Section 1: Introduction

1. Introduction and welcome (completed by department apart from 1.6)
   1.1 Term dates, calendar and academic week numbers
   1.2 Timetables
   1.3 Pattern of the academic year
   1.4 Study leave and reading week
   1.5 Link to myEssex
   1.6 Student responsibilities
   1.7 Course costs in addition to tuition fees

2. About [Department/Centre/School] (completed by department)
   2.1 Details of academic staff/GTAs including contact details and office hours
   2.2 Details of administrative staff
   2.3 Resources supplied or maintained by the department such as departmental library, labs, computer labs.
   2.4 Location of departmental office, opening hours, common rooms, noticeboards, photocopying.
   2.5 Details of departmental support and the supervisor.
   2.6 Departmental policy on the use of smart phones, laptops, tablets, dictionaries, calculators (if relevant)
   2.7 Details of how the department will communicate with students (if by email, cross reference with 8.3)
   2.8 Information on funding and grants (if relevant)
   2.9 Departmental prizes (if relevant)

Section 2: Academic Matters

3. Learning and Teaching (completed by department except 3.3, 3.5, 3.8.1/2/3, 3.9, 3.10)
   3.1 Brief statement about learning, teaching and the nature of doctoral studies. (Relevant QAA weblinks will be provided).
   3.2 What the department expects from its students and what students can expect from the department
   3.3 Information about Moodle and FASer
   3.4 Registration, absence and intermitting, and maximum period of study
   3.5 Supervision
   3.6 PGR milestones.
   3.7 Summary of how the department offers an inclusive learning experience, ensures the quality of opportunities and responds to the diverse needs of students
      3.7.1 Disability and emotional wellbeing (cross reference with 9.1)
      3.7.2 International students (cross reference with 7.4)
      3.7.3 Mature and part-time students
   3.8 Student representation.
   3.9 Library services
   3.10 Placement information, including information about any Professional, Statutory, and Regulatory Body (if relevant) (cross reference with 9)

4. Research Skills Development (completed by department except 4.1)
   4.1 Proficio
   4.2 University and department specific training events
   4.3 Details of any departmental support or funding for attending conferences (if relevant)
5. **Assessment** (supplied by CER/Academic Section) (except 5.9, departments are asked to provide this information where applicable)

5.1 Principal Regulations for Research Degrees and the Code of Practice for Research Degrees
5.2 Extenuating circumstances, intermitting and withdrawing
5.3 Marking Policy and re-marking of coursework (for taught components)
5.4 Submission of the thesis
5.5 Examiners and the viva
5.6 Appeals, complaints and fitness to practice
5.7 Academic offences policy (*cross reference with 6*)
5.8 Ethics
5.9 Risk assessments and health and safety for students carrying out research

6. **Referencing and good academic practice** (completed by department apart from 6.3)

6.1 Statement on why good academic practice is part of scholarship and why it is important at Essex
6.2 Information about where to seek guidance on referencing, including links to the relevant referencing scheme and details of any support sessions if relevant
6.3 Information relating to the University’s policy on plagiarism and academic offenses (*cross reference with 5.5*)
6.4 Department style guide (may also be included as an appendix)
6.5 Proofreading policy
6.6 Information about being published
6.7 Information relating to intellectual property rights.

**Section Three: You Matter**

7. **Practicalities: Getting Started and IT Matters** (supplied by CER/Academic Section)

7.1 Registration, enrolling and transcripts
7.2 Find Your Way and room numbering system
7.3 IT support and information
7.4 Immigration information
7.5 On campus facilities, such as printing services, lab opening times for example, include link to essex.ac.uk/students
7.6 Graduation

8. **Skills, Employability and Experience** (supplied by CER/Academic Section)

8.1 Employability and Careers Centre
8.2 Learning a Language
8.3 Talent Development Centre
8.4 CareerHub+
8.5 Frontrunners
8.6 Student Ambassadors
8.7 Volunteering
8.8 Big Essex Award
8.9 Essex Interns


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1 This should be specific to campus. If the department’s provision is spread over more than one campus, appropriate variants should be included.
9.1 Student Services Hub, including contacts for disability, wellbeing, counselling and confidential issues
9.2 Harassment report and support service, dignity and respect
9.3 Faith groups
9.4 Nightline
9.5 Health and safety on campus, including personal evacuation plans and campus security details such as the shuttle bus
9.6 Residents Life
9.7 Health Centre
9.8 Student Union Advice Centre
9.9 University Privacy Statement

Section 4: Essex Matters

10. The Essex Experience (supplied by CER/Academic Section except 10.6)
10.1 The Essex Charter
10.2 Freedom of speech policy and the Code of Conduct – terms and conditions booklet for 2016/17
10.3 Essex Spirit, social media and other channels of communication with students
10.4 The Students’ Union
10.5 Alumni
10.6 What comes next? Information relating to post-doctoral work.

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2 This should be specific to campus. If the department’s provision is spread over more than one campus, appropriate variants should be included.
About your Student Handbook

This handbook gives you essential information about your Department of Mathematical Sciences 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.

Section One: Introduction

1. Introduction and Welcome

Welcome from the Graduate Director

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

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

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

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

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

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

Dr Hongsheng Dai
Department of Mathematical Sciences

1.1 Term dates, calendar and academic week numbers
<table>
<thead>
<tr>
<th>Week No</th>
<th>Description</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tr>
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<td>07-May</td>
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</table>

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

Please note Examination and Graduation dates may be subject to change.
1.2 Timetables

You can access the Departmental Teaching Timetable here: https://www1.essex.ac.uk/depttimetables/

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

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

myEssex is your online account. Use it to keep your personal details up to date, see how you’re doing on your course, contact the Student Services Hub, and much more: https://www.essex.ac.uk/myessex/

1.3 Student responsibilities

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

- Read the documentation provided, including the regulations for your degree, this Code of Practice and details of the departmental supervisory arrangements.

- Attend meetings with your supervisors and Supervisory Panels as arranged, and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.

- Keep in regular contact with your supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).

- Provide updates on progress as outlined in the Progress and Appeals Procedures for Research Degree Students

- Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.

- Postgraduate Research Milestones are used to ensure you are making sufficient progress during your studies and to keep you on track to submit within the standard period. At each Research Student Progress Board, your progress will be considered against the relevant milestones for your course. Your supervisor will talk you through the relevant milestones, however please ensure you refer to them on a regular basis. The relevant 2018 milestones for your course will be available online during the autumn term. If you’re struggling to find them please email pgresearch@essex.ac.uk

- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
• Familiarise yourself with the expectations and conventions regarding academic referencing other people’s work.

• Attend any research training and generic skills courses as agreed with your supervisor

• As requested, submit reports on progress to professional practice and research supervisors, Supervisory Panels, , or the departmental Research Students’ Progress Board.

• Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a log book or research portfolio to be signed off by your supervisor.

• Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students’ Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.

• Discuss any supervisory problems with your supervisor or the Head of Department. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the Postgraduate Research Education Team to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.

• You must present your thesis for examination by the end of the final term of your minimum period or completion period, depending on your programme of study. A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two week period.

• If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree, unless you are permitted an exceptional further period of completion.

• Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.

• Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

In addition to the above requirements, Professional Doctorate students should

• Attend lectures and seminars for taught modules and attend meetings with their professional practice supervisor.

• Complete the work required for your taught modules

• Maintain a professional practice portfolio which forms part of the assessment for the degree.
A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted, an extension, you will not be expected to register or pay the prescribed fee for that two week period.

If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree unless you are permitted an exceptional further period of completion.

Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.

Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

2. About the Department of Mathematical Sciences

2.1 Meet your Departmental Staff

<table>
<thead>
<tr>
<th>Key Departmental Contacts</th>
<th>Email</th>
<th>Room</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td><strong>Head of Department</strong></td>
<td></td>
<td></td>
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<tr>
<td>Professor Berthold Lausen</td>
<td>blausen</td>
<td>STEM 5.5</td>
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<tr>
<td><strong>Department Manager</strong></td>
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<tr>
<td>Claire Watts</td>
<td>cmwatts</td>
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<td><strong>Deputy Department Manager</strong></td>
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<td>Julie Peirson</td>
<td>juliep</td>
<td>STEM 5.3</td>
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<td><strong>Graduate Administrator</strong></td>
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<td>Chrissy Brown</td>
<td>c.brown</td>
<td>STEM 5.2</td>
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<td>Gemma Hopton (Mon - Wed)</td>
<td>g.hopton</td>
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<td>Karen Waddy (Wed - Fri)</td>
<td>kewadd</td>
<td>STEM 5.2</td>
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<td><strong>Operations Administrator</strong></td>
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<td>Chloe Atkinson (part time)</td>
<td>catkina</td>
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<td>Dr Chris Antonopoulos</td>
<td>cabton</td>
<td>STEM 5.8</td>
<td>3018</td>
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<td>Mr Keith Bannister (part-time)</td>
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<td>Prof Ian Colbeck (Deputy Dean Postgraduate Research Education)</td>
<td>colbi</td>
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<td>Dr Aris Perperoglou (Senior Personal Tutor)</td>
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<td>Dr Chris Saker (Director of Education)</td>
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<tr>
<td>Dr Xinan Yang</td>
<td>xyangk</td>
<td>STEM 5.17</td>
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2.2 Where to go to for help

If you have any queries relating to your Department or course of study, please contact the departmental administrators in the first instance (Level 5, STEM building).

Need to talk to your Supervisor?

Members of staff will publicise their Academic Support hours (usually an “open-door” policy) but are always available by prior arrangement outside these hours. They can be contacted by telephone and by email. If any emergency arises and a member of staff is not available, then the Graduate Administrator is the next point of contact. Notes can be left on staff doors or in pigeonholes. Students wishing to see the Head of Department should contact Claire Watts, Department Manager, for an appointment.

Our staff

For more details on any member of staff in the Department, please see http://www.essex.ac.uk/maths/staff/Staff.aspx?type=all.

Contacting members of staff

Lecturers will specify their preferred method of contact. If they have Academic Support hours, they will display them on their doors, but most members of staff have an Open Door policy, i.e. they will see students at once unless they have another commitment. Most staff are in most days except perhaps one working day per week (at most) during term. During the vacations, or outside Academic Support hours, it may be best to email the relevant member of staff to make an appointment to see them in advance, as not all members of staff will be in every day due to conferences, holidays, etc. You can reasonably expect an acknowledgement within about two working days and a full reply within about five working days during term time, but responses may take longer during vacations.

2.3 Departmental Resources

Computing

We have computing resources in the STEM building for our research students.
Departmental Seminars

Seminars by speakers, often from other institutions, are usually held on Thursdays during term time at 2pm.

Graduate students are encouraged to attend, and tea/coffee/biscuits are provided afterwards.

Computer Labs

Need to use a computer on campus? We have more than 600 Windows-based computers on our Colchester Campus for you to use for study or work related tasks, located within 17 computer labs across campus, including in the Albert Sloman Library. Many stay open until late and some are open for 24 hours a day, 7 days a week. For computer lab locations, opening hours and real-time availability please visit: http://www.essex.ac.uk/it/services/computers-and-software/.

2.4 Departmental Offices

Julie Peirson (Deputy Departmental Manager) and Chrissy Brown (Graduate Administrator) are based in room 5.3 in the STEM building.

Chloe Atkinson (Operations Administrator) and Gemma Hopton and Karen Waddy (Undergraduate Administrators) are located in room 5.2 in the STEM building.

Photocopying

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

2.5 Departmental support

Your Supervisor

All research postgraduate students have a Supervisor who you’ll meet soon after you’ve arrived, and who you’ll meet regularly throughout your course. The main role of your supervisor is to direct your research and ensure that you are producing material of a suitable standard. This could include advice on suitable reading material, suggestions of ways to tackle a particular problem, ensuring that you are continuing to move forward with your research and that you understand the appropriate standards required and are attaining them (with advice on how to do so).

Supervisors may provide some suggested preliminary reading before starting your research. This will obviously vary, depending on the subject you are going to be working on. In the 1st and 2nd years, you and your supervisor will fill in a form stating what technical requirements you need to learn (e.g. mathematical word-processing, knowledge of some particular topic, etc.). The taught module MA902 covers many of the general skills of research methods, so your supervisor may require you to attend MA902.

Your Supervisor is also there to help you feel connected to your department, and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. You should inform your Supervisor of any circumstances (medical or otherwise) that are affecting your ability to study. Your Supervisor may also recommend other support services on campus that might be able to help. A
conversation with your Supervisor will normally be confidential unless you both agree otherwise. Other matters you want to discuss with your Supervisor include your employability portfolio.

**Peer Mentors**

The University operates a peer mentoring system – at postgraduate level this is known as ‘Ask a Postgraduate’. Mentoring is a relationship usually between a new student – the mentee, and a more experienced student – the mentor, who can help a mentee to settle in and inspire and motivate the mentee to make the most of their University experiences. You can find more information about the scheme here: [www.essex.ac.uk/students/study-resources/mentoring/ask-pg/default.aspx](http://www.essex.ac.uk/students/study-resources/mentoring/ask-pg/default.aspx)

**Job references: Requesting references from members of staff**

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

Every reasonable effort will be made to meet a request for a reference for graduates up to three years after they leave the University. Requests received outside of this timescale may, of course, be met if a member of staff is equipped with the necessary information on the student and is willing to provide a reference.

It is helpful if you can provide the member of staff with details of the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – it is not always possible for a member of staff to write a reference immediately.

**Copies of references**

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

**The Department and social media**

The Department of Mathematical Sciences is on Facebook and Twitter! ‘Like’ us on Facebook or follow us on Twitter for details of departmental events, the latest departmental news, job adverts, quizzes, and stories of mathematical interest:

Facebook: [http://www.facebook.com/UoEmaths](http://www.facebook.com/UoEmaths)

Twitter: [http://twitter.com/EssexMaths](http://twitter.com/EssexMaths)

**Maths Support Centre**

The Support Centre, run by trained student advisors, will offer support to businesses and the University community on maths issues on all levels. They have a range of resources available including practice worksheets and online numeracy tests. They’re happy to help on a one-to-one or small group basis. The aim is to give you an opportunity to chat through a problem and to help you see how to solve it yourself.
All your questions and problems will remain confidential.

To contact the Maths Support Centre e-mail: mathssupport@essex.ac.uk or visit our webpage http://www.essex.ac.uk/students/study-resources/tdc/maths/ for more information.

Absence

If you know in advance that you will be absent from the University for 5 days or more, please inform the Graduate Administrator and your supervisor. You can do this in person, by telephoning, or by emailing. If you are away because of illness you should obtain a self-certification form from the Department Office and fill it in as soon as possible. This not only alerts staff to the fact that you have been ill, but will remain on file for use at a later date. http://www.essex.ac.uk/academic/docs/regs/absence.shtm

2.6 How we will contact you

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

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

By a notice on your student portal: myEssex. Your student portal will alert you about modules and other aspects of your studies.

By telephone: this is used in emergencies or when it is otherwise necessary to receive an immediate response.

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

Graduate Teaching Assistants (GTAs) and Demonstrators: Work opportunities

For GTA work we require students to have already been studying in the Department for at least one year and are fluent in English. The University Senate has approved a Code of Practice on Teaching and Demonstrating by Graduate Students which covers the selection and training of GTAs as well as teaching duties and departmental arrangements. The Code of Practice is available here https://www.essex.ac.uk/governance/policies

In particular, note that all those involved in, and new to, GTA work are required to attend, at the first opportunity, a Learning and Development training course. Graduate Teaching Assistants have the right to join the University and College Union (UCU).

Section Two: Academic Matters

3. Learning and Teaching

3.1 Learning, teaching and the nature of doctoral studies

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

The objective of a research degree is to obtain a high level of understanding of the relevant material, and to convey it in your examination. For a PhD the emphasis has to be on original work: for an MSc or MPhil, there can be more weight attached to pulling together and conveying, with clear understanding, the ideas of others. Talk to your supervisor(s) if in doubt.

3.2 What students can expect of staff, and what staff can expect of students

The responsibilities of Departments, Supervisors and Students are described in the University’s Code of Practice for Postgraduate Research Degrees, it is extremely important that you read this document thoroughly:
https://www.essex.ac.uk/governance/policies

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

We expect that you will:
- make the best use of the educational opportunities and resources available and work to achieve the stated objectives and to realise your academic potential;
- familiarise yourself with the contents of this handbook and the documentation which accompanies each module and follow the guidance, procedures and rules described;
- attend prescribed instruction of all types, arriving punctually, and where absence is unavoidable notify the relevant person;
- access your emails regularly and keep your address updated so that you do not miss important information;
- prepare adequately for and participate actively in teaching sessions;
- familiarise yourself with the rules of assessment and the Department’s procedures for submitting coursework;
- submit assessed work in the appropriate form and by the published deadlines;
- submit assessed work in the appropriate form, that is properly documented, cites all sources used, is all your own work by the published deadline;
- use feedback on written work constructively, both to build on your strengths and to identify and remedy your weaknesses;
- regularly review your academic progress (marks) and take appropriate action where and when necessary;
- not use mobile phones in class unless relevant to the discussion.
3.3 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 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.

www.faser.essex.ac.uk

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

3.4 Registration, intermitting, changes to studies

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Periods of study</th>
<th>Students first registered between 2008-09 to 2017-18</th>
<th>Students first registered from 2018-19 onwards</th>
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<tr>
<td>Research degree</td>
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<tr>
<td>or MPhil)</td>
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<td>Master of</td>
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<tr>
<td>Philosophy (MPhil)</td>
<td>FT</td>
<td>Two years</td>
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<tr>
<td>Doctor of</td>
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<tr>
<td>Medicine (MD)</td>
<td>PT only</td>
<td>Two years</td>
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</tbody>
</table>

www.faser.essex.ac.uk

www.essex.ac.uk/it/services/learning-technology/
### 3.5 Supervision and PGR milestones

1. Research students are required to read the documentation relevant to them; including the Regulations for their degree, the University’s Code of Practice for Postgraduate Research Degrees and these Departmental Procedures. Students should regularly check mail, email and notice boards.

2. For an MSc degree by research, the minimum period of full-time study is normally one year. Normally the maximum period of full-time study is two years.

   For an M.Phil. degree, the minimum period of study is normally two years, and the maximum period is normally three years.

   For a PhD degree, the minimum period of study is normally three years and the maximum period is normally four years.

   For part-time students, the minimum periods of study prescribed above should normally be doubled. The maximum period of study for part-time MSc students is normally three years, for part-time M.Phil students is normally five years and for part-time Ph.D students is normally seven years.

   (Please note that for students who started prior to 2008 the minimum and maximum dates are different. Please see the Higher Degree Regulations and Procedures for more information: [http://www.essex.ac.uk/academic/docs/regs/higher.shtm](http://www.essex.ac.uk/academic/docs/regs/higher.shtm))

   If, at the end of the minimum period of study for an MPhil or PhD degree, a student’s research is complete, and a substantial portion of the dissertation written in draft, s/he may be permitted to proceed to a twelve-month completion period. If an MPhil or PhD student’s work is not sufficiently advanced for him/her to proceed to the completion period, then it will be recommended that an extension to the minimum period of study is made.

3. New research students may be required to attend the lectures for MA902 Research Methods.

   MPhil and PhD students will be required to give a talk to their peers and supervisors during their second and/or third years of study.

4. A significant proportion of the first year of a Ph.D is likely to be taken up with background reading, literature searches and gaining necessary research skills. Preparation of the final thesis usually commences early in the third year. In between, most of the research work takes place. For an M.Phil thesis, it is likely that the first year will be taken up with...
familiarising oneself with the material, in a similar way to the first year of the Ph.D, and the second to synthesising the material and producing the dissertation. An MSc by research student may have to start their research work early in the year.

It is highly desirable to keep your ideas in a computer file, as fully written up as possible. Progress from one year to the next, including progress into the completion year, will depend on reaching the required milestone.

5. The Department has prepared a document (hereafter referred to as the "Milestones Document") outlining the progress that MPhil / PhD students are expected to make towards successful completion and submission of their theses.

All MPhil / PhD students are expected to familiarise themselves with it. In particular, it should be carefully noted that supervisors and Supervisory Panels (see below) will be assessing the progress of students against the criteria laid down in this document, and will make their recommendations regarding the student accordingly. Your supervisor (or the Graduate Director) will be able advise you if you have questions about these matters.

6. Full time students will have two Supervisory Panels every year (part time students will have one, usually in the Summer term). The Panel will consist of the student’s supervisor(s) and one other member of staff (the Chair).

Each full time student must submit to the Graduate Administrator written reports on progress during the previous six months and plans for the next six months, and addressing the criteria specified in the “Milestones Document” (consult your supervisor if you need guidance). A student’s first report should usually contain a critical account of the books and papers that s/he has read concerning the research topic. The report is forwarded to the supervisor(s).

7. The supervisor(s) must discuss with the student the report mentioned in paragraph 6. These discussions are held prior to the Supervisory Panel. The student and supervisor complete sections 1 and 2 of the Supervisory Panel report, which can be obtained from the Graduate Administrator. The completed form, a copy of the written report and, if applicable, the Training Needs Analysis form should be given to the Chair prior to the Supervisory Panel meeting.

8. At the Supervisory Panel, the Chair completes section 3 of the Supervisory Panel Report. Then the form shall be signed by the members of the Panel and the student, and submitted to the Graduate Administrator.

9. The Department’s Research Students’ Progress Board shall consist of the Graduate Director (in the chair), the Head of Department and at least one other experienced supervisor. The Board shall meet after the Supervisory Panels have met. It may also be convened to consider the case of a particular student at any other point in the year at the request of the student, his/her supervisor(s), the Supervisory Panel, the Graduate Director or the Dean. It shall have powers, on the basis of Supervisory Panel Reports, to make one of the following recommendations to the relevant Dean: that the student be allowed to proceed; that the student’s status be upgraded or downgraded; or that the student’s studies be discontinued. The Dean will receive a report from the Board outlining details of its recommendations.

10. Where the Research Students’ Progress Board is considering a recommendation that a student’s studies be downgraded or discontinued, it will discuss this with the student before making a final recommendation to the Dean. If downgrading or discontinuation is confirmed,
the student may then request a review of the recommendation using the appeals procedure: http://www2.essex.ac.uk/academic/students/appeals.html

In the last resort, there is an option of appealing to the Office of the Independent Adjudicators.

11. Informal meetings between supervisor(s) and a full-time student shall take place as frequently as necessary and at least once a month (weekly meetings are, in fact, more common). It will be assumed that both student and supervisor(s) are entirely happy with the frequency of meetings unless either party indicates otherwise, in writing, to the Graduate Director. It is good practice to keep a record of these meetings, together with a short synopsis of the discussions and any actions.

12. If a student has any problems regarding supervisory arrangements, these should first be discussed with the supervisor if this is feasible. Alternatively, the student may wish to discuss such problems with the Graduate Director, the Head of Department, or, exceptionally, the Dean. You should note that you have the right to discuss supervisory problems with a member of staff who is not your supervisor. The discussions should normally remain confidential if the student so requests.

Research Students and their Progress

Confirmation of PhD status

PhD students are registered for a standard minimum period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students will be supervised as PhD students, but PhD status will need to be confirmed during the second year (end of the third year for part-time students).

In the second year (end of the third year for part timers) the first Supervisory Panel will review the evidence to confirm whether or not progress and work is at PhD level. The Confirmation Panel can make the following recommendations to the Research Students’ Progress Board:

• Confirms PhD status
• Defer a decision to the next Panel
• Downgrading to MPhil
• Downgrading to Masters by Dissertation
• Discontinuation

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

If the first Confirmation Panel does not recommend that a student’s PhD status should be confirmed, the student will automatically have the right to continue as an MPhil/PhD student
until the next Supervisory Panel (towards the end of the second year). If, however, a student accepts the assessment that their status be downgraded or discontinued, then this change will take place immediately. In such cases, the student does not have a right of appeal. A student who is downgraded to MPhil will have revised minimum and maximum dates.

If the decision regarding PhD status is deferred to a second Confirmation Panel, or a student decides not to accept the recommendation of the first Confirmation Panel of downgrading or discontinuation, then a second Confirmation Panel will be held towards the end of the second year (beginning of the fourth year for part timers).

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

Criteria for Confirmation of PhD Status

The Confirmation Board is the 1st Supervisory Panel of the second year. The Panel will consider the work that a student has done during the year and a half after registration (3 years for part-time students) and decide whether or not it is at PhD level. The following criteria will be used:

1. A comprehensive review of the background material relevant to the research topic
2. Good understanding and appreciation of the published results directly relevant to the area/topic of study
3. A clear project definition within a research proposal, including reasonable progress milestones
4. Evidence of capability to generate original results e.g. from non-trivial preliminary theoretical/experimental results

Depending on the outcome of the meeting, minimum and maximum dates will be revised as necessary and the student will be notified in writing. Two supervisory panels (one for part-time students) per year will take place from then on and the panel will still have the capability to downgrade the student, i.e. prevent him/her from entering the completion period, if satisfactory progress is not achieved thereafter.

MSc by Research

Note that if you are initially registered for a Master’s degree, it may be possible to upgrade your work to a PhD (or an MSc to an MPhil), subject to satisfactory progress. Talk to your supervisor in the first instance if you are interested in this possibility.

Outline of Examination Arrangements for Research Students

The usual format is that, when you have submitted your dissertation, you are subsequently given an oral examination ("viva") on the contents of it.

You should note that, even if you have kept conscientious computer files of your results during the work, turning these into a thesis is a long process. You should consult your supervisor in detail about how to go about this. It will usually take a few months from the submission date before your thesis can be examined (normally by two examiners, one of
whom will be from another University). If you are worried in the build-up to an examination of your thesis, talk to your adviser, Student Support or any other member of Departmental staff.

The possible outcomes are:
pass – no corrections required
pass with minor typographical/presentational corrections
pass with minor editorial revisions (to be made within two months)
pass with editorial revisions (to be made within four months)
referral (which basically means the right to resubmit a substantially revised version of the thesis within twelve months)
fail

**Thesis Submission Pre-Examination**

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

Your two copies of the thesis should be submitted for examination in an unbound format.

They **must** be adequately secured (for example in spring-back binders or comb binding and **not** in ring binders or lever arch box files). They **must not** be overfilled and to avoid all risks of coming open and jeopardising examination, two binders **must** be used, if required.

All registration fees and debts must be paid before the thesis can be accepted for submission.

You should submit to the Silberrad Student Centre:

a) **Two** copies (one original and one good copy) of the thesis or dissertation.

b) A submission form (RD1) completed and signed by yourself

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

Please note that you **must** provide an electronic copy of your submitted thesis to the Postgraduate Research Education Team if your examiner requests an electronic version. All submitted copies of the thesis belong to the University and shall be returned to the candidate following the viva.

**Thesis Submission For Award**

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

**Thesis Deposit**

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

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

**Retention**

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

Full details of the requirements for thesis submission can be found at https://www.essex.ac.uk/-/media/documents/about/governance/thesis-submission-deposit.pdf

**Your viva and your examiners**

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

**Appeals and complaints**

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

You should carefully read the Appeals Procedure against a progress decision – postgraduate research students at: www.essex.ac.uk/about/governance/policies/researchprogress-appeals.aspx

You may also **appeal** against an examination decision. ‘Failed’ or ‘referred’ candidates may submit their appeal no later than **eight weeks** after the notification of the decision.

Professional doctorate students may appeal against the recommendation of a Research Students’ Progress Committee that they be discontinued or downgraded **within two weeks** of receiving notification of the recommendation. You should read carefully the Appeals Procedure for professional doctorate students at Policies | University of Essex.

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

3.6 How the Department offers an inclusive learning experience, ensures the quality of opportunities and responds to the diverse needs of students

3.6.1 Disability and emotional wellbeing

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

You can find out about the support we offer here: www.essex.ac.uk/students/contact/help.aspx

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

3.6.2 International students

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

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

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

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

3.6.3 Mature and part-time students

As a mature student you’ll be in very good company – around 25% of our students are mature students.

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

You can find more information here: www.essex.ac.uk/students/groups/mature-students.aspx

3.7 Student representation

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

You can do this in a number of ways:
1. You can contact (or be elected as) a student representative who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.

2. You can find more information on the Students’ Union website www.essexstudent.com/representation/coursereps/ and the University’s policy here: www.essex.ac.uk/quality/student_representation/student_rep.asp. You can find out information about Student Staff Liaison Committees (SSLCs) here: www.essex.ac.uk/quality/student_representation/sslc.asp

3.8 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 Greg Cadge—contact them at greg.cadge@essex.ac.uk, or use the Book a librarian form on the Library website to get in touch. More information can be found at http://libwww.essex.ac.uk/subject.htm

For guidance in relation to third-party proofreading of student work: www.essex.ac.uk/proofreading

4. Research Skills Development

4.1 Proficio

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

4.2 Departmental support and funding for attending conferences

It is important for research students to be aware of developments in the field they are working in, and to present their results to academic audiences. We have already mentioned our Seminar Programme, but there may also be some funding available to allow research students to attend suitable conferences. If you are interested in applying for conference funding please see the Graduate Administrator to obtain a form.

Funding is limited. The normal expectation is for a student to present a paper at a conference.

Information on research in the Department may be found at http://www.essex.ac.uk/maths/research/
5. Progression and Assessment

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

www.essex.ac.uk/about/governance/regulations
https://www.essex.ac.uk/about/governance/policies

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

5.2 Extenuating Circumstances, withdrawing and intermitting

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

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

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

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

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

Thinking of leaving or taking a break from your studies?

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

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

You should also read our guidance on intermitting very carefully at www.essex.ac.uk/see/intermit. If your intermission is approved, we will also give you the advice and support you need to help you carry on with your studies when you return.
**Withdrawing** is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from your Department or the Student Services Hub at the earliest opportunity. It is very important that you discuss your circumstances with the University and follow the formal procedure for withdrawing. If the University is not formally notified, then you may risk continuing to incur further tuition or accommodation fees. More advice and information is available at [www.essex.ac.uk/see/withdraw](http://www.essex.ac.uk/see/withdraw).

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

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

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

**5.4 Submission of the thesis**

**Thesis Submission Pre-Examination**

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

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

You should submit to the Silberrad Student Centre:

a) **Two** copies (one original and one good copy) of the thesis or dissertation.

b) A submission form (RD1) completed and signed by yourself.

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

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

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

**Thesis Submission For Award**

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

**Thesis Deposit**
Detailed thesis deposit instructions to the Repository can be found here: http://www.essex.ac.uk/reo/repository/research-thesis.aspx

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

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

Retention

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

Full details of the requirements for thesis submission can be found at https://www.essex.ac.uk/-/media/documents/about/governance/thesis-submission-deposit.pdf

5.5 Examiners and the viva

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

5.6 Appeals, complaints and fitness to practise

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

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

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

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

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

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

Fitness to practise is only applicable to students on certain professional courses (such as nursing or social work). If this applies to you, you will have been told by your department.
5.7 Academic Offences Policy

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

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

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

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

5.8 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.’

6. Referencing and good academic practice

6.1 Good academic practice as part of scholarship, and why it is important at Essex

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

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

6.2 Information about where to seek guidance on referencing

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/default.aspx. You can also complete the online Academic Integrity course at https://moodle.essex.ac.uk/course/view.php?id=5844.

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

Further information relating to authorship and plagiarism is available at: www.essex.ac.uk/plagiarism/index.html

The Academic Offences Policy applies to all students www.essex.ac.uk/about/governance/policies/academic-offences.aspx.

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

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

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

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

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

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

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

To find out about your departmental referencing style; (please insert department variation here) and for help with referencing, visit the library website: http://libwww.essex.ac.uk/referencing.htm
6.4 Department style guide

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

Regarding (b), there are various ways of referencing and we do not want to be too prescriptive about imposing a system. However you should ensure that for every source (book, academic paper, website, communication from a supervisor or somebody else, etc.) you give some reference for it, which gives for each source the author(s)' names, the title of the work, details of where and when published. One good way to do this is to have the various sources listed in your bibliography, preferably in alphabetical order by surname of first author, with numbers next to them, and then refer to these numbers in square brackets in the text. When referring to a particular theorem in a work, be specific - “(see [3], Theorem 20)" rather than just "(see [3])". For example you could have in your bibliography:


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

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

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

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

6.5 Proofreading policy

For guidance in relation to third-party proofreading of student work: www.essex.ac.uk/proofreading
Section Three: You Matter

7. Practicalities: Getting started and IT matters

7.1 Registration, enrolling and transcripts

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

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

7.2 Find Your Way and room numbering system

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

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

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

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

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

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

7.3 IT support, wifi, email account, free MS office, computer labs, m:drive

Visit our website to set up your IT account and password, register an external email address and passphrase and request a reminder for a forgotten passphrase:

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

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

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

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

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

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?tab=3

If you need to use a computer on campus our computer labs are the perfect place to study or work. Many labs stay open until late and some are open 24/7. For computer lab locations, opening hours and real-time availability visit: www.essex.ac.uk/it/services/computers-and-software/default.aspx

7.4 Immigration information

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

7.5 On-campus facilities

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

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

8. Skills, Employability and Experience

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

8.2 Learning a Language
Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you’re looking for a job. There are a number of ways to do it, so look online to discover the best option for you.
www.essex.ac.uk/study/why/languages

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

8.3 Talent Development Centre
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/

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

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

www.essex.ac.uk/fronrunners

8.6 Student Ambassadors

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

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

8.7 Volunteering

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

www.essex.su/vteam

8.8 Big Essex Award

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

www.essex.ac.uk/careers/bige

8.9 Essex Interns

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

www.essex.ac.uk/careers/internships


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

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

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

Colchester email: askthehub@essex.ac.uk / 01206 874000
Money management

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

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

9.2 Harassment report and support service, dignity and respect

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

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

9.3 Religion, faith and beliefs

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

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

9.4 Nightline

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

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

9.5 Health and safety on campus

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

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

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

www.essexstudent.com/safetybus
www.essex.ac.uk/students/campus/emergency
www.essex.ac.uk/health-safety/fire/peep
9.6 Residence Life

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

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

9.7 Health Centre

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

www.rowhedgesurgery.co.uk
www.nhs.uk

9.8 Students’ Union Advice

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

www.essex.su/advice
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

9.9 University Privacy Statement

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

www.essex.ac.uk/website-privacy
www.essex.ac.uk/records_management/policies/students.aspx

Section Four: Essex Matters

10. The Essex Experience

10.1 The Essex Student Charter

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

www.essex.ac.uk/students/experience/charter
10.2 Freedom of speech policy and the Code of Conduct

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

www.essex.ac.uk/students/study-resources/handbooks/default.aspx
https://www.essex.ac.uk/governance/regulations

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

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

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

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

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

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

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

10.4 Students’ Union

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

Say hello at essex.su

10.5 Alumni

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

alumni.essex.ac.uk/home