

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

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

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

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

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

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

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

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

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

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/

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

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

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

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

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

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.
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

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

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

Colchester: askthehub@essex.ac.uk / 01206 874000
Southend: askthehub-sc@essex.ac.uk / 01702 328444
Loughton: askthehub-lc@essex.ac.uk / 020 8508 5983

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

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/

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.
www.essex.su/advice
Colchester students - suadvice@essex.ac.uk, 01206 874034
Southend students – suacsou@essex.ac.uk, 01702 328235
(term time only)
Loughton students – suaclou@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. Our Colchester Campus has its own health centre or you can use the NHS Choices postcode finder to find your nearest doctor.  
www.rowhedgesurgery.co.uk  
www.nhs.uk

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

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

10.7 Harassment advisory network, dignity and respect  
We are Essex. We encourage a culture of dignity and respect. We’re committed to upholding an environment that’s free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our network of trained harassment advisors are on hand to help.  
www.essex.ac.uk/equality  
www.essex.ac.uk/equality/harassment  
www.essex.ac.uk/students/new

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 camp beds, 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

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

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  
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’.
Section 4: Essex Matters

11. The Essex Experience

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

11.2 Code of Conduct incl. Freedom of speech policy
For regulations relating to the Code of Student Conduct, see the University’s website:

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.

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

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

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

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

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

Say hello and find out more at essex.su

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

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 course finder, and find out more about the value of
being a postgrad.
www.essex.ac.uk/masters
www.essex.ac.uk/coursefinder