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Introduction
A very warm WELCOME to the Department of Psychology, and thank you for choosing to study with us at the University of Essex.

We very much look forward to meeting again those of you who are returning to us after the summer vacation, and we are delighted to welcome for the first time those of you who are just starting on a career in higher education this year with us. We are especially pleased to greet those of you who are new to the country, and have chosen the UK, the University of Essex and the Department of Psychology to continue your studies. Wherever you are from, we hope that you will enjoy your studies with us, and that you take every opportunity to get the most out of university life.

As you will discover, the Department provides a vibrant and dynamic place in which to study. We hope that you make full use of our excellent research and computing laboratories, and that you are soon fully engaged in your studies. As you will experience, we provide a research-led education: recent research informs Psychology at Essex at every level from our undergraduate degree schemes (BSc and BA), to MSc degrees and PhD degrees. You will receive up-to-date courses taught by well-qualified, highly-knowledgeable and highly-motivated staff. As student members of the department, you will play a vital role in contributing to our thriving research environment. You will invest time, effort, intelligence, creativity and scholarship into your research project work, and under expert supervision, you will contribute to some truly ground-breaking research. Indeed, Psychology at Essex was ranked 13th out of all UK psychology departments for the overall quality of our research in the latest Research Excellence Framework report (REF2014), and student projects contributed enormously to advances in our knowledge and contributed to our excellent research publications (our publications were rated 8th in the UK in the REF2014).

All of our undergraduate Psychology degrees are fully accredited by the British Psychological Society (BPS), such that our graduates (with a 2.2 class degree or higher) are eligible for the Society's Graduate Basis for Chartered Membership (GBC). We hope that you will take full advantage of the high quality undergraduate education and facilities that we provide. You may wish to help us positively in this by getting involved as a student representative for your scheme and year group, where you can contribute through the Undergraduate Staff Student Liaison Committee (SSLC), to help us develop further the learning experience of our students, and to help us respond to changing needs and opportunities.

We look forward to meeting you all during the year. We are sure that you will find your studies both challenging and rewarding. We wish you every success in your studies.

Professor Paul Hibbard, Department of Psychology

About your Student Handbook

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

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

### 1.1 Term dates

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

Please note that second and final year undergraduate students have exams for Autumn term modules before the start of the Spring term (7th – 13th January 2019, which is during the vacation).

### 1.2 Your timetable

You can view your timetable at: [www.essex.ac.uk/timetables](http://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 Link to myEssex

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/](https://www.essex.ac.uk/myessex/)
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* NB Graduation - Provisional, subject to change. Graduation dates apply to all three campuses

Please note Examination and Graduation dates may be subject to change.
## 2.1 About the Department of Psychology

<table>
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<tr>
<th>2.1 Academic Staff</th>
<th>Title</th>
<th>Room</th>
<th>01206 87xxxx</th>
<th>@essex.ac.uk</th>
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<tbody>
<tr>
<td>Prof Chris Barry</td>
<td>Academic Offences Officer ODS Team Member</td>
<td>4.707</td>
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<tr>
<td>Dr Kathryn Buchanan</td>
<td>Maternity Leave (Autumn) SONA</td>
<td>2.703</td>
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<td>Dr Alasdair Clarke</td>
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<tr>
<td>Dr Nick Cooper</td>
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<td>Dr Rachel Cooper</td>
<td>Departmental Disability Liaison Officer (Autumn) ODS Team Member</td>
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<td>Dr Philip Cozzolino</td>
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<td>Dr Maria Laura Fillipetti</td>
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<td>Director of Postgraduate Research Students</td>
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<tr>
<td>Dr Silvia Rigato</td>
<td>Athena Swan Deputy</td>
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<tr>
<td>Emeritus Professor Debi Roberson</td>
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<td>Dr Maxwell Roberts</td>
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<td>Dr Konstantina Zougkou</td>
<td></td>
<td>3.716.A</td>
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</tbody>
</table>

For full profiles and photographs of staff members please follow this link and click on 'People':
http://www.essex.ac.uk/psychology/default.aspx
2.2 Administrative and Technical Staff

If you have any queries relating to your department or course of study, please contact one of the following people:

### Administration Team

<table>
<thead>
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<th>Location</th>
<th>Email Address</th>
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</tbody>
</table>

### Technical Services Team

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</tr>
</tbody>
</table>
2.3 Departmental Resources

The Laboratories

The Department has excellent learning resources and facilities for our students. We have custom-built laboratories and first class equipment. The laboratories are on Floors 1 and 2 of the Psychology Department and are open to undergraduates. They house a large number of computers, each supporting word processing, internet, statistics, spreadsheet and presentation software.

Laboratory opening hours: MONDAY TO FRIDAY 9.00am to 5.00pm

Use of psychology laboratories (1.702, 1.703, 1.704, 1.705, 2.708)

Your University ID card should give you access to these labs. If you experience any difficulties please contact the technicians in 2.712. Alan Brignull is available between the hours of 9:30 and 13:00; Monika Steinke is available between 12:00 and 3:30.

Computers and experimental booths in labs on Floors 1 and 1 and a half are available for use by students from 9 am to 5 pm providing that the rooms are not required for teaching or testing. The booths in 1.704 and 1.705 can be booked up to 2 weeks in advance using booking forms posted on the doors. It should be noted that both labs have timetabled taught modules running throughout the year and information giving open access times will be posted on the entrance doors. Do not enter when a class is in progress. Any enquiries regarding the use of the psychology labs 1.704 & 1.705 should be addressed to the Chief Technician (Steven Brewer, 2,712, sbrewer@essex.ac.uk). For all other lab enquires or bookings please speak to the Academic Administrator (Patricia Hurley or Sarah Brewer 3.724, ph17100@essex.ac.uk or slbrewer@essex.ac.uk).

For the convenience of others and yourself please be aware that there are a few rules relating to Lab use:

- No food, drink or chewing gum.
- Please do not prop the door open.
- Save your work regularly onto your M drive. (File saved to the hard drive may be deleted)
- Do not install anything onto any computer.
- Please report faults to one of the Technicians, and fill in the fault form on the wall.

Blank CDs, DVDs, and USB memory sticks can be purchased from the Copy Shop Counter, located on Square 4.

The Psychometric Store

The Psychometric Store is in Room 2.711A on Floor 2 of the Psychology building and is administered by Alan Brignull in Room 2.712. You may borrow items from the Psychometric Store only with permission from your lab tutor or project supervisor. The store contains a wide range of equipment, headphones, questionnaires and psychometric tests, voice recorders and stop watches.

Most items in the store are available on a weekly loan basis but certain heavily used items will shortly be available on a monthly loan basis. Requests to renew the loan period must be made by contacting Mr Brignull. Please e-mail Alan Brignull at least five working days before you require extending a loan in case the item needs to be recalled. Requests for loan of equipment, laptops, IT and AV equipment should be addressed directly to the Technicians in room 2.712.
2.4 Our location

Colchester Campus, Department of Psychology, University of Essex, Wivenhoe Park, Colchester CO4 3SQ

Departmental website address
http://www.essex.ac.uk/psychology/default.aspx

Departmental Facebook page
https://www.facebook.com/PsychologyatEssex

Undergraduate & Postgraduate Administrative Offices opening hours are MONDAY TO FRIDAY 9.30am to 4.30pm

The Administrative Offices are situated on the right as soon as you enter the Psychology Building from the podium level of Square 1. 3.702 is the Undergraduate Office and 3.704 is the Postgraduate Office. There may be times when the office you require is closed for a while during the day, if this is the case you can also go to the other office to ask for assistance.

Technical Services opening hours are MONDAY to FRIDAY 9am to 5pm.

Technical support is available from room 2.712. There are two part-time Technicians that cover support between 9:30am to 3:30pm. The three Senior Technicians are available between 9am and 5pm.

Photocopying

Undergraduate Students should obtain a copy card from the circulation desk in the Library. For Undergraduate PS300 Projects, MSc, Phd and Staff photocopying is available in the Department on request from the Technical Services team.

Printing

Students can buy printer credit from the ISS helpdesk/Library/campus shop for use in University ISS computing labs on campus. Printing for Psychological Teaching and Research is available to all students using the Departmental Psychology Labs, printing to the Psychology Labs printer. Responsible printing only relating to your Psychology course or research should be undertaken, using double sided and N-up printing where possible.
**Noticeboards**

The Undergraduate noticeboards are situated opposite the lifts on level 3 outside of the Undergraduate Administration Office. You will find second hand books, welfare information and a lot more. Keep an eye on your notice board plus the others around the Department.

**2.5 Your Personal Tutor**

All undergraduate and taught postgraduate students have a personal tutor who you'll meet soon after you've arrived, and who you'll meet regularly throughout your course. Your personal tutor is there to help you feel connected to your department, school or centre, and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. Your personal tutor may also recommend other support services on campus that might be able to help. If you're unsure who your personal tutor is, please look on myEssex or ask a member of the administrative staff in your department.

**2.6 Peer Mentoring**

The Department of Psychology offers Peer Mentoring to undergraduate students. If you are new this year you will automatically be allocated a peer mentor. This is a more experienced psychology student who is there to answer everyday questions and offer help and support. Peer mentors also provide signposting to appropriate services across the university. If you are a second or third year undergraduate and would like a peer mentor please contact the Undergraduate administrator’s using psyugadmin@essex.ac.uk. If you have been in the Department for at least one year and would like to receive training to become a peer mentor please contact Trish Hurley (ph17100@essex.ac.uk) or Sarah Brewer (slbrewer@essex.ac.uk).

**2.7 How we will communicate with you**

The Department will communicate with you using notice boards, facebook, hard copy letters, moodle and even occasionally text messages (for example, if a lecture is cancelled at short notice). However, our primary method of communicating is to e-mail your essex e-mail account. You are responsible for checking your account frequently and acting on messages that we send to you. Please do not ignore them! If you are not sure whether or not you need to take action please e-mail us to check.

For further details on this please see Academic conduct: http://www.essex.ac.uk/about/governance/regulations/general.aspx

**2.8 Department Annual Prizes**

In Years 1 and 2, the department awards prizes for the highest overall year mark. In Year 3, the Michael Lodge Memorial Prize is awarded to the student with the best overall degree mark in the year. The Department also awards the A. T. Welford Memorial Prize for the best research skills demonstrated in the second year. This prize is awarded based on a research score calculated by combining the aggregate for the PS212 Psychology Research module (worth 50%) and the average of the laboratory report coursework in the second-year modules (worth 50%). In Year 3 the Ray Meddis Prize is awarded to the
student with the highest mark in the PS300 Research Project module. The Margaret Bell Prize is awarded to a student in any year who makes an outstanding contribution to the department.

2.9 Departmental Seminars

Research Seminars provide a vibrant and intellectually rich research-intensive ground for both academics and students. Leading researchers with an international reputation are weekly invited in our Department to present cutting-edge, state-of-the-art research in their field of expertise. Titles and dates will be announced near the beginning of each term. Brief outline of each talk will be posted online (http://www.essex.ac.uk/psychology/news_and_seminars/seminars.aspx) closer to the event and circulated via email the week before. For the academic year 2018-2019, these will take place on Tuesdays at 16:00 in room 4.722 & STEM 3.1.

As part of a continuous research-led educational programme in our Department all undergraduates and postgraduates are very welcome and particularly encouraged to attend our Research Seminar events. Examples of past speakers include Prof Matt Lambon Ralph on the neural basis of conceptual knowledge, Prof Gina Conti-Ramsden on language development and disorders, Prof Philippe Schyns on visual information processing, Prof Wolfgang Klimesch on the functional role of human brain oscillatory activity, Dr Greg Maio on social values and Prof Charles Vincent on safety in the NHS.

In addition, the seminars will be presented by members of the Department including postgraduate research students. This might be a good opportunity for you to discover your own research interests, familiarize with ongoing research in the department, and may be helpful when deciding how to rank your PS300 project supervisor preferences or chose the area of your MSc dissertation. Following the seminar, a drinks and nibbles session with the speaker is generally held at 5pm in the CBS reception area providing a friendly environment to discuss scientific matters with our guests. You are very welcome to attend.

2.10 Participation in research

In the first year, undergraduate students will be required to undertake some research training (details provided in lectures). For this training, you may EITHER choose to write an essay on an aspect of Research Methods OR you may choose to participate in 8 hours of departmental research.

Year-II and Year-III students are not required to participate in ongoing research in the department. However, it is expected that you will help your fellow students doing Year-III (PS300) projects by participating for at least a few hours each term. One potential benefit for you is that it may give you the opportunity to ask final-year students how their projects are going and perhaps gain valuable tips and advice. Through the web-based sign-up system (SONA) you will also find paid opportunities to participate in research ongoing in the department. In general, willingness to participate in research will help students gain insight into problems of method and technique and to gain valuable understanding of what can be expected from the participants you will use in your own research work.

2.11 Research Experience Scheme

The RES is aimed at undergraduate students (open to year 1 and 2 students) who have an interest in gaining research experience. The scheme allows students to work together with staff members on ongoing research projects and in doing so develop practical skills in conducting empirical work in Psychology and consequently expanding their repertoire of employability and personal development skills.
Student and staff member participation is entirely voluntary. In addition to the RES, there is also the Undergraduate Research Opportunities Programme (UROP), which offers paid research opportunities. These will be advertised later in the year via email and on the UROP website [www.essex.ac.uk/urop](http://www.essex.ac.uk/urop).

### 3. Learning and Teaching

#### 3.1 Learning, Teaching and Independent Study

The Department of Psychology fully embraces our diverse student population and strives to ensure that all of our students achieve their full potential. We aim to design and deliver pedagogy, curricular and assessment to engage students in learning that is meaningful, relevant and accessible to all. We embrace individual differences as the source of diversity that can enrich the lives and learning of others.

#### 3.2 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.

Only upload PDF or Word documents (.doc) to FASER, unless you are specifically asked for to upload a different kind of file (e.g. a Powerpoint presentation) for a particular piece of coursework.

[fasere.ac.uk](http://fasere.ac.uk)

[www.essex.ac.uk/it/services/learning-technology/](http://www.essex.ac.uk/it/services/learning-technology/)

#### 3.3 Course structures

**BA and BSc in Psychology** and the **BSc in Psychology with Cognitive Neuroscience**

Single-honours psychology undergraduates are registered in the Faculty of Science and Health. Throughout the three years of your degree programme, you will follow the same syllabus regardless of whether you are registered for a BA or BSc degree. Requests to change between the BA and BSc courses must be finalized before the start of the following year. Students studying for the BSc Psychology with Cognitive Neuroscience are always registered on the BSc programme.

**BSc Psychology with Economics**

This degree is registered in the Faculty of Science and Health and accredited by the BPS. The course structure will follow the same syllabus as the BA and BSc Psychology degree, with the exception that 30 credits of Economics modules is included in year 1, 15 credits Economics year 2 and 45 credits year 3, in place of some psychology or outside modules. Students on this degree scheme should discuss their choice of final year options with the economics Director of Education as they will need approval that the modules chosen are suitable for the economics background training that will have been gained at this point in the degree.
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 learning outcomes are categorised into knowledge, intellectual, practical and key skills, and are linked to the aims, learning outcomes and assessment on the modules you take. The relevant Programme Specification for your course and stage of study will be available to you when you log onto either myEssex or eNROL.

British Psychological Society

With the exception of BA Psychological Studies, all our degrees are accredited by BPS. This means they are recognised by British Psychological Society (BPS) for the purposes of Graduate Membership and towards the Graduate Basis for Chartered Membership. Accreditation gives graduates the opportunity to gain Graduate and/or Chartered Membership (GBC) of the Society. GBC is an entry requirement for all postgraduate training programmes leading to chartered status.

In order to gain a degree that confers the British Psychological Society’s Graduate Basis for Chartering (GBC) status, you must obtain an overall classification of at least lower second class honours (2.2). Full details about graduate membership can be found on the BPS website https://www.bps.org.uk/join-us/membership/graduate-membership

3.4 Changing your degree and maximum period of study

If you are thinking about changing course we recommend that you speak to someone in your schools/department as soon as possible. They will be able to advise you if there are any specific requirements for the course you are looking to change to. If the course you are looking to change to is within a different school/department, then you should also speak to someone in that department.

There are deadlines in place for when you need to change course by, so please make sure you are aware of these deadlines before requesting to change. Further details on changing course and the relevant deadlines can be found at www.essex.ac.uk/students/course-admin/changing-course.aspx or by visiting your Student Services Hub.

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

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

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.
3.5 Information about Modules

BA and BSc in Psychology and the BSc in Psychology with Cognitive Neuroscience

First-Year

You will take six modules in your first year.

Five of these will be Psychology modules: PS111, PS114, PS115, PS116 and PS117.

For the fifth module you may choose either PS118 (Applied Psychology) PS119 (Computer Skills) or an outside module from another academic department.

Full-Year Modules

- PS111-4-FY: Discovering Psychology: The Science Behind Human Behaviour
- PS114-4-FY: Research Methods in Psychology
- PS115-4-FY: Statistics for Psychologists
- PS116-4-FY: Preparing for University Psychology
- PS117-4-FY: Introduction to Personal Development and Employability

And then either

- PS118-4-FY: Applied Psychology
- PS119-4-AU: Computer Skills (Autumn term module only) or one option from the list

Second-Year

All students take the following modules:

Autumn Term

- PS212-5-FY: Psychology Research
- PS406-5-AU: Developmental Psychology
- PS407-5-AU: Social Psychology
- PS414-5-AU: Seeing and Hearing
- PS417-5-FY: Enhancing Employability and Career Planning

Spring Term

- PS212-5-FY: Psychology Research
- PS411-5-SP: Brain and Behaviour
- PS415-5-SP: Memory, Attention and Language
- PS416-5-SP: Personality and Individual Differences
- PS417-5-FY: Enhancing Employability and Career Planning
Third-Year

In the final year of your BA or BSc in Psychology or BSc Psychology with Cognitive Neuroscience, you have to complete a full-year research project (PS300) and the equivalent of six half-year modules.

For students on the Psychology with Cognitive Neuroscience course the Neuroscience of Human Nature is a compulsory module and your Psychology project will be in a relevant topic area.

You must take at least two half-year modules in each term.

In practice, many students prefer to take either three half-year modules in term 1 and three half-year modules in term 2, or four in term 1 and two in term 2. However, if you know that you are good at organizing your time and have a strong preference for the spring-term modules, you are permitted to take two half-year modules in term 1 and four half-year modules in term 2.

Autumn Term

- PS300-6-FY: Psychology Project (for students taking Psychology with Cognitive Neuroscience this will be in a relevant topic area)
- PS481-6-AU: Cognitive Neuropsychology
- PS486-6-AU: Culture and Psychology
- PS487-6-AU: Emotion
- PS489-6-AU: Animal Behaviour
- PS490-6-AU: Evolutionary Psychology
- PS492-6-FY: Enhanced Employability Skills and Career Progression
- PS503-6-AU: Ageing: Mind, Brain and Behaviour
- PS506-6-AU: When Your Brain Can’t Believe Your Eyes; Understanding Visual Illusions
- PS509-6-AU: The Science of Uncertainty
- BS399-6-FY: Interdisciplinary Project
- Or one outside module

Spring Term

- PS300-6-FY: Psychology Project
- PS452-6-SP: Intelligent Behaviour
- PS492-6-FY: Enhanced Employability Skills and Career Progression
- PS495-6-SP: Neuroscience of Human Nature
- PS498-6-SP: Human Sexuality
- PS499-6-SP: Transit Maps; Past. Present and Future
- PS500-6-SP: The Social Voice
- PS501-6-SP: Consciousness and the Bodily Self
- PS502-6-SP: Psychology of Body, Senses and Existence
- PS507-6-SP: Making Connections: How Children Develop
- PS508-6-SP: “Believing is Seeing”. The power of belief and suggestion on the mind and brain
- PS510-6-SP: Positive Psychology: The Science of Well-being
- PS511-6-SP: What’s love got to do with it: Understanding Romantic Relationships
- PS512-6-SP: Judgement and Decision Making
- Or one outside module
BSc Psychology with Economics

First-Year
You will take six modules in your first year.
Five of these will be Psychology modules: PS111, PS114, PS115, PS116 and PS117.
The fifth module will be Introduction to Economics.

Full-Year Modules
- PS111-4-FY: Discovering Psychology: The Science Behind Human Behaviour
- PS114-4-FY: Research Methods in Psychology
- PS115-4-FY: Statistics for Psychologists
- PS116-4-FY: Preparing for University Psychology
- PS117-4-FY: Introduction to Personal Development and Employability
- EC111-4-FY: Introduction to Economics

Second-Year
You will take eight 15 credit Psychology modules and one 15 credit Economics module. You will need to choose either PS414 or PS415 in order to take EC202.
- PS212-5-FY: Psychology Research
- PS406-5-AU: Developmental Psychology
- PS407-5-AU: Social Psychology
- PS414-5-AU: Seeing and Hearing - OR
- PS415-5-SP: Memory, Attention and Language
- PS411-5-SP: Brain and Behaviour
- PS416-5-SP: Personality and Individual Differences
- PS417-5-FY: Enhancing Employability and Career Planning
- EC202-5-AU Microeconomics (intermediate)

Third-Year
- PS300-6-FY: Psychology Project
- PS492-6-FY: Enhanced Employability Skills and Career Progression
- EC209-6-SP: Introduction to Experimental and Behavioural Economics
- EC387-6-AU: Experimental Methods in Economics
- X3 level 6 Psychology 15 credit options – From those listed above for all BSc/BA students.
- X1 level 6 Economics 15 credit option from list - Students should discuss their choice of final year options with the economics director of education as they will need approval that the modules chosen are suitable for the economics background training that will have been gained at this point in the degree.
Outside Modules and Graduating

Final-year BA and BSc in Psychology and the BSc in Psychology with Cognitive Neuroscience students are entitled to take up to 30 credits worth of outside modules that are approved by the Department in place of the equivalent Psychology third-year option modules. That is, you are allowed to take up to one full-year module or two half-year modules that are run by a different Department.

If you are considering choosing an outside module then you should check the level of the module – Year-2 modules are called level-5 modules and Year-3 modules are called level-6 modules. This is important as the rules of assessment state that you will need to pass 90 credits of level 6 modules to be able to graduate. The simplest, safest advice is to take either only psychology modules or level-6 outside modules. This will give you the greatest flexibility as to which modules you could fail and yet still graduate: specifically, you could fail any 30 credits and still graduate with 90 credits at level 6.

However, the Department does allow you to take a level-5 outside module, but you should do so only after understanding the following technical point: if you were to choose a level-5 outside module in your third year, it means that you would have no flexibility in which modules you could afford to fail – you would have to pass all remaining 90 credits worth of your third-year psychology modules to be able to graduate.

Module enrolment

All students will have access to a list of any optional modules when you log in online to make your selection. The University does its best to make a wide range of outside options available, but if there is a timetabling clash with a compulsory module then you might be asked to select a different optional module. You will be able to find detailed information on all the modules here: [http://www.essex.ac.uk/modules](http://www.essex.ac.uk/modules).

Changing optional modules

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. If you do decide to change, you need do this within the first two weeks of the Autumn Term.

For more information go to information on changing modules at the start of the academic year: [www.essex.ac.uk/modules](http://www.essex.ac.uk/modules).

Requesting a class change

Students are automatically assigned to classes based on availability by the Central Timetabling Office and in the 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 childcare or 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 or school 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. Your Department may ask for evidence to support your change of class request. Please note class change requests are subject to availability within other classes. Contact the Undergraduate Administrators to request a class change.
3.6 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

3.7 Supervision of Final Year Projects

In your final year as an Undergraduate you will complete a full-year research project. You will be allocated a supervisor for this project who will guide you through the process. At the end of your second year you will receive an introductory talk and a handbook explaining everything you need to know. This module is coded PS300 in the Department of Psychology and is co-ordinated by the Year Three Tutor.

3.8 Essex Abroad and Term Abroad

The study abroad scheme offers a fantastic opportunity to broaden your horizons, enjoy another culture and make lifelong friends while continuing your degree studies. On this scheme you can study abroad for one term of a three-year degree course (the spring term of the final year) or include an entire year abroad (between the second and third year) within a 4-year degree. There are no fees during the year abroad. If you're interested, talk to the Study Abroad Officer Prof Rick Hanley.

3.9 Employability and Placements

The Department has worked with the Employability and Careers Centre to integrate employability modules as part of the Undergraduate Degree. The employability modules are designed to support you in developing your future direction and acquiring the skills and experience you need. You will attend one compulsory Employability module in each year of your Undergraduate degree.

It is possible to include a placement year as part of your Undergraduate Degree, but it is the student’s responsibility to find a placement. Please note that not all placement opportunities fit within the University procedures but advice and support is available from the Employability Development Director, Dr Steffan Kennett.
3.10 How the Department offers an inclusive learning experience

The University of Essex, in conformity with the intention of its Charter, confirms its commitment to a comprehensive policy of equal opportunities within the University. It aims to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs and affiliations, family circumstances, sexual orientation or other irrelevant distinction. The University is committed to a programme of action to ensure that this policy be fully effective.

3.10.1 Information for disabled students

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

3.10.2 Information for 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.

3.10.3 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
3.11 Student representation, Student Staff Liaison Committee (SSLC), Student Assessment of Modules and Teaching (SAMT) and Student Surveys

Student feedback is a vital part of the University's approach to quality assurance and enhancement. It is therefore important that you are given the opportunity to feedback and that you take time to feedback to the University. You can do this in a number of ways:

You can contact (or volunteer to be) a student representative who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.

http://www.essexstudent.com/representation/coursereps/

http://www.essex.ac.uk/quality/student_representation/student_rep.asp

http://www.essex.ac.uk/quality/student_representation/sslc.asp

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

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

3.12 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 him at greg.cadge@essex.ac.uk or use the Book a librarian form on the Library website to get in touch.

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

3.13 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), 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)**

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

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

Log into LEAP via Pocket Essex, My Essex or [leap.essex.ac.uk](http://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 and 4 year courses, but some departments also have additional variations which can be found in Appendix A. [www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx](http://www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.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 you 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 stage 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>Degree 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 stage 2 and stage 3 (for a three year course). You must meet the requirements for the first year to continue on the course.

Core, compulsory and optional modules

To understand the requirements to pass your course, you need to know the status of the modules that you are taking. You can find details of the status of your modules in Section C of your programme specification via [My Essex](http://www.essex.ac.uk/student/).

<table>
<thead>
<tr>
<th>Type</th>
<th>Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>You must take this module</td>
<td>Must pass this module. No failure can be permitted.</td>
</tr>
<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.

**Psychology Year One Rules of Assessment**

In order to proceed to the second year of the psychology degree, first-year students must:

- Obtain an overall mark of 40% or greater in PS111.
- Obtain an overall mark of 40% or greater in PS114.
- Obtain an overall mark of 40% or greater in PS115.
- Achieve a final aggregate mark of 40% or more in your outside option module/ PS118

**Psychology Year Two Rules of Assessment**

In order to proceed to the third year of the psychology degree, second-year students must:

- Obtain an overall mark of 40% or greater in PS212
- Obtain an overall mark of 40% or greater in all six half-year modules

**Exit Awards**

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

**4.2 Extenuating Circumstances, withdrawing and intermitting**

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

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

You need to submit your form by the deadline given here – [www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx](http://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.
Thinking of leaving or taking a break from your studies?
You may experience doubts at some point during your studies, if you’re thinking about leaving Essex, we’re here to support you and give you the advice you need to help you make an informed choice.

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

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

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

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

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

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

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

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

4.5 Appeals 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

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

4.6 Academic Offences Policy

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

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your coursework. An academic offence can take place even if you didn’t mean to commit one, and examples include plagiarism, falsifying data or evidence, and communicating with another candidate in an examination. You may also be accused of an academic offence if you repeat work previously submitted for an assessed assignment without full acknowledgement of the extent to
which that previous work has been used; in other words, if you hand in the same or a very similar piece of work to one that you have already submitted.

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).

Your supervisor for your PS300 Final year project will apply for Ethics approval for the project that you undertake.

4.8 Publication

The Department encourages publication of high quality data generated in final year research projects (e.g., in PS300). If and how such publication should occur is at the supervisor's discretion of the project. We propose that students and supervisors take detailed notes to avoid misunderstandings about how ideas were generated and how much each party contributed to the research project.

As for authorship on any potential future publications, the Department follows current APA guidelines.
5. Coursework

5.1 Assignment and essay length

Marking penalties may be applied to projects, essays or laboratory reports that exceed the designated length. Therefore, the word count should always be considered a maximum number of words. Note that the word count is for the main body of the text and does not include coversheet, abstract or references. There is no mark penalty for pieces of coursework that are too short, but bear in mind that a very short piece of coursework is unlikely to contain all of the points that the assessor is looking for. Module coordinators will advise what the maximum word count/number of pages is for a module.

5.2 Coursework submission

The Department of Psychology is fully compliant with the University's on-line coursework submission system FASER. All undergraduate students will be required to submit their coursework assignments (including all projects, lab reports and coursework essays) electronically. For some coursework you will also be asked by the tutor to submit a hard copy. This system is accessible via the portal MyEssex, but is also accessible through the website: https://www.essex.ac.uk/e-learning/tools/faser/students/ and a getting started guide is available at: https://www.essex.ac.uk/e-learning/tools/faser/students/Help.aspx

The system is password protected, so you will need to log in with your Essex username and password. The very first time you will access the server you will be required to read the advice on plagiarism, therefore you will be redirected to the universities website on plagiarism. Read everything carefully before you proceed. You will see a list of all the modules that you are registered for and a list of all the coursework assignments and their deadlines. You can upload your coursework either from campus or from off-campus, and keep old copies prior to submission to be replaced by revised copies later. Copy and paste the cover sheet from the Assessment Guide into your file. Please do not use your name as the filename as this undermines our anonymous marking.

Assignments and deadlines

For each assignment you will be given a specific submission date. The deadline for the assignment to be uploaded to Faser or handed in is always 12 noon of the given day.

You can find the specific dates your assignments are due in Faser and in module outlines or handouts.

University policy states that coursework marks should be made available to you within 20 University working days of the submission date. University working days do not include Bank Holidays or Christmas shutdown. This means you could get marks and feedback during the Easter and Christmas vacation.

If it becomes necessary to make some variation to the schedule due to unforeseen circumstances, you will be updated via your Essex e-mail.

Full details of the coursework will be provided in the module outlines of individual modules that will be distributed during the first lecture. Coursework Tests will be taken under examination conditions and take
place at the time indicated in your hand-out (and shown on your Timetable), and Coursework Assignments will normally be a piece of written work (e.g., essay or lab report) that is submitted through the on-line Coursework Submission (Faser) system.

5.3 Details and samples of coursework

Samples of coursework will be provided where appropriate by module staff. External Examiners are able to view coursework as part of their role in assessing the departments marking procedures. The Psychology Administrators will email any relevant students if and when it is necessary to recall hard copies of coursework.

5.4 Return of marked coursework

Your coursework marks will be returned electronically and you will receive an e-mail when it is ready to view. For certain assessments, your coursework may be marked in hard copy, but you will receive your mark electronically. You should also collect your hard copy so that you can see your feedback.

This is important because (a) you can get timely feedback that may help improve other assignments, (b) you can get a gauge as early as possible as to the quality of work that you are submitting, (c) you can gain additional feedback from the marker, if necessary.

5.5 Late coursework policy

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

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

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.

5.6 Essay writing support

Students studying PS111, Discovering Psychology, receive literacy support classes from the Talent Development Centre. These will help you to develop academic skills such as writing, information gathering and utilising feedback. These classes form an integral part of the module. However, all students in the department, whether undergraduate or postgraduate, can access the support of the Talent Development Centre. One-to-one sessions with an academic skills tutor are available to anyone who feels they will benefit. The Talent Development Centre Helpdesk operates from the Silberrad Student Centre on the ground floor. They are open 10am - 4pm, Monday to Friday. You can drop in and talk to someone about the support on offer.
5.7 Anonymous marking policy

All coursework which contributes to your final module mark should be marked anonymously where it is practical to do so, where this is not possible, departments will inform you in advance of the assessment task.

www.essex.ac.uk/quality/university_policies/default.asp

5.8 Reassessment in coursework

If the Board of Examiners has required you to complete essays or assignments that you have failed, over the vacation, the Registry will send you a letter by email with further information. Please check your Essex email account regularly once your results have been published. Your Department will send you details of the assignments which you are required to undertake. If you haven’t received anything within three weeks of the results being published, you must contact your Department or the Registry.

5.9 Referencing in Coursework

Drawing on the wide range of reading you do around your subject area, and demonstrating how you have used this to develop your knowledge and form your own views, is a key aspect of your coursework. It’s essential that you reference your source material so it’s clear where the information has come from, and to avoid any misunderstanding over whether you are presenting ideas as your own. (see Academic Offences Policy section 4.6). For further details please refer to the section on referencing in the Assessment Guide and Section 7 in this handbook.

5.10 Undergraduate Assessment Guide

For more information on how to work on your assessments, please reference the Undergraduate Assessment Guide, which can be found here:

https://www1.essex.ac.uk/psychology/current/default.aspx
6. Exams

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

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

6.2 Access to exam scripts

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

6.3 General information about exams and examination results

You can find your personalised exam timetable online at: [www.essex.ac.uk/examtimes/](http://www.essex.ac.uk/examtimes/). The exam timetable will be published on the date shown at [https://www1.essex.ac.uk/students/exams-and-coursework/dates-and-timetables.aspx](https://www1.essex.ac.uk/students/exams-and-coursework/dates-and-timetables.aspx)

You must bring your registration card and exam entry form with you to the exam. You will not be allowed entry without them. Remember to check your exam entry form carefully and contact the Examinations Office if there are any errors.

You can download a guide to examinations and watch a short video at: [www.essex.ac.uk/students/exams-and-coursework/default.aspx](http://www.essex.ac.uk/students/exams-and-coursework/default.aspx). You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule at: [www.essex.ac.uk/students/exams-and-coursework/schedule.aspx](http://www.essex.ac.uk/students/exams-and-coursework/schedule.aspx)

6.4 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.
6.5 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.

6.6 Referencing in examinations

You should reference your source material so it’s clear where the information has come from, and to avoid any misunderstanding over whether you are presenting ideas as your own. For further details please refer to Section 7.

6.7 Calculators and Dictionaries

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. You can buy these from the Burrow, everythingEssex or Waterstones at the Colchester Campus or online from Amazon or eBay, or from Tesco, Argos or WH Smith.

A limited number of the permitted 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.

Dictionaries are not permitted in examinations unless the rubric of the examination specifically states that candidates may use a dictionary, for example a translation dictionary may be permitted in certain language examinations. Your department will be able to advise you whether any of your exams specifically permit the use of a dictionary. Electronic dictionaries are never permitted. If you take a dictionary to an examination where it is not permitted, you will be reported on suspicion of committing an Academic Offence.

Non-native speakers of English should note that the entitlement to use a translation dictionary was removed with effect from October 2004.
7. Referencing and good academic practice

7.1 Importance of good academic practice

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

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

Referencing is a key academic/scientific skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising). Referencing allows you to give credit to author's/researchers' concepts and ideas/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, American Psychological Association (APA) and for help with referencing, visit the library website: http://libwww.essex.ac.uk/referencing.htm

7.2 Where to seek guidance

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/. You can also complete the online Academic Integrity course at moodle.essex.ac.uk/course.

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

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

Please refer to the Psychology Assessment Guide for further details on referencing.

7.3 The University Academic Offences Policy

Please see section 4.6 and remember that the Academic Offence Policy applies to all students.

www.essex.ac.uk/about/governance/policies/academic-offences.aspx
8. You Matter

Practicalities: Getting Started and I.T Information

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 will 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 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.

8.3 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. 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

8.4 Tier 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 at: www.essex.ac.uk/immigration/ and 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/](http://www.essex.ac.uk/students/study-resources/tdc/)

9.2 Learning Languages at Essex

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 give you a competitive edge when you’re looking for a job. There are a number of ways to do it, so look online to discover the best option for you. [www.essex.ac.uk/study/why/languages](http://www.essex.ac.uk/study/why/languages)

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/courses/ug00152/1/ba-european-studies-and-modern-languages](https://www.essex.ac.uk/courses/ug00152/1/ba-european-studies-and-modern-languages)

9.3 Employability and Careers Centre

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

9.4 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](http://careerhub.essex.ac.uk/students/login)
9.5 Big Essex Award

The University's **employability award** gives you recognition for all your extra-curricular achievements. All of your Big Essex Award activities go onto your Higher Education Achievement Report (HEAR). Get involved and get ahead of the game. Activate your HEAR and get started. [https://www1.essex.ac.uk/careers/bige/](https://www1.essex.ac.uk/careers/bige/)

9.6 Frontrunners

Challenge yourself. **Frontrunners** is Essex's unique on-campus work placement scheme for students. You'll get the chance to work on real projects in real workplaces and develop real skills for you to brag about on your CV. You'll get fully trained in your role and you'll get paid for it. [www.essex.ac.uk/frontrunners](http://www.essex.ac.uk/frontrunners)

9.7 Volunteering

Join the vTeam and be the difference. There are plenty of opportunities to **volunteer** during your time at Essex. The vTeam, run by the Students Union, is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills. [www.essex.su/vteam](http://www.essex.su/vteam)

9.8 Student Ambassadors

Be a Student Ambassador and make a difference to others and make a difference on your CV! Student Ambassadors help to promote the University and higher education. You'll be a valued part of the Student Recruitment and Outreach teams. Keep an eye out for Student Ambassador Vacancies on CareerHub+ in January. [www.essex.ac.uk/careers/job_hunting/on_campus](http://www.essex.ac.uk/careers/job_hunting/on_campus)

9.9 Essex Interns

Essex interns create paid internships exclusively for you as an Essex student. They're flexible too; part time during term time or full time in vacations. You can even take part up to three years after you graduate, as part of our Essex graduates support package. Sign up for Essex Interns to kick-start your career. [www.essex.ac.uk/careers/internships](http://www.essex.ac.uk/careers/internships)
9.10 Undergraduate Research Opportunities Programme (UROP)

UROP or the Undergraduate Research Opportunities Programme is our scheme for undergraduate students from the University of Essex to become trainee researchers and to become part of the academic community here at Essex.

UROP students in all departments will have the opportunity to carry out research in placements alongside established academics and to learn first-hand what being a researcher really means.

To find out more visit: [https://www1.essex.ac.uk/urop](https://www1.essex.ac.uk/urop)

9.11 Research Experience Scheme (RES)

The scheme is open to first, second and third year students and gives you the opportunity to work on a voluntary basis alongside our academics on an ongoing research project. To find out more visit: [https://www.essex.ac.uk/departments/psychology/research-experience-scheme](https://www.essex.ac.uk/departments/psychology/research-experience-scheme)

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, including contacts for disability, wellbeing, counselling and confidential issues

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

Colchester: askthehub@essex.ac.uk / 01206 874000
Southend: askthehub-sc@essex.ac.uk / 01702 328444
Loughton: askthehub-lc@essex.ac.uk / 0208 5085983

www.essex.ac.uk/students/contact

Departments also have a Disability Support Liaison Officer. In Psychology this is Dr Tuesday Watts and Dr Rachel Cooper (Autumn term only) and Tracy Robinson (Spring/Summer term). You can find both Dr Tuesday Watts and Dr Rachel Cooper in room 3.716A, or on email tmwatt@essex.ac.uk / rcoopea@essex.ac.uk. Dr Tracy Robinson can be found in room 3.709, or on email tracy@essex.ac.uk.

10.2 Wellbeing, counselling and confidential issues

Your Student Services Hub provides advice, information and support on a range of health and wellbeing issues. [https://www1.essex.ac.uk/students/health-and-wellbeing/default.aspx](https://www1.essex.ac.uk/students/health-and-wellbeing/default.aspx)

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

10.3 Students’ Union Advice Centre

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 extenstions, housing, complaints, welfare and consumer issues.

[www.essex.su/advice](http://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: suacsou@essex.ac.uk / 01206874034

10.4 Health Centre

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

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

10.5 Residence Life

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

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

10.6 Religion, faith and beliefs

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

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

10.7 Harassment 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

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
10.9 Health and safety on campus

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

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

The Essex Experience

11.1 The Essex Student Charter

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

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

11.2 Freedom of speech policy and 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](http://www.essex.ac.uk/students/study-resources/handbooks/default.aspx)

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

11.3 Essex Spirit, social media and What’s on?

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

[http://blogs.essex.ac.uk/essexspirit/](http://blogs.essex.ac.uk/essexspirit/)

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

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

[www.facebook.com/uniofessex/](http://www.facebook.com/uniofessex/)


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

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

11.4 Students’ Union

We’re famous for our *Students’ Union* at Essex, and for good reason. Here you’re not just a member of a normal Students’ Union, you’re part of a family. We’re here to cheer you on as you walk into exams and to help you absolutely destroy the competition in interviews and land your dream job. The Student's 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 team 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 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. http://alumni.essex.ac.uk/home

11.6 Departmental Psychology Society

The Psychology Society is a University society that encourages students to join and to get involved with its activities. It is run for students by students. It is a great way to meet other students who share an interest in psychology as well as offering various social events. They also provide a small selection of books that can be loaned to its members. For more information or if you would like to get involved, please contact the Student Union.

11.7 What comes next?

Choosing to be a postgraduate student at Essex is one of the few decisions in life that's black and white. Our research degrees include PhD, MPhil, MSc, MA and MD, and our culture of world-class research provides an outstanding and supportive environment in which to undertake your research study. If you decide to stay on for further study with us, you'll have a great opportunity to study a challenging course within a research-intensive and supportive environment. You'll develop knowledge in your chosen area and learn from some of the top academics in the field, while becoming a valued member of our postgraduate community. Explore our courses on our course finder, and find out more about the value of being a postgrad.

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

In the Department of Psychology we offer the following courses:

- MSc Psychology
- MSc Cognitive Neuroscience and Neuropsychology
- MSc Research Methods in Psychology
- MSD Psychology (Masters by Dissertation)
- PhD
Academic career advice (for students)

Are you thinking of pursuing a career in academia, or would you like more information about this kind of career? If so, you can get in touch our Academic Careers Advisers, Dr Vanessa Loaiza (v.loaiza@essex.ac.uk) and Dr Andrew Simpson (asimpson@essex.ac.uk). Of course, you may also approach other members of staff, such as your tutor or project supervisor. They will be more than happy to answer your questions and give you advice.

Do you find yourself excited to learn about psychology research? Do you enjoy reading research articles and find yourself eager to know about the results of a study? Do you enjoy statistics (even if you are sometimes intimidated or find it difficult)? In general, are you passionate about finding out first-hand the factors that shape human behaviour and cognition? If so, you may want to consider an academic career!

A career in academia allows you to teach and do research in the area of psychology that you love alongside other colleagues who are just as passionate as you. An environment that is stimulating, challenging and exciting coupled with following one’s passions can lead to a long and rewarding career. Undergraduate students who are considering an academic career are encouraged to speak to the academic career advisers: Dr Andrew Simpson and Dr Vanessa Loaiza. It can be overwhelming to plan your path toward an academic career, and they are here to help you how to best sort out the steps and answer your questions. To get started, check out the following road map (and keep in mind there are many, many sub-goals for each step, so don’t get overwhelmed!):

Step 1: Is an academic career right for me?

A first step is to gain as much experience as you can with psychology research. Dr Simpson encourages students to attend as many research seminars and read as many primary research articles as you can to get a feel of your favourite areas. Can you see yourself doing this kind of research as well? Similarly, Dr Loaiza encourages you to gain experience by becoming active in doing research. The department’s Research Experience Scheme (RES), Undergraduate Research Opportunities Programme (UROP) and Frontrunners all allow students to gain knowledge and experience of doing research while being guided by a supervisor on a variety of different topics in psychology. These experiences will help you determine if you feel really committed to an academic career as well as make your application for graduate study even more competitive.

Step 2: Graduate study

You will need to do graduate study for an academic career. You may choose to do a Masters before a PhD or go straight to a PhD program. There are different methods to accomplish this:

- Apply for PhD positions that are advertised online on academic job websites, such as http://www.jobs.ac.uk/phd
- Independently identify a supervisor who is enthusiastic to support your PhD studies and develop a project together

Whereas funding often accompanies the former method, applications for funding are often required for the second method via Research Council competitions.

Step 3: After Graduate study
Post-doctoral positions are often required for continuing on in academia. Similar to the PhD, the two main methods of securing a position are to:

- Apply for a post-doc position advertised online on academic job websites
- Independently apply for fellowship funding after having identified a supervisor who is happy to have you join his/her team

If you would like to acquire a first experience of research, or to develop your research skills further, there are many research schemes (paid and unpaid) for which you might like to apply.

- Undergraduate Research Opportunities Programme (UROP); [https://www1.essex.ac.uk/urop/](https://www1.essex.ac.uk/urop/)
- Research Experience Scheme (RES); [https://www.essex.ac.uk/departments/psychology/research-experience-scheme](https://www.essex.ac.uk/departments/psychology/research-experience-scheme)
- Frontrunners and frontrunners plus; [https://www1.essex.ac.uk/fronrunners/](https://www1.essex.ac.uk/fronrunners/)

We hope you have an amazing year in the Department of Psychology