Your studies

DEPARTMENT OF MATHEMATICAL SCIENCES

Undergraduate

STUDENT HANDBOOK
2018-19

University of Essex
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Section 1: Introduction

Welcome from the Head of Department

It is my great pleasure to welcome first year students to the Department and to welcome back second and final year students. In the following, I’d like to point out recent developments, highlight your and our responsibilities and that we are working together to achieve the vision of our University:

*Excellence in Education and Research.*

We have moved into our new and exciting home, the science, technology, engineering and mathematics (STEM) building with cutting edge facilities. Essex Mathematical Sciences is at the top of STEM (level 5 – top floor). The new STEM Centre transforms Square 1 into a dedicated science square with new collaborative learning spaces and interdisciplinary teaching facilities.

We have achieved together a Department ranking among the top 15 universities for Mathematics in the UK, according to the Guardian University Guide 2019. To support student and staff communication, and working together, each year has a dedicated team of Personal Tutors who will be involved in events and tasks of the employability and careers module (MA199) as well.

The Department continues to grow. A new deputy department manager and a new academic specializing in Actuarial Science join us and we aim to recruit further academics in Actuarial Science, Data Science and Mathematics over the academic year. We are delighted that the University of Essex is investing substantially in Mathematical Sciences.

Our Department is relatively small and we believe that this has many benefits to students and all members of the Essex Mathematical Sciences community. For instance, staff members will know you by name. It is also easy for you to know all members of staff, whether they teach you or not. You will find that staff will try to contact you for all sorts of reasons. You need to check your Essex email on most working days during term time, since staff who want to contact you will normally do so by email. If you have timetable problems or other general problems relating to administrative matters, please talk to Claire Watts our Department Manager, Julie Peirson our Deputy Department Manager or Gemma Hopton and Karen Waddy, our Undergraduate Administrators, who look after most undergraduate matters. If you want guidance on academic matters you can either talk to the Undergraduate Directors, Professor Codling for first year students, Professor Williams for second year students or Dr Noferini for third year students, or to your Personal Tutor. If you have problems of a personal nature, you can talk to your Personal Tutor or the Senior Tutor (Professor Salhi), or to any other members of the departmental staff that you find easy to talk to. Remember also that there is further support available through Student Support, which is completely confidential. The Department operates an Open Door policy which should allow you to get help whenever you need it, provided the lecturer is available. The Maths Support Centre also runs help sessions that you should take advantage of. It is located on the ground floor of the Silberrad Student Centre.

By the very nature of the educational process, we are all learners together. We hope that you will tell us about things that we could do better, or ways in which we have particularly helped you.
There is a formal mechanism for this called the Staff Student Liaison Committee (see page 16), and we rely on you to ensure that there will be sufficient student volunteers for those committees, but we also hope that you will feel free to talk to us at any time.

I hope that you will have an enjoyable and productive time in the coming academic year as a member of the Essex Mathematical Sciences community.

Professor Berthold Lausen
Head of Department
About your Student Handbook

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

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

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

1.1 Term Dates, calendar and academic week numbers

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Autumn term</td>
<td>4 October 2018 – 14 December 2018</td>
</tr>
<tr>
<td>Spring term</td>
<td>14 January 2019 – 22 March 2019</td>
</tr>
<tr>
<td>Summer term</td>
<td>23 April 2019 – 28 June 2019</td>
</tr>
</tbody>
</table>

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

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

1.2 Your timetable

You can view your timetable at: https://www.essex.ac.uk/timetables (you will be prompted to login using your Essex username and password). Once you have chosen all your modules and received confirmation, 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 smart phones and tablets.

1.3 MyEssex student portal

MyEssex is your online account. Use it to see your timetable, keep your personal details up-to-date, see how you’re doing on your course, let us know if you’ll miss a lecture or class, contact the Student Services Hub and much more: https://www.essex.ac.uk/myessex/

2. About the Department of Mathematical Sciences

Our staff

A list of our staff is below but for more details on any member of staff in the Department, please see https://www.essex.ac.uk/departments/mathematical-sciences/people.

Our location

Colchester Campus
Department of Mathematical Sciences
STEM Centre
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
Direct tel: 01206 873355
General enquiries: maths@essex.ac.uk
Pre-registration programme enquiries: maths@essex.ac.uk
Website: www.essex.ac.uk/maths
2.1 Academic staff

<table>
<thead>
<tr>
<th>Name and role</th>
<th>Email</th>
<th>Room no</th>
<th>Ext no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Chris Antonopoulos</td>
<td>canton</td>
<td>STEM 5.8</td>
<td>3018</td>
</tr>
<tr>
<td>Mr Keith Bannister (part time)</td>
<td>kbanni</td>
<td>STEM 5.39</td>
<td>3618</td>
</tr>
<tr>
<td>Dr Dan Brawn (part time)</td>
<td>dbrawn</td>
<td>STEM 5.39</td>
<td>3620</td>
</tr>
<tr>
<td>Prof Edd Codling</td>
<td>ecodling</td>
<td>STEM 5.11</td>
<td>4567</td>
</tr>
<tr>
<td>Dr Hongsheng Dai</td>
<td>hdaia</td>
<td>STEM 5.18</td>
<td>3304</td>
</tr>
<tr>
<td>Dr Georgi Grahovski</td>
<td>ggrah</td>
<td>STEM 5.37</td>
<td>3033</td>
</tr>
<tr>
<td>Dr Martin Griffiths (part time)</td>
<td>griffm</td>
<td>STEM 5.39</td>
<td>3027</td>
</tr>
<tr>
<td>Dr Andrew Harrison</td>
<td>harry</td>
<td>STEM 5.10</td>
<td>2964</td>
</tr>
<tr>
<td>Dr Haslifah Hashim</td>
<td>hhashim</td>
<td>STEM 5.9</td>
<td>3025</td>
</tr>
<tr>
<td>Prof Peter Higgins</td>
<td>peteh</td>
<td>STEM 5.41</td>
<td>3019</td>
</tr>
<tr>
<td>Ms Junlei Hu</td>
<td></td>
<td>STEM 5.36</td>
<td>6037</td>
</tr>
<tr>
<td>Prof Berthold Lausen (Head of Department)</td>
<td>blausen</td>
<td>STEM 5.5</td>
<td>2958</td>
</tr>
<tr>
<td>Dr Vanni Noferini</td>
<td>vnofer</td>
<td>STEM 5.40</td>
<td>3032</td>
</tr>
<tr>
<td>Dr John O'Hara</td>
<td>johara</td>
<td>1NW.3.19</td>
<td>2680</td>
</tr>
<tr>
<td>Dr David Penman (Deputy Dean (Education))</td>
<td>dbpenman</td>
<td>5A.211</td>
<td>2839</td>
</tr>
<tr>
<td>Dr Aris Perperoglou</td>
<td>aperpe</td>
<td>STEM 5.13</td>
<td>3036</td>
</tr>
<tr>
<td>Prof Chris Saker</td>
<td>cjsake</td>
<td>STEM 5.14</td>
<td>2961</td>
</tr>
<tr>
<td>Prof Abdel Salhi</td>
<td>as</td>
<td>STEM 5.37</td>
<td>3022</td>
</tr>
<tr>
<td>Dr Hadi Susanto</td>
<td>hsusanto</td>
<td>STEM 5.12</td>
<td>2689</td>
</tr>
<tr>
<td>Dr Alexei Vernitski</td>
<td>asvern</td>
<td>STEM 5.15</td>
<td>3024</td>
</tr>
<tr>
<td>Dr Spyridon Vrontos</td>
<td>svrontos</td>
<td>STEM 5.19</td>
<td>4717</td>
</tr>
<tr>
<td>Professor Gerald Williams</td>
<td>gwill</td>
<td>STEM 5.16</td>
<td>3035</td>
</tr>
<tr>
<td>Dr Xinan Yang</td>
<td>xyangk</td>
<td>STEM 5.17</td>
<td>2787</td>
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</tbody>
</table>

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.

2.2 Professional Services Staff

<table>
<thead>
<tr>
<th>Name and role</th>
<th>Email</th>
<th>Room no</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Claire Watts (Department Manager)</td>
<td>cmwatts</td>
<td>STEM 5.4</td>
<td>3040</td>
</tr>
<tr>
<td>Ms Julie Peirson (Deputy Department Manager)</td>
<td>juliep</td>
<td>STEM 5.3</td>
<td>4365</td>
</tr>
<tr>
<td>Mrs Vicki Cantegreil (Undergraduate Administrator, on maternity leave)</td>
<td>vlcant</td>
<td>STEM 5.2</td>
<td>3355</td>
</tr>
<tr>
<td>Ms Gemma Hopton (Undergraduate Administrator)</td>
<td>grice</td>
<td>STEM 5.2</td>
<td>3355</td>
</tr>
<tr>
<td>Miss Karen Waddy (Undergraduate Administrator)</td>
<td>kewadd</td>
<td>STEM 5.2</td>
<td>3355</td>
</tr>
<tr>
<td>Mrs Shauna Meyers (Graduate Administrator, on maternity leave)</td>
<td>smcnally</td>
<td>STEM 5.2</td>
<td>3095</td>
</tr>
<tr>
<td>Ms Chrissy Brown (Graduate Administrator)</td>
<td>c.brown</td>
<td>STEM 5.2</td>
<td>3095</td>
</tr>
<tr>
<td>Miss Chloe Atkinson (Operations Administrator)</td>
<td>catkina</td>
<td>STEM 5.3</td>
<td>2704</td>
</tr>
</tbody>
</table>
2.3 Departmental Support

2.3.1 Departmental Office
If you have any queries relating to your Department or course of study, please contact the Departmental Office in the first instance.

The office is located in the STEM Centre, room 5.2, and is normally open to students from 9.30am-12.30pm and 2pm-4.30pm, Monday to Friday.

2.3.2 Personal Tutors
On joining the Department you will be allocated a Personal Tutor, you can find out who your Personal Tutor is in my myEssex. 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 academic staff is not available, then the departmental office (room STEM 5.2) is the next point of contact. Students wishing to see the Head of Department should contact Claire Watts, Department Manager, for an appointment.

2.3.3 Peer Mentors
The department operates a peer mentoring system. 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 will be allocated a Peer Mentor in your first year of study.

If you are interested in becoming a mentor please email maths@essex.ac.uk. You can find more information about peer mentors here: www.essex.ac.uk/students/study-resources/mentoring/peer-mentoring/default.aspx

2.3.4 Help to prepare for your exams
Exams in this department are taken in the main exam period. Preparing for exams can be stressful and you can find some useful advice and exam rubrics at https://moodle.essex.ac.uk/course/view.php?id=7125.

2.3.5 Maths Support
Maths support is open during term-time. It's run jointly by the Talent Development Centre and the Department of Mathematical Sciences. You can get help from their trained advisors, who are all students from the Department of Mathematical Sciences.

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 their webpage: http://www.essex.ac.uk/students/study-resources/tdc/maths/ for more information.

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

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

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

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

2.4 Contact
The Department will contact you, when required using the following methods:

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.

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
Twitter: http://twitter.com/EssexMaths

2.5 Departmental prizes

IMA Prize (awarded to two students annually)
Criteria: Awarded to two undergraduate students with outstanding performance in the final year of a mathematics course.
In the event that there are students with the same mark the students will each get the IMA prize subject to agreement from the IMA.
Value: A year’s free membership to the Institute of Mathematics and its Applications (IMA)

Winsten Prize (awarded to one student annually)
Criteria: Awarded to the undergraduate student with the best degree mark across all degrees administered by the Department of Mathematical Sciences.
In the event that there are students with the same mark the prize will be awarded to the student with the best overall degree performance.
Value: £200

Timothy Jarvis Prize (awarded to one student annually)
Criteria: Awarded to the first year student with the best year mark above 60%.
The prize will be awarded at the Graduation reception (where the first year student will be invited to attend).
In the event that there are students with the same mark the prize will be split.
Value: £100
Section 2: Academic Matters

3. Learning and Teaching

3.1 Brief statement about learning, teaching and independent study

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

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

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

You can expect that we will:

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

We expect that you will:

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

Undergraduate Degree Courses

BSc Single Honours
- Actuarial Science N323
- Mathematics G100*
- Mathematics and Statistics 9K12*
- Mathematics with Physics G1F3*

BSc Joint Honours
- Data Science and Analytics I1G3
- Economics and Mathematics LG11
- Finance and Mathematics GN13
- Mathematics with Computing G1GK*

All of the above degrees are also offered as four year programmes with the third year abroad or with a placement year. Courses marked with * are accredited by the Institute of Mathematics and its Applications (IMA).

A Brief Outline of the Degree Courses
The first year at Essex is spent in students gaining the basic knowledge that is required before specialising in their chosen degrees.

The examinations at the end of the first year do not count towards the class of degree finally awarded. However, students must obtain a minimum of 330 credits (out of a possible 360) to get a degree. It is therefore very important that students pass all their modules. Students should act on the assumption that they must pass all their modules. Naturally, a sound knowledge of the first-year topics will be required in order to do well in the subsequent years.

The marks obtained in the first-year examinations also provide a useful guide in determining whether a student should proceed to the final stages of the degree originally chosen, or should switch to another degree which appears better suited to that student's ability.

The department offers a Mathematics Careers and Employability module (MA199) taken by all undergraduate students on all degree schemes. This is a compulsory, zero credit module and does not count towards the degree but the final result (Complete/Incomplete) will appear on the transcript. The module will allow students to compile a portfolio of employability skills which are essential to gaining employment after graduation.

The more advanced work starts in the second year. The final degree mark is calculated using the second and final year results in accordance with the rules of assessment. Please note that students must pass at least 90 credits at level 6 (third year modules) in order to be eligible to graduate.
On a standard 3-year degree, your second year counts for 40% and your final year 60% of the overall degree mark. Your year mark, if you take eight 15-credit modules, is the total of all marks divided by 8.

A 4-year degree including a year abroad, is weighted 30% second year, 20% year abroad, 50% final year. The year abroad mark will only be included if it raises your final degree mark. If not, the standard 40% second year, 60% final year weighting will apply.

A 4-year degree including placement year is weighted 40% second year, 60% final year. The placement year is pass/fail only and therefore cannot contribute to the degree mark.

Mathematics degrees with a year abroad
All courses offered by the Department of Mathematical Sciences are available as four year versions with the third year spent abroad. Students on these degrees should start thinking about which University abroad they wish to go to before the end of their first year, and discuss the subject with the Study Abroad Officer, Dr Chris Antonopoulos. Note that students on courses with a year abroad have additional requirements to meet compared with most courses. For detailed rules please see the Rules of Assessment: www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx

The module structure for your first two years and your final year are the same as our three-year versions. Any institution with which we have a partnership can be selected, provided there are suitable modules for your degree, at the right level, for you to take during the year abroad (and you speak the local language well enough if it is not English). We enjoy particularly close links with California State University in Chico and the University of Utah in Salt Lake City, but our Study Abroad Office will help you wherever you want to go. This offers you an exceptional opportunity to live in and experience another culture, explore a greatly enhanced range of mathematical topics (since the subjects taken during your third year differ from those subsequently taken in your fourth year) and to enhance your CV and employability.

Students doing these degrees should be aware that they are expected to, in addition to the usual requirements for passing a year, obtain an overall year mark of 50% in their first year and must pass all their core second year modules at the first attempt. They should also be aware of the Rules of Assessment for these courses.

BSc Actuarial Science
The course aims to provide an advanced understanding of the theoretical, practical and technological developments that affect the whole of the actuarial discipline. The course also provides the foundation for a career in many areas of finance and risk. It also offers the opportunity to prepare for eight of the Core Technical Subjects (CT1 to CT8) of the professional examinations of the Institute and Faculty of Actuaries. As well as specialised Actuarial modules, the course includes modules in Economics, Finance and Mathematics.

BSc Economics and Mathematics
The first year for this degree contains economics and mathematics, including computing.

Years two and three of the course are equally divided between modules in Economics and modules in Mathematics. At the end of the degree, a graduate has a good training in mathematics, and economics at both the micro-level and the macro-level.

BSc Data Science and Analytics
Data Science and Analytics balances solid theory with practical application through exploring topics including: computer science and programming; databases and mathematical skills; ethical issues around the use and processing of data; as well as developing specialist skills in the areas of big data, data analytics and data science. Each year offers modules taught by the Department of Mathematical Sciences and the School of Computer Science and Electronic Engineering.
BSc Finance and Mathematics
This is a challenging degree: in every year students take modules in three different disciplines (mathematics, economics and accounting).

BSc Mathematics
This course gives you the knowledge and skills that are currently in demand in mathematically-oriented employment; in business, commerce, industry, government service, the field of education and in the wider economy. In your first year you will study core mathematics modules and a targeted computing module that includes Matlab and Maple. In your second year you start to choose optional modules and in your third year have a wide choice of options, enabling you to build a programme of study that matches your interests.

BSc Mathematics and Statistics
Mathematics and Statistics is a degree designed for mathematicians who are oriented towards applying their skills into understanding and analysing data using modern statistical methods. This is an area suitable to those who enjoyed Mathematics and Statistics at A-level and enjoy solving practical problems.

BSc Mathematics with Computing
This course is for the mathematician with a serious interest in computing. After a first year covering the core mathematics, and key computing topics like programming, databases etc., students do further maths and computing in their second years, then have a broad range of options for a final year.

BSc Mathematics with Physics
Our BSc Mathematics with Physics is a three-year course that allows you to gain the knowledge and skills that will be in demand across both the mathematically- and scientifically-oriented sectors. This will provide you with employment opportunities within business, commerce, education, engineering, government service, industry and research as well as from the wider economy.

Programme specifications
Programme Specifications provide key information, such as the structure and aims of your course, as well as the knowledge and skills you will develop. The relevant Programme Specification for your course and stage of study will be available to you when you log onto either myEssex or eNROL. You can also view Programme Specifications online at www.essex.ac.uk/programmespecs/.

Learning outcomes
Your courses’ learning outcomes are set out in the Programme Specifications. They are categorised into knowledge and understanding, intellectual/cognitive, practical and key skills, and are linked to the aims, learning outcomes and assessment on the modules you take. You can measure your progress against the outcomes, for example when reviewing coursework feedback, and they can be used to guide you when undertaking independent study. You can find a copy of the module map showing how your course learning outcomes are connected to the modules at: http://www.essex.ac.uk/programmespecs.

Full module outlines are available in the online Module Directory at http://www.essex.ac.uk/modules

3.5 Changing your degree and maximum period of study
Changing your course
If you are thinking about changing course, we recommend that you speak to someone in your department as soon as possible. They will be able to advise you if there are any specific requirements for the course you are looking to change to. If the course you are looking to change to is within a different school/department, then you should also speak to someone in that department.
There are deadlines in place for when you need to change course by, so please make sure you are aware of these deadlines before requesting to change. Further details on changing course and the relevant deadlines can be found at [www.essex.ac.uk/students/course-admin/changing-course.aspx](http://www.essex.ac.uk/students/course-admin/changing-course.aspx) or by visiting your Student Services Hub.

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

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

**Maximum period of study**

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

**3.6 Module information**

**3.6.1 Module Directory**

Please see the module directory [www.essex.ac.uk/modules](http://www.essex.ac.uk/modules) for more details of each module, including who teaches them, the number of contact hours and the assessment requirements. A core module must be taken and passed, a compulsory module must be taken and an optional module is one that a student selects from a list of options via eNROL (see below).

**3.6.2 Reading lists**

All reading lists are available here: [http://readinglists.essex.ac.uk/](http://readinglists.essex.ac.uk/)

**3.6.3 Module Enrolment Procedures**

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

You can change your Autumn Term choices up until 8:59am on 22 October 2018. No changes will be considered after this date for Autumn term modules. eNROL will reopen at noon on 5 December 2018 for changes to Spring Term choices, which can be made up until 8:59am on 28 January 2019.

**3.6.4 Changing optional modules**

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

**3.6.5 Requesting a class change**

Students are automatically assigned to classes, by the Central Timetabling Office, based on availability and in an attempt to produce a clash free timetable for every student.

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

3.7 Listen Again
Did you miss something? Our Listen Again digital recording service lets you listen again to lectures so you grasp every detail. It’s available in teaching rooms or lecture theatres where you see the sign. listenagain.essex.ac.uk

3.8 Supervision of final year capstone projects
In your final year you will be expected to undertake a capstone project. You will be provided with a handbook for the project at the end of your second year.

3.9 Study abroad

Broaden your horizons!
There are many opportunities for Essex undergraduate students who wish to study in the United States (including Hawaii), Australia, Canada, Europe, Hong Kong, Japan, Latin America, the Middle East, New Zealand or Russia, for one term or one year as part of their University of Essex programme of study.

We have exchange agreements with a wide variety of universities and can help students to select the most appropriate destination.

Study abroad can enhance your CV and gives you valuable experience of another culture and way of life. Spending an extended period of time in another country provides an unparalleled opportunity to see a side of life which tourists never encounter. It is also true that employers value international experience in today’s global economy.

Study Abroad in the Mathematical Sciences Department is normally undertaken as the 3rd year of a 4 year degree. The marks you obtain abroad will contribute towards your final degree result only if it improves the final degree mark. There are usually no tuition charges other than what you normally pay to Essex (if you study abroad for a full year your fees will be lower than the normal rate). Also, in many cases, the cost of living elsewhere is lower than Colchester, so you should not assume that study abroad is an expensive proposition.

Any student interested in applying should consult the Departmental Study Abroad Officer (Dr Chris Antonopoulos) in the first instance, for approval in principle.

For further information, contact the Essex Abroad Office, Square 2 (next to the Employability and Careers Centre), email: saoadmin@essex.ac.uk www.essex.ac.uk/essexabroad

Four year versions are available for all degrees offered by the Department of Mathematical Sciences. The third year is taken abroad and the final year is taken at Essex. To learn more about Study Abroad opportunities, talk to Dr Antonopoulos in the first instance.

3.10 Placement information and the employability module

Careers Advice
Professor Chris Saker is the Departmental Employability Development Director, supported by a deputy Dr Haslifah Hashim. You should also be aware of the Employability and Careers Centre website www.essex.ac.uk/careers. The Departmental Employability team will be able to tell you about contacts in the Centre, and will inform students from time to time of forthcoming careers events. You should be aware that most of you will have to look for jobs eventually, and that it is highly desirable to at least start thinking about this early in your degree. The Maths Careers and Employability module (MA199) should help you do this. There is also a frontrunner placement
scheme, an internship scheme and opportunities for working and studying abroad run by the University. For more information see: http://www.essex.ac.uk/careers/about_us/default.aspx

Degree courses with a placement year
All of our degree courses are now available as four-year degrees, where the third year of study is spent undertaking a placement. A work placement also allows you to learn more about a particular sector, company or job role, and apply your academic knowledge in a practical working environment, giving your ideas of what you want to do as a future career. During the placement your experience and study combine into an integrated package where your practical work and academic study enhance each other. You can show employers that you can use your subject understanding to add commercial value, and demonstrate you can deliver on challenging projects that meet client demands. See http://www.essex.ac.uk/careers/placements/ for more information, including current placement vacancies and how the University supports you while you're on a placement.

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

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

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

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

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

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

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

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

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

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

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

### 3.13 Library Services

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has a variety of study spaces over six floors, including 24/7 facilities and group work areas. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, overnight chat service 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 Greg Cadge – contact them greg.cadge@essex.ac.uk or use the Book a librarian form on the Library website to get in touch. More information can be found at **http://libwww.essex.ac.uk/subject.htm**

For guidance in relation to third-party proofreading of student work: [www.essex.ac.uk/proofreading](http://www.essex.ac.uk/proofreading)

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

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

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

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

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

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

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

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

**LEAP (Learner Engagement Activity Portal)**

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](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>Classification</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 MyEssex.

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

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

You need to submit your form by the deadline given here https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx.

You will not get extra marks if you 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](http://www.essex.ac.uk/see/intermit). If your intermission is agreed to, we will also give you the advice and support you need to help you carry on with your studies.

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

4.3 Re-marking of coursework
You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: [www.essex.ac.uk/quality/university_policies/examination_and_assessment/markng_policy](http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/markng_policy). You will need to complete a form and be aware that marks can go down as well as up.

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

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

**External Examiners** are usually academics from other universities but may be from industry, business or the profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that courses at the University meet the academic standards expected across UK higher education. External Examiners write reports on the courses and modules they are responsible for which are made available to you via your department. You can find the name and institution of the External Examiner for your course and modules by looking on the Programme Specifications Catalogue and the Module Directory. You can find out more about how the University uses External Examiners here: [www.essex.ac.uk/quality/external_examiners/default.asp](http://www.essex.ac.uk/quality/external_examiners/default.asp)

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

4.5 Appeals and complaints
**Appeals on academic grounds** can be made following the meeting of the Board of Examiners and the publication of your results. Be aware that there are strict deadlines for the submission of the appeal form and your evidence.
We strongly advise all students thinking about making an appeal to contact 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

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

5.2 Coursework submission
Coursework components must be submitted in the manner prescribed by the lecturer by the deadline stated in the Undergraduate Coursework Deadlines document which is published in Moodle at https://moodle.essex.ac.uk/course/view.php?id=7125. You may have to fill in a cover sheet, which may vary from module to module. For most modules students will be asked to scan and upload their work to the online Feedback, Assessment & Submission Electronic Repository (FASER): http://faser.essex.ac.uk/, and then submit the hard copy to the lockers provided outside STEM 5.2. This is mostly the case for summative coursework (coursework that counts towards the final mark) but for formative coursework there may be less formal submission procedures.

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

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

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

www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx

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

5.5 Essay writing support
University wide advice on this can be found at https://www.essex.ac.uk/students/study-resources/tdc/writing/modules.aspx. The University Talent Development Centre also provides helpful support:
https://www.essex.ac.uk/students/study-resources/tdc/default.aspx.
5.6 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

5.7 Reassessment of coursework
Most modules in the Department of Mathematical Sciences are reassessed by resit exam only which counts for 100% of the module mark.

If the Board of Examiners requires you to complete essays or assignments over the summer vacation, the Assessment Team will send you a letter by email with further information. Please check your Essex email account regularly once your results have been released. The Department will send you details of the assignments which you are required to undertake. If you haven't received anything within three weeks of the results being published, you must contact the Department or the Assessment Team.

5.8 Referencing in coursework
(see section 7)

5.9 Group work and performance
Discussing problems with others is often a good way of learning mathematics. You can often find a quiet room around the University in which to discuss problems (e.g. the Departmental Common Room 6.314). You are encouraged to work in this way (provided you remember you will have to sit the exams at the end of the year on your own).

For work which does not actually count towards the final mark for a module, we have (again subject to remembering you will be on your own in the exam at the end of the year!) no objection to joint work – indeed this can be educationally beneficial. However we object strongly to simple copying. This is a waste of your time and also that of the lecturer who has to mark the copied work. Marks of zero may be awarded if a lecturer has evidence of copying. Though such work does not count for formal assessment, the routine assignments are there to provide you with the practice that is an essential part of the learning of Mathematics.

In modules that have a coursework component which counts towards the module result, the coursework may be either individual or in groups (where you will be specifically assigned to a group with the requirement that your group produces a single piece of work). There are several objectives here, one of which is to provide preparation for careers in which good teamwork is essential. Where there is coursework, the final work must be yours (or the group's) alone, though discussion with others about ideas may still be helpful. You must reference any help received.

Students should be aware that the policy on collaboration in coursework of other Departments may well differ from that in Mathematical Sciences: this applies, for example, to computing modules. It is extremely important that you stick to the rules of the Department running a particular module, as otherwise you may well receive a mark of zero for that piece of coursework. If in any doubt, ask the lecturer what the rules are for that piece of coursework before starting work on it.
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/regulations

Attendance at examinations is compulsory, and if you do not attend them and do not have extenuating circumstances then you are at risk of being withdrawn. See ‘Attendance Monitoring’ above for more information about absence. For exams that are more than an hour long, you will not be allowed to enter the examination room if you arrive later than 55 minutes after the start of the exam. If your exam is only an hour long, you will only be admitted up to ten minutes after the start of the exam.

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

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

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

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

6.4 General information about summer exams and 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. Good academic practice

7.1 Referencing

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 The University Academic Offences Policy

Please see section 4.6 and remember that the Academic Offences Policy applies to all students https://www1.essex.ac.uk/students/exams-and-coursework/academic-offences.aspx
Section Three: You Matter

8. Practicalities: Getting started and IT matters

8.1 Registration
All new and returning students are required to register at the start of each academic year. The process for new students includes activating an IT account, completing Pre-Arrival Online, and attending the University’s main registration event.
New students: www.essex.ac.uk/students/new/registration.aspx

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](http://www.essex.ac.uk/it/getaccount).

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

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

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

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

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

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

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

### 8.4 Immigration information
If you are a citizen of a country that is not part of the European Economic Area or Switzerland it is likely that you will require a **visa** to enter or remain in the UK to study. The University must ensure all students hold the right to study in the UK throughout their studies and there are regulations regarding your Immigration status. For Tier 4 students, the Home Office attach conditions to your Tier 4 leave that restrict study, work and access to state benefits, some nationals have to register with the Police. The University has many duties as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 licence. Find out more on the University’s website: [https://www1.essex.ac.uk/immigration/](https://www1.essex.ac.uk/immigration/) and [https://www.essex.ac.uk/about/governance/regulations](https://www.essex.ac.uk/about/governance/regulations).

### 8.5 On-campus facilities
There is a broad range of **facilities** to support your living and learning experience at our Colchester Campus – including study-based services like the IT helpdesk and group study pods,
but also various food and drink venues, 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.

www.essex.su/vteam

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

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

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.

askthehub@essex.ac.uk / 01206 874000

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

10.3 Students’ Union Advice

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

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

suadvice@essex.ac.uk, 01206 874034

10.4 Health Centre

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

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

10.5 Residence Life

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

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

10.6 Religion, faith and beliefs

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

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

10.7 Harassment Report and Support Service, dignity and respect

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

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

10.8 Nightline

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

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

10.9 Health and safety on campus

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

[www.essex.ac.uk/students/experience/safety.aspx](http://www.essex.ac.uk/students/experience/safety.aspx)
Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).

www.essexstudent.com/safetybus
www.essex.ac.uk/students/campus/emergency.aspx
http://www.essex.ac.uk/health-safety/fire/peep.aspx

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

www.essex.ac.uk/website-privacy
www.essex.ac.uk/records_management/request

Section 4: Essex Matters

11. The Essex Experience

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

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

11.2 Freedom of speech policy and 12.3 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
www.essex.ac.uk/governance/regulations

11.3 Essex Spirit, social media and What’s on?
Keep up-to-date with important news, events and offers from across the University with our Essex Spirit blog. Go to our email lists to subscribe to the fortnightly e-bulletin.

http://blogs.essex.ac.uk/essexspirit/
www.essex.ac.uk/news

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.

www.essex.ac.uk/events

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

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

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

Say hello and find out more at essex.su

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 coursefinder, and find out more about the value of being a postgrad.

www.essex.ac.uk/masters
www.essex.ac.uk/coursefinder

The Department of Mathematical Sciences has an international reputation in many areas such as semi-group theory, optimisation, probability, applied statistics, bioinformatics and mathematical biology. Our staff are strongly committed to research and to the promotion of graduate activities.

Taught courses
We offer a variety of taught Masters courses which provide you with up-to-date training in your area of study. We have strong links with Essex Business School, the Department of Economics, and the Schools of Computer Science and Electronic Engineering and Biological Sciences. This enables us to offer some unique courses.

Research study
We offer a lively and stimulating environment in which to carry out your postgraduate research. Our academic staff are working on projects at the cutting edge of their fields.