

Your studies

ESSEX BUSINESS SCHOOL

Undergraduate
(Southend Campus)

STUDENT HANDBOOK
2018-19



University of Essex

ESSEX BUSINESS SCHOOL
Undergraduate Departmental Handbook 2018-19
Southend Campus

1. INTRODUCTION

WELCOME



I am delighted that you have been able to join us at Essex Business School, either at our splendid building at Colchester or at our state of the art teaching facilities in the Forum in Southend.

Although we have grown substantially in recent years, we remain a mid-sized business school, enabling a very much more personalised learning experience than is often the case for business and management degrees.

We have a very strong research reputation, and are increasingly promoting research with impact, studies that have proven relevance in the real world, of interest and value not only to firms, but also to those wishing to master the practice of management.

Looking forward to meeting with you.

Professor Geoffrey Wood
Dean of Essex Business School

About your Student Handbook

This handbook gives you essential information about Essex Business School and the University.

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

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

Undergraduate Student Handbooks 2018-19

Section 1: Introduction

1. INTRODUCTION AND WELCOME

- 1.1 Term dates, calendar and academic week numbers
- 1.2 Timetables the pattern of the academic year, including summer term activities.
- 1.3 Link to *myEssex*
- 1.4 Academic staff availability

2. ABOUT ESSEX BUSINESS SCHOOL

- 2.1 Details of Academic staff/GTAs including contact details and academic support hours
- 2.2 Details of Professional Services staff
- 2.3 Resources supplied or maintained by the department such as departmental library, labs, computer labs.
- 2.4 Location of departmental office and opening hours
- 2.6 Details of additional departmental support such as peer mentoring.
- 2.7 Departmental policy on the use of smart phones, laptops, tablets, dictionaries, calculators
- 2.8 Details of how the department will communicate with students
- 2.9 Departmental prizes

Section 2: Academic Matters

3. LEARNING AND TEACHING

- 3.1 Brief statement about learning, teaching and independent study
- 3.2 What the department expects from its students and what students can expect from the department
- 3.3 Moodle and FASER
- 3.4 Course structures and learning outcomes, including information about a Professional, Statutory and Regulatory Body if relevant, programme specifications
- 3.5 Changing your degree and maximum period of study
- 3.6 Information about modules including: choices, core, optional, enrolling for modules, the location of the directory, reading lists, changing modules, changing your class.
- 3.7 Listen Again
- 3.8 Supervision of UG student research and final year capstone projects
- 3.9 Essex Abroad, terms abroad and opportunities
- 3.10 Placement information and the employability module
- 3.11 Summary of how the department offers an inclusive learning experience, ensures the quality of opportunities, and responds to the diverse needs of students
 - 3.11.1 Disability and emotional wellbeing
 - 3.11.2 International students
 - 3.11.3 Mature and part-time students
- 3.12 Student representation, SSLC, SAMT, student surveys
- 3.13 Library services
- 3.14 Attendance monitoring (Count-me-in), absence from sessions.
- 3.15 LEAP (Learner Engagement Activity Portal)

4. ASSESSMENT

- 4.1 Rules of assessment, including exit awards and requirements for Year Abroad and Placement Years
- 4.2 Extenuating circumstances, withdrawing and intermitting
- 4.3 Re-marking of coursework

- 4.4 Moderation, second marking policies and external examiners
- 4.5 Appeals, complaints and fitness to practice
- 4.6 Academic offences policy
- 4.7 Ethics

5. COURSEWORK

- 5.1 Assignment and essay length and department word count policy
- 5.2 Coursework submission details (including FASER) and deadlines
- 5.3 Details of samples of coursework
- 5.4 Return of coursework policy
- 5.5 Late coursework policy
- 5.6 Essay writing support
- 5.7 Anonymous marking policy
- 5.8 EBS Marking Scheme
- 5.9 Reassessment in coursework

6. EXAMS

- 6.1 Examination regulations
- 6.2 Access to exam scripts
- 6.3 Calculators
- 6.4 General information about summer exams and exam results
- 6.5 Anonymous marking policy in examinations
- 6.6 Reassessment in examinations
- 6.7 Referencing in examinations
- 6.8 Departmental policy on the use of dictionaries/calculators in exams

7. Referencing and good academic practice

- 7.1 Statement on why good academic practice is part of scholarship and why it is important at Essex
- 7.2 Information about where to seek guidance on referencing, including links to the relevant referencing scheme, details of any departmental support sessions if relevant or Moodle courses.
- 7.3 Information relating to the University's policy on plagiarism and academic offenses

Section 3: You Matter

8. PRACTICALITIES: GETTING STARTED AND IT MATTERS

- 8.1 Registration
- 8.1.2 Module enrolment
- 8.1.3 Award documents
- 8.2 Find Your Way and room numbering system
- 8.3 IT support
- 8.4 Immigration information
- 8.5 On campus facilities
- 8.6 Graduation

9. SKILLS, EMPLOYABILITY AND EXPERIENCE

- 9.1 Talent Development Centre
- 9.2 Learning a Language
- 9.3 Employability and Careers Centre
- 9.4 CareerHub+
- 9.5 Big Essex Award
- 9.6 Frontrunners
- 9.7 Volunteering

- 9.8 Student Ambassadors
- 9.9 Essex Interns

10. You Matter: Health, Welfare, Support and Safety

- 10.1 Student Services Hub
- 10.2 Wellbeing, counselling and confidential issues
- 10.3 Student Union Advice Centre
- 10.4 Health Centre
- 10.5 Residence Life
- 10.6 Religion, faith and beliefs
- 10.7 Harassment report and support service, dignity and respect
- 10.8 Nightline
- 10.9 Health and safety on campus
- 10.10 University Privacy Statement

Section 4: Essex Matters

11. THE ESSEX EXPERIENCE

- 11.1 The Essex Charter
- 11.2 Freedom of speech policy and the Code of Conduct
- 11.3 Essex Spirit, social media and other channels of communication with students
- 11.4 Students' Union
- 11.5 Alumni
- 11.6 What comes next?
- 11.7 Hear

12. USEFUL ADDITIONAL INFORMATION

- 12.1 Using Academic Support Hours

Section 1: Introduction

1. INTRODUCTION AND WELCOME

1.1 Term dates, calendar and academic week numbers

2018-2019

Autumn term	3 October 2018	-	14 December 2018
Spring term	14 January 2019	-	22 March 2019
Summer term	23 April 2019	-	28 June 2019

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

1.2 Timetables the pattern of the academic year, including summer term activities

You will be able to access your personal timetable via myEssex.

The department timetable can be viewed at <http://www.essex.ac.uk/students/course-admin/timetables.aspx>

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/>

1.4 Academic staff availability

If you wish to contact a member of academic staff, please check the EBS UG information page on Moodle for details of their academic support hours to find out their availability, in case they are on study leave.

2. ABOUT ESSEX BUSINESS SCHOOL

2.1 Details of academic staff/GTAs including contact details and academic support hours

Essex Business School is located on two different campuses and is organised into five broad subject areas:

Colchester Campus

Accounting, Finance, Management & Marketing and Organisational Studies & HRM.

Southend Campus

Management Science and Entrepreneurship

Our staff are based on both campuses. When contacting staff be sure to check where they are located.

Academic Staff and Graduate Teaching Assistants/GTAs: please check UG Moodle Information pages for details of their academic support hours to find out their availability.

See 12.1 Useful Additional Information – using academic support hours

Each member of academic staff has an individual profile webpage that contains contact information and their research interests. The profile pages can be viewed by following this link: <https://www.essex.ac.uk/departments/essex-business-school/people/academic>.

Who to go to if you need help

If you have any queries relating to Essex Business School or your programme of study, please contact the EBS Student Services team on ebshelp-sou@essex.ac.uk

Need to talk to your tutor?

All members of the teaching team have **Academic Support Hours**. Academic support hours are used to give personal feedback on your work and to discuss general progress. Some lecturers prefer students to make appointments, others have drop-in academic support hours. You can find this information on the EBS UG Information Moodle page.

Staff research interests

The University of Essex is among the top 10 UK universities (out of a total of 136 UK universities) for research and the top rated UK University for social sciences. 95% of staff in the Essex Business School conduct research which is recognised by the academic community as being of 'high international quality'.

Much of the research is focused on issues of practical and policy relevance with an emphasis on critical analysis. Within the School, research is organised around four groups. The research of the **Accounting group** focuses on professional accounting and auditing practice and regulation, as well as on the social dynamics of pronouncements of accounting through political, governmental and legal organisations. Other research within this group concerns accounting history and accounting practice in developing economies.

The **Finance group** is concerned with the research aimed at understanding financial processes and the development of practical but theoretically informed perspectives on financial problems. Staff within this group are pursuing research interests in four broad areas: the theory of asset pricing; financial econometrics and empirical finance; behavioural finance and banking.

The **Management and Marketing and Organisational Studies and Human Resource Management groups** apply leading edge critical scholarship to the understanding of organisational processes, and the development of practical but theoretically informed perspectives on organisational problems. Management studies is approached as an important form of critical social inquiry rather than simply a vocational field.

The **Management Science and Entrepreneurship group** supports research into international business, marketing, entrepreneurship and innovation and global strategy and provides a focus on various aspects of new venture creation, innovative growth and the impact of entrepreneurship on regional economic development.

You can find out more about our research interests and detailed staff profiles by following this link. <http://www.essex.ac.uk/ebs/staff/academic/default.aspx>

Your School contacts

Programme Directors

Programme Directors have overall responsibility for a degree programme and as such have an overview of the programme's modules. They are responsible for monitoring student progress and addressing any problems both staff or students may have. They offer supervision, advice and support to the students.

UG Programme Director for Accounting – Sylvia Gaia – [Sylvia's Profile](#)

UG Programme Director for Finance – Dr Chiara Banti – [Chiara's profile](#) Dr Mark Hallam (autumn) – [Mark's Profile](#)

UG Programme Director for Management & Marketing – Dr Stefano Cirella – [Stefano's Profile](#)

UG Programme Director for Organisational Studies & HRM – Dr Noelia-Sarah Reynolds – [Noelia's Profile](#)

UG Programme Director for Management Science and Entrepreneurship

Dr Manuela Nocker - [Manuela's Profile](#)

Module Leaders

Module Leaders are responsible for the individual modules, which make up programmes. Module leaders are responsible for coordinating the teaching team who deliver the module. They design the modules, teach them and examine them. They monitor attendance and student progress and talk to students about any academic issues related to their particular module. The first year UG Module Leaders are:

BE101 – Module Leader – Dr Dila Agrizzi – [Dila's Profile](#)

BE200 – Module Leader – Dr Marta Fernandez de Arroyabe Arranz – [Marta's Profile](#)

BE201 – Module Leader – Dr Marianna Marra (AU Term) – [Marianna's Profile](#), Dr Jun Li (SP Term) – [Jun's Profile](#)

BE301 – Module Leader – Dr Abhijit Sengupta – [Abhijit's Profile](#)

BE500 – Module Leader – Dr Wei Liu (AU Term) – [Wei's Profile](#), Dr Kholoud Mohsen (SP Term) – [Kholoud's Profile](#)

Details of Second and Final Year modules and Module Leaders are available on the module directory www.essex.ac.uk/modules/default.aspx

Director of Education

Dr Svetlana Warhurst is the EBS Director of Education and has oversight of all matters related to education within the School. [Svetlana's Profile](#)

2.2 Details of Professional Service staff

EBS Student Services Team

The EBS Student Services Team deals with all matters relating to your Undergraduate programme. They are located at the EBS Enquiry Desk on the 3rd Floor of the Gateway Building (GB.3.69).

2.3 Resources supplied or maintained by the department such as departmental library, labs, computer labs

Library services

Our Southend Campus library is located within The Forum, offering more than 140,000 books with access to 52,000 e-books and 33,000 e-journals online. Our library is open 8am to 10pm Monday to Friday, 8am to 6pm Saturday and 11am to 5pm Sunday. With silent and group study areas, as well as access to networked PCs, it's a pleasant and safe environment for you to work in.

<http://libwww.essex.ac.uk/southend.htm>

Sian Downes is the Assistant Librarian in Southend. Contact them with any general library enquiries or if you need any help with your research or would like additional training in database use or information retrieval.

Assistant librarian is: Sian Downes (sian.downes@essex.ac.uk)

Computer labs and group study pods

The Learning Hub's open study space houses 24 PCs with spaces for laptop use and six group working pods. At the Gateway Building, IT Lab 1 (room GB.3.53, third floor) has 40 PCs. This can sometimes be used as a teaching area, so please check information on the door before entering. IT Lab 2, located in GB.2.34 on the second floor, is a smaller, more intimate space with 10 PCs. This floor also features 2 group working pods and a student common room with additional PCs. Touchdown points are scattered throughout. Use The Gateway Building and The Forum to quick-check email or social networks.

2.4 Location of departmental office and opening hours

You can contact the EBS Student Services team by email: ebshelp-sou@essex.ac.uk or by visiting the EBS Enquiry Desk on the 3rd Floor of the Gateway Building (GB.3.69) – see opening times below:

Our location

Southend Campus
Essex Business School
Elmer Approach
Southend-on-Sea
SS1 1LW

General enquiries: ebshelp-sou@essex.ac.uk

Website: www.essex.ac.uk/ebs

Term time Opening Hours	
Monday – Friday	10.00am – 4.00pm
Vacation Opening Hours	
Monday – Friday	10.00am – 1.00pm

Opening hours may vary – you will be notified of any amendments.

2.5 Personal tutor information

Your Personal Tutor

All undergraduate students have a Personal Tutor who you'll meet soon after you arrive. You will then be scheduled to meet with your personal tutor throughout your first year of studies via the BE918 module. This will appear on your timetable. You can also see your Personal Tutor outside of this scheduled tutorial time by making an individual appointment. Your Personal Tutor is someone you can talk to if you have questions about your course or 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 ask a member of the EBS Student Services Team or look at your MyEssex page.

To help you make the most of the feedback you receive on your coursework, it's important that you make an appointment to see your Personal Tutor each term. You should keep a portfolio of all your feedback across the different modules you attend to help you identify any areas which consistently contribute to loss of marks. Advice and guidance from your Personal Tutor / the Talent Development Centre can help you improve your skills in these areas.

2.6 Details of additional departmental support such as peer mentoring

Your Peer Mentor

All first year students are assigned a Peer Mentor. Peer Mentors are experienced EBS students and are a point of contact to help you adapt to university life. Peer Mentors can help you with information about university life such as: using the library, student facilities and services, how to make the best of your 1st year, how to get involved in university social life and how to use FASER. You will meet your Peer Mentor in Welcome Week.

Talent Development Centre

Are you looking for help to develop your assignment writing skills, study skills, time management, mathematics and statistics, or English for academic purposes? Based at both Colchester and Southend campuses, the TDC offers a range of ways to help you improve your academic performance and fulfil your potential. Look online to find out more about our classes, workshops, drop-in clinics and online resources.

www.essex.ac.uk/students/study-resources/tdc/

If you have any questions, please contact TDC Head of Taught Programmes, Liz Austin (eaustin@essex.ac.uk).

Academic Services Manager

Emma Aldridge is the administrator with responsibility for the academic services team within our School. [Emma's Profile](#).

Faculty Employability Officer – based at Southend Campus

Aideen Sadler is the Employability Officer based at Southend-on-Sea Campus. Aideen's role is to support you with all aspects of your job search journey from making sure your LinkedIn profile gets you the best exposure to composing an ace cover letter to making a great impression at interviews. Aideen hosts a series of employability events at the Southend campus. Drop-In Sessions are held every Tuesday, Wednesday and Thursday from 1pm to 2pm at The Info Point, Level 2 in The Forum. You can self-book a 1:1 appointment with Aideen

<https://careerhub.essex.ac.uk/students/appointments/app/?campusId=2739>

Alternatively feel free to contact Aideen on 01702 328418 or e-mail aideen.sadler@essex.ac.uk

Placements Manager

Vicki Doughty, the EBS Placements Manager is part of a wider faculty employability team which provides career, placements and internships, and graduate recruitment advice. Vicki works specifically with EBS students. You can see Vicki for help with placement and internship searches, application advice, preparation for interviews and assessment centres. You can contact Vicki on 01206 873855 or vdoughty@essex.ac.uk You can also find materials and information on Campus to Corporate Moodle page.

[Vicki's Profile](#)

SUPPORT AVAILABLE FOR EBS UNDERGRADUATE STUDENTS – 1st YEAR

There is a range of support within EBS to help you successfully complete your degree and prepare for your future.

- **Welcome and Introduction to EBS**

A welcome to EBS event takes place during Welcome Week.

- **BE 902 Research and Study Skills for Professional Development**

A **compulsory** module which introduces you to the basics of research and study skills. There is also a weekly workshop that helps you to continue to develop your academic skills throughout the year.

BE918 Student Success Tutorial. This group tutorial is scheduled throughout the term to help you make the most of your time at university and reach your full potential. You can also get to know your Personal Tutor and other students on your programme. These tutorials can help you improve your academic skills, understand feedback on your coursework and think about your plans for the future.

- **Language Skills Development for International Students**

If you are an international student then you probably already have an English language certificate of proficiency such as IELTS or TOEFL. However, like most other British universities we require **all newly registered students whose first language is not English** to take a short English language test of our

own. This provides us with a single, consistent measure of English language proficiency across the whole of our international student body. The test is short and informal.

This is compulsory for ALL 1st year Undergraduate international students whose first language is not English.

It's not a pass/fail test and the results do not affect entry to study. After taking the test, you are eligible to register for our free language support classes – SK306/SK326

Format

The test has two components:

- i. a written paper where you must write a short essay in 45 minutes
- ii. an online test of English usage, for which you have 60 minutes

There is no need to prepare for the test, but if you would like to familiarise yourself with our computer-based test format then you can complete a practice at any time.

Results

Your scores will be emailed to you within ten days, together with information on how to register for English language classes.

Test dates

Language skills testing sessions for EBS students can be found on the website, <https://www1.essex.ac.uk/students/study-resources/tdc/english/assessment.aspx>

Academic Skills Development

The EBS Student Resources Moodle page has a range of skills development materials to help you with your studies.

Support is also available through the centralised university support services. You can find more information in the Useful Information section of the handbook. The Talent Development Centre offers a range of support services to help students develop their academic skills. [Talent Development Centre Webpage](#)

Pre-graduation and exam event

An annual event providing advice and guidance to help you to prepare for your exams. This event takes place at the end of the spring term.

SUPPORT AVAILABLE FOR EBS UNDERGRADUATE STUDENTS – 2nd/ 3rd YEAR

- **Welcome Back – How to get the best degree you can!**

An important event to introduce you to the next year of your degree programme and prepare you to do the best you can in the year ahead.

- **BE911-5-SP: Successful Futures**

A compulsory module to raise your career awareness and help you understand what employers are looking for.

2.7 Departmental policy on the use of smart phones, laptops, tablets, dictionaries, calculators

Using mobile phones, smartphones, laptops and tablet PCs

EBS uses an Electronic Voting System (EVS) called ResponseWare, which turns your mobile device into a virtual clicker. ResponseWare allows you to respond in real time to interactive questions posed by your lecturer. The results of the vote are then shared anonymously with the entire group. You can download a ResponseWare App for iPhone, iPod Touch, iPad, or Android in the relevant online store. If you don't want to install the app on your device, you can also vote via the web at www.rwpoll.com. A small number of handsets will be available during lectures for those students who do not have a suitable device. More information about ResponseWare can be found on the following website: www.turningtechnologies.com/response-solutions/responseware.

As a courtesy to teaching staff and fellow students, you are expected to **NOT** receive or make phone calls or send text messages during lectures or seminars.

2.8 Details of how the department will communicate with students

Correspondence and communication

We contact students in a variety of ways, including by email and post. It is a University requirement that you check your University e-mail at least once a day during term time. General information will be sent to your University email address not to your home or work email address. It is therefore very important that you check your University email account every day. Please note that you can access your University email address from outside the University via your [myEssex](#) student portal. If necessary, you can have your University e-mail forwarded to an e-mail address of your choice. Refer to 9.3 in this handbook for more IT support information.

Email is a useful way to communicate with EBS staff, for both administration questions or questions about your modules and programme. This checklist will help you send more effective emails.

- Make sure you include your full name and registration number in all emails.
- Use an appropriate greeting such as Dear Andrew or Dear Dr Wright.
- Be polite and not too informal.
- Make sure you include the details of the module / programme you are referring to.
- Check your email to make sure it is clear, before you send it.

Email guidance

As a student, you will be on a number of University email lists. Some are mandatory and reflect your current course, modules, department, year and so on. You cannot unsubscribe from these lists but they will primarily be used to send out important information relating to your studies. You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. To opt in or out of such lists, visit: www.essex.ac.uk/dsh/maillinglists. We do not send out marketing information unless you have opted in to it.

University of Essex IT Services: www.essex.ac.uk/it

Social media



You can keep in touch with us informally through the EBS Facebook page:

www.facebook.com/EssexBusinessSchool

<https://www.facebook.com/ebsSET>



Follow us on Twitter [@Essex_EBS](https://twitter.com/Essex_EBS)



Follow us on Instagram [@essexeb](https://www.instagram.com/essexeb)s

2.9 Departmental prizes

EBS annual prizes

A number of annual prizes for excellent academic performances by students on our Degree Courses are donated by organisations with which the School has links, and by Essex Business School. Prizes are awarded at the graduation receptions after the Degree Ceremonies in July for final year students, and in autumn term for returning students.

3. Learning and Teaching

3.1 Brief statement about learning, teaching and independent study

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

At Essex Business School our teaching methods include a combination of: lectures from our academic staff; guest speaker sessions; tutorials; class exercises, including discussion of case studies and journal articles; computer-based lab sessions. These formal, timetabled sessions provide the basis for your independent study – a key feature of university study. Independent study can take a variety of forms including background reading, preparation for classes, and preparation of and for your assessments. We provide a framework, for example in the form of questions and readings to be discussed at weekly or fortnightly tutorials, but it is your responsibility to structure your working week and manage your time. The skills that you develop from your independent study, including organisational and time management skills, are essential professional skills for your future careers.

One of the distinguishing features of our courses is that they all share a common first year (by campus) of taught modules. Therefore, before you enter your second year, you can opt for any of the accounting, finance, and management courses offered at Colchester, and any of the marketing and entrepreneurship courses offered at Southend, whether or not you were originally registered for that course. (You can only change to a course at your original campus and depending on your first year results, and after discussion with the relevant Programme Director).

Teaching timetable

Information about teaching timetables and your individual timetable can be found at www.essex.ac.uk/students.

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

Your progress

Our University is committed to excellence in education, and to supporting your progression and achievement as an Essex student. Regular monitoring of student attendance allows us to identify any students who may need guidance or support, to help them to succeed in their studies. Your engagement with your programme of study is primarily measured by attendance, and completion of, and performance in, assessments, as appropriate. We monitor attendance and will follow-up concerns about any student in accordance with the University's Progress Procedures at: <https://www1.essex.ac.uk/students/exams-and-coursework/ppg/default.aspx>. As a student, if engagement in your studies, as measured by attendance and/or submission of assessed work, is unsatisfactory you'll be contacted and offered guidance and support. If your progress causes concerns you'll initially be contacted by your Personal Tutor, and then by the departmental progress officer. Where serious concerns persist, you may be referred to the Deputy Dean Education and your case formally considered by a Progress Committee.

3.3 Moodle and FASER

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

FASER is our **online coursework submission and feedback system**. Use it to check coursework deadlines, upload coursework and receive electronic feedback all in one place.

faser.essex.ac.uk

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

3.4 Course structures and learning outcomes, including information about a Professional, Statutory and Regulatory Body if relevant, programme specifications

Programme specifications

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

Learning outcomes

The module's learning outcomes are set out in the Module Directory. They are categorised into knowledge, intellectual, practical and key skills. You can measure your progress against the outcomes, for example when reviewing coursework feedback, and they can be used to guide you when undertaking independent study. Full module outlines are available in the module directory [Undergraduate Modules](#)

Credits

Each year of a three year degree consists of modules totalling 120 credits. Each module is worth either 15 or 30 credits. Single term modules are worth 15 credits while full year modules are typically worth 30 credits. Modules can be compulsory or core, in which case they are defined by your course programme, or they are optional and can be chosen from a list provided on eNROL.

Module enrolment

New first year students receive module enrolment information during the summer vacation before they register and are required to enrol on-line before arriving at the University. At registration students will receive a confirmation of module enrolment for checking. Full module outlines are available in the module directory [Undergraduate Modules](#)

Changing degree course

Students are permitted to change their degree course at the end of their 1st Year within Essex Business School. Degree course changes can be made via your myEssex, myessexadmin.

Module choices for 2nd and 3rd year students

Choice of options will be subject to satisfying any prerequisite requirements and approval of the appropriate programme director. Further information can be found on the module directory and eNROL.

Undergraduate students are required to enrol for modules annually. Continuing students receive module enrolment information at the beginning of the summer term. Students who need advice about their choice of modules should discuss this matter with the relevant Programme Director. Advice about the procedures relating to module enrolment or changes of module is available from EBS Student Services.

You should note that your choice of optional modules may be subject to timetabling constraints.

It is essential that students complete module enrolment online and keep Essex Business School informed of any changes in their module enrolment since this forms the basis of their examination entry.

We also ask that you check your module enrolment form carefully to ensure that you have chosen the right number of modules and that the modules you have chosen are appropriate to your degree course and year of study.

Students can confirm the modules in which they are enrolled through the 'myStudy' channel on 'myEssex' at www.essex.ac.uk/myessex

A specific request will be made to check this information during the autumn term.

Students are advised to attend the Pre Exam event with Undergraduate Programme Directors that will be scheduled during the Spring/Summer Term and will give full details of modules available.

EBS policy on language options

In the case of second year options, students are normally allowed to take a language option of at least elementary level. In the case of third year options, students are normally allowed to take a language option of at least intermediate level.

EBS policy on outside options

Students are not allowed to take more than 30 credits worth of outside options. The options may be chosen from other departments and are subject to the approval of your Programme Director.

EBS policy on third year students taking second year options

Third year students may not take level 5 (second year) options. However, you can discuss this with your programme director as exceptions are possible in extreme circumstances.

Changing modules

Students are permitted to change optional modules **only** up to the end of week 3 in the autumn term, and up to the end of week 17 in the spring term for spring term only modules. Students are not permitted to change modules that are compulsory for the degree course for which they are registered.

Your choice of optional modules may be subject to timetabling constraints.

Reading lists

Please refer to the module directory and the module Moodle site for details of reading lists. You can access the university Moodle site once you have registered and have a University of Essex email account. [University Moodle Link](#)

Assessment

Most modules are assessed by a combination of coursework and exams, some modules are coursework only. Information on how the coursework and exams are weighted can be found in the module directory [Module Directory](#)

Please see Section 5 for details of the assessment policies and regulations that apply to your course.

3.5 Changing your degree and maximum period of study

Changing your course

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

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

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

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

Maximum period of study

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

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

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.

Reasons for requesting a class change.

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 School may ask for evidence to support your change of class request. Please note class change requests are subject to availability within other classes.

Changing optional modules

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

www.essex.ac.uk/students/course-admin/modules.aspx

3.7 Listen Again

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

listenagain.essex.ac.uk

3.8 Supervision of UG student research and final year capstone projects

Please refer to the relevant module outline on Moodle and in the module directory for further details:

- BBA BE932
- Marketing BE933
- International Business BE934
- Tourism BE935

3.9 Essex Abroad, terms abroad and opportunities

Essex Abroad (outgoing students)

The Essex Abroad team supports students who wish to undertake a period of study or work abroad as part of their degree. Support is offered before, during and after the experience.

The Essex Abroad team assists students with the administration of the programme offering you useful advice and assist you to begin your journey. Advice can be offered on how the programme works, financial support and information on where you can go. If you are considering this option as part of your degree, why not contact the team (saoadmin@essex.ac.uk) and make an appointment to see an adviser.

The team work closely with your study abroad officer, the EBS study abroad officer is Dr Giovanni Serafini g.o.serafini@essex.ac.uk

Essex Abroad (incoming students)

The Essex Abroad adviser that worked with you during your application to study at Essex is always available to offer you support and assistance. Things work a little differently for exchange/study abroad students (compared to degree-seeking students) so do not hesitate to contact your adviser or one of the team (saoadmin@essex.ac.uk) if you have any questions.

Essex Abroad can be found on Square 2 (next to the Careers Centre - Colchester) and is open Monday to Friday. In addition, Essex Abroad team are happy to speak to Southend students either via skype or phone.

3.10 Placement information and the employability module

Placements

EBS encourages its students to gain as much professional work experience as possible before you graduate. Many of our students take up opportunities of a “placement year”, which is a period of work experience embedded into your degree between the 2nd and final year. Vicki Doughty, EBS Placement Manager runs a series of workshops for students interested in placements. If you would like to register for a workshop or talk to Vicki you can contact her on 3855 or vdoughty@essex.ac.uk.

Employability modules

Southend UG Students: take a compulsory module: Successful Futures during their second year. This module will help you raise your career awareness, support you with your job search and support you through the various stages applications for jobs and further study.

Employability skills

Aideen Sadler, Faculty Employability Officer is based on the third floor of the Gateway building in the EBS Student Services Office. Appointments can be made with Aideen via Careerhub

The Faculty Employment Officer offers a wide range of support, from helping you decide what you want to do, to help with applications and CVs. Look out for events at www.essex.ac.uk/careers

Further information relating to services provided by the Employability and Careers Centre can be found in section 9.

Student References for Post Graduate Study

Final year students can apply for references to support postgraduate applications. Your references will be written by your Personal Tutor who has been allocated to you based on the subject area of your degree course. You will also be allocated a 2nd reference writer.

Students are limited to a request of **5 UNIVERSITIES** in the first instance and these choices will be approved by your Personal Tutor (so you should make your choices carefully). Your Personal Tutor will be notified if your attendance at classes is poor and will also be told of any late or non-submissions of coursework. If you subsequently decide to apply for more universities after the initial 5 you should meet with your Personal Tutor again.

The procedure for obtaining references is as follows:

- 1) Complete the EBS Reference Request Form which is available on the Undergraduate Information page on Moodle. On the form you will need to complete a brief personal statement and description of any extra-curricular activities you are involved in which will be seen by your Personal Tutor and second reference writer.
(NB This statement will NOT be seen by the University you are applying to – it will only be seen by your Personal Tutor/2nd reference writer to provide information that can be included in your reference.)
- 2) Make an appointment to see your Personal Tutor. Take the completed EBS Reference Form and any coursework marks/feedback sheets for your final year. Once your University choices have been discussed with and approved and signed by your Personal Tutor, they will write your reference and either send it to you by e-mail for forwarding on, or they will complete an on-line application direct to the universities you have chosen.

- 3) You will be sent your references by your Personal Tutor when they are ready. It is the aim of Essex Business School to complete the reference process within 4 weeks of the date that the form is received. If it is an on-line application the reference will go directly to the Universities you have applied to.
- 4) If you require a second reference, your Personal Tutor will inform you who your 2nd reference writer is. You will then need to contact your 2nd reference writer to arrange to a reference
- 5) You must contact and arrange to meet your Personal Tutor before nominating them to write your references, as they need to approve your choice of universities.

Student References – Jobs

If you require a reference for a job application your Personal Tutor will also be able to write this for you. Please ask your tutor's permission first and then give their contact details to the employer. You can use the student reference form on Moodle as a guide to provide your Personal Tutor with relevant details to help them to write the reference.

Copies of references

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

3.11 Summary of how the department offers an inclusive learning experience, ensures the quality of opportunities, and responds to the diverse needs of students

3.11.1 Disability and emotional wellbeing

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

You can find out about the support we offer here:

www.essex.ac.uk/students/contact/help.aspx

UK students may be eligible for a Disabled Students' Allowance grant. See our webpages for more information, including application forms and key changes:

www.essex.ac.uk/students/disability/funding.aspx

3.11.2 International students

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

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

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

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

3.11.3 Mature and part-time students

We appreciate that studying as a mature student can present challenges. This is particularly true if this is your first experience of higher education and you have other commitments and

responsibilities to meet such as work and family. We want you to be aware of the support available so that you can make the most of your time at Essex.

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

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

3.12 Student representation, SSLC, SAMT, Student Surveys

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

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

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

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

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

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

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

3.13 Library Services

Our Southend Campus library is located within The Forum, offering more than 140,000 books with access to 52,000 e-books and 33,000 e-journals online. Our library is open 8am to 10pm Monday to Friday, 8am to 6pm Saturday and 11am to 5pm Sunday. With silent and group study areas, as well as access to networked PCs, it's a pleasant and safe environment for you to work in.

<http://libwww.essex.ac.uk/southend.htm>

Sian Downes is the Assistant Librarian in Southend. Contact them with any general library enquiries or if you need any help with your research or would like additional training in database use or information retrieval.

Assistant librarian is: Sian Downes (sian.downes@essex.ac.uk)

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

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

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

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

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

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

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

If you need to **report an absence** from a teaching event, test or exam due to medical reasons you should do so by completing the relevant form in myEssex for a **notified absence**.

If you need to **report an absence** from a teaching event, test or exam due to representing the University in British Universities and Colleges Sport (BUCS) competitions, or in regional, national or international competitions; being selected or training for a national sports team e.g. Home Nationals or Great Britain, on a University organised placement, or other circumstances you should do so by completing the relevant form in myEssex for a **notified absence**.

Your department consider the reasons and may record it as an **authorised absence**. Be aware that you may need to **provide evidence**, including medical evidence if relevant.

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

3.15 LEAP (Learner Engagement Activity Portal)

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

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

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

4. ASSESSMENT

4.1 Rules of Assessment, including exit awards and requirements for Year Abroad and Placement Years

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

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

Each module you will take will have a credit value which you are awarded if you successfully complete the module. You need to obtain a certain amount of credits to be awarded your degree, and the Rules of Assessment give you more information about this.

The following is only a summary of the key points. You should read the rules and make sure you understand them. If you need advice, ask your personal tutor, departmental administrator, or SU Advice.

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

The rules cover:

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

Marks and degree classification

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

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

Core, compulsory and optional modules

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

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

	module to study	course/be eligible for the degree if you fail it.
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Most modules in each year must be passed, with only a small number of credits, if any, being allowed to be failed in the degree.

What do I need to do to pass my course?

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

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

Exit Awards

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

4.2 Extenuating Circumstances, withdrawing and intermitting

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

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

Please refer to the website for further information, including deadlines for submission.

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

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

You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from SU Advice (www.essex.ac.uk/su/advice) or the Student Services Hub (www.essex.ac.uk/students/contact/default.aspx).

Thinking of leaving or taking a break from your studies?

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

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

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

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

4.3 Re-marking of coursework

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy. You will need to complete a form and be aware that marks can go down as well as up. You can collect the remark form from EBS Student Services. You must request a re-mark within 14 calendar days of the coursework/feedback being released.

4.4 Moderation, second marking policies and External Examiners

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

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

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

You can find out more about how the University uses External Examiners here:

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

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

4.5 Appeals, complaints, and fitness to practise

Appeals on academic grounds can be made following the meeting of the Board 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.

If you aren't sure what the conventions are, particularly in relation to referencing, you should ask your department, contact the Talent Development Centre, and also refer to **7: Referencing and good academic practice** in this handbook.

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

4.7 Ethics

All research involving human participants, whether undertaken by the University's staff or students, **must** undergo an ethics review by an appropriate body and ethical approval **must** be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here - www.essex.ac.uk/reo/governance/human.aspx - along with the Ethical Approval application form.

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

5. COURSEWORK

A wide range of methods are used through coursework to assess your progress within the module.

5.1 Assignment and essay length and department word count policy

Guidance is provided by Module Leaders and questions relating to coursework are posted on Moodle.

5.2 Coursework submission details (including FASER) and deadlines

All coursework must be uploaded and submitted to the University's online coursework submission system FASER - available at: <http://FASER.essex.ac.uk/>.

You must make sure that you are familiar with this process in advance of the deadline. Guidance on how to upload your work is available through the submission system.

**On occasion students may be requested to submit a watermarked hard copy of their work to the EBS Student Services Desk. In this instance you will be informed of the process and time scales involved.

Assignments and deadlines

Dates and times by which you must submit your coursework will be published on FASER. You are strongly advised to regularly check FASER and the relevant module Moodle information page as hand in dates can be subject to change due to unforeseen circumstances

5.3 Details of samples of coursework

Coursework can include: essays, individual and group presentations, in-class tests, portfolios, reports, group case studies, literature reviews etc.

5.4 Return of coursework policy

Your marked coursework will be available on FASER. Students will be emailed by a member of the Academic Services team when their marked coursework is released. On occasion marked coursework may be available for collection from the EBS Student Services desk. Coursework must be collected by each individual student and only when the student presents their registration card.

It is the aim of the Essex Business School to return coursework and test marks to students within four weeks (not including bank holidays and religious festivals, or periods when the University is closed) of the date of submission. Note: In case of any delays, academic staff will advise students via Moodle.

5.5 Late coursework policy

Coursework deadline 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.

Late submission of coursework committee

Essex Business School has a Late Submission of Coursework Committee which will meet at least 3 times during the year. It will deal with claims of Late Submission for work which was not submitted by a deadline for reasons beyond your control. You make such a claim by submitting a Late Submission of Coursework form. The Committee will decide whether your work should be marked and whether that mark will count towards your formal assessment (which means the mark will be reinstated). The School will advise you of the outcome. It is important to note that you use this form to request reinstatement of your marks on the basis of circumstances which directly prevented you from handing in your work by the deadline.

Forms are automatically rejected if no evidence to support your claim is provided. If you have requested medical documentation to support your claim for late submission but it has not been received by the date of the Late Submission of Coursework Committee, your claim will be kept as pending for a further two weeks. If the evidence is still not received after two weeks, a mark of zero will be awarded.

You are advised to refer to the link below when considering your late submission claim. It provides useful guidance about how to submit a claim [Late Submission Guidelines](#)

Students should submit one hard copy of the Late Submission of Coursework form to the EBS Student Services desk with documented evidence within a maximum 7 days of the original deadline. Any coursework being submitted late should also be uploaded to FASER within 7 days of the original submission date.

Further Information and separate guidelines are available for undergraduates regarding claiming extenuating circumstances. These are available via the Registry webpages. [Extenuating Circumstances Guidelines](#)

5.6 Essay writing support

Guidelines on How to Write Assignments

In order to help you to develop your skills in writing assignments we have summarised below some of the key points underlying effective academic writing. The points mentioned below will help you to answer your assignment and exam questions appropriately and also to refine your communication skills to advance your career after graduating.

1. Read the question carefully

Make sure you understand exactly what the question is asking you to do. Pay attention to requirements like 'assess', 'describe' and 'compare'. Clarify all the key terms and concepts used, and note the scope of the question. It is a good idea to underline the key words to constantly remind you what the assignment is about. As you develop your answer, keep returning to the underlined words and ask yourself, "Have I answered the question"? "Does my answer relate to the question"? If not, then review what you are doing.

2. Take time in constructing your answer

Your central aim in answering any question is to bring together what you see as the key points and issues in a clear and coherent way. So it is worth spending time identifying these and then linking them together as effectively as possible. Try noting down your ideas and then ordering them in what you see as the most logical way. You need an overall plan before starting the essay. Without a plan your essay will end up being a jumbled collection of random sentences and will not get good marks.

3. Indicate the theories which you think are relevant

Throughout each module you study you will be introduced to the views of a variety of authors who are experts in their fields. Frequently, they will have competing views. One reason for this is that they see the world differently. It will be helpful to indicate in your work how you see things before moving on to any detailed analysis, arguments and evidence. Of course you know how you see things and what ideas you find attractive, but the examiners and markers do not know this. You need to tell them so that they can see things from your perspective(s). The theories which you choose to mention should be drawn from the ideas introduced on the module and elsewhere.

4. Wherever possible support your ideas with well- chosen examples

Be selective and only choose illustrative examples that are relevant to your points. Limit the amount of scene setting and background to case studies, unless such background is asked for specifically in the question. As a general rule, try not to let your examples 'take over' the whole essay.

Try to support your points with more than one example. We do not expect you to cover every relevant example, but it is important not to focus on single examples which could lead to sweeping generalisations. It is better to use a range of examples (two or three, say) to provide more solid support for your argument.

Try to use examples from a range of sources and module components. Make full use of the module material, additional reading and relevant stories in the news (if you have not previously started a file of current news, now is a good time to do so). We hope you will also draw on your own experience and on other sources, although this is not essential.

5. Give some thought to matters of general presentation

Check that you have communicated your ideas effectively. This means thinking about sentence construction and grammar. Make sure that your sentences are simple and easy to follow. This means using paragraphs to mark changes in focus and not simply as arbitrary divisions. It also means linking together your paragraphs so that the reader can follow your line of argument. Remember that anything which makes the reader stop or go back over part of the assignment risks breaking up its 'flow'.

All good answers should have a clear structure. At the very least, they must include an introduction, discussion and conclusion. The first and the last are both key elements of any answer and serve a range of functions. The introduction should be used to clarify and define the scope of the question, and to set out your plans. You should indicate how your answer is organised. The conclusion provides an opportunity to draw together and summarise your arguments in a way that directly addresses the question. It also gives you a chance to reach a clear conclusion of your own, if you have not done so already. Your answers should always be analytical - i.e. analysing the debates and issues in terms of concepts and theories and the contribution they make to our understanding of the world – not just descriptive. We are not asking you to say who said what and when, although you might produce short quotations from relevant authors to support your analytical point.

A good essay also engages with counter-arguments. So give some thought to what critiques and criticisms may be made against your conclusions, evidence and theories. Briefly indicate the way you might respond to your critics.

Have a look at the structure of the papers written by academics. Articles can be found in numerous journals in the library. Many will be on your reading lists. Take a look and note how they have been put together.

Assignments should include a complete list of references. All quotations should include page numbers and be attributed to works in the list of references.

You should check that your written work meets this key criteria:

- Answering the question
- Producing a coherent, clear argument and analysis
- Clearly demonstrating knowledge, reading and evidence
- Clearly demonstrating a critical ability
- Writing coherently
- Providing clear frameworks, structures and signposts

Referencing

Drawing on the wide range of reading you do around your subject area, and demonstrating how you have used this to develop your knowledge and form your own views, is a key aspect of your coursework. It's essential that you reference your source materials so it's clear where the information has come from, and to avoid any misunderstanding over whether you are presenting ideas as your own. Please refer to the section on academic offences in Section 4 of this handbook for information on referencing and where to seek advice. You can find more detailed information about referencing in section 7 of this handbook.

Support is available to help you develop your essay writing skills from the Talent Development Centre. We also have a useful Moodle page – EBS Student Resources.

Group work and performance

Information is provided by the relevant Module Leader.

In-class tests

Please make sure that you arrive in plenty of time for the 'in class' tests.

Where assessment takes the form of an in-class test, any student missing the test will receive a mark of zero. If you are unable to attend a test (due to illness for example) you should submit a Late Submission of Coursework Form to the EBS Student Services Desk in Essex Business School.

Poor performance in tests

There are no re-sit tests for the purpose of improving test marks. Students who do not perform well in a test can contact lecturers/class teachers for advice about how to improve their performance for subsequent assessments. The overall marks are obtained using the weighted marks awarded for the coursework items. If a student performs badly in one item of coursework assessment, it is still possible to obtain 40% overall for the coursework assessment, if the student has scored higher in another item of coursework assessment

5.7 Anonymous marking policy

All coursework which contributes to your final module mark will be marked anonymously. Your registration number, not your name, should be included on your coursework. Where it is not practical for coursework to be marked anonymously, departments will inform you in advance of the assessment task.

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

5.8 EBS Marking Scheme

FAQ

Which assignments will this apply to?

This system is applied to all non-ratio mark assignments. Any essay based questions, short answers, dissertations, presentations etc. that do not have a genuine ratio scale from 0-100.

It does not apply to multiple choice or quantitative assignments where there is a genuine ratio grade with marks out of a possible 100. In such cases the numerical mark remains as a percentage grade.

What happens with second marking and remark requests?

As the University's regulations stipulate, second marking must involve a reconciliation of the two marks, not an arithmetic averaging of the marks. The same process applies where a student requests a remark.

EBS Marking Scheme

Essex Business School uses the following marking scheme for non-quantitative assessments. These grades will be used to mark non-quantitative coursework and student work within EBS. These grades form a 22 point scale running from 100 to 0. These descriptors aim to give a general indication of the expectations of student performance for different degree classifications. Information regarding progression across a degree programme can be found on the following page.

Grade	Degree Classification		Indicative criteria for assessment of student work with non-quantitative components
	UG	PGT	
100	First Class (1)	Distinction	<p>A First Class (or Distinction) level answer is an excellent answer which demonstrates a systematic understanding of detailed, relevant knowledge. These pieces of work will display many of the following features:</p> <p>Structure</p> <ul style="list-style-type: none"> Clearly written, well organised and signposted. Clear introduction and conclusion. <p>Coverage</p> <ul style="list-style-type: none"> Comprehensive coverage of issues in relation to question. Thorough coverage of a relevant range of literature. <p>Analysis</p> <ul style="list-style-type: none"> Argument demonstrates depth of analysis, knowledge and understanding. Evidence of reflection and own analysis of the literature together with an ability to see how lessons learned could be applied to other contexts/examples. Critical evaluation of a wide range of material; may make reference to other relevant issues. Very good use of supporting evidence and examples.
95			
90			
85			
80			
75			
72			
68	Upper Second Class (2.1)	Merit	<p>This is a good to very good answer, which demonstrates a good level of knowledge. These pieces of work will display several of the following features:</p> <p>Structure</p> <ul style="list-style-type: none"> Clearly written, well organised in a logical manner and clearly signposted. Clear introduction and conclusion. <p>Coverage</p> <ul style="list-style-type: none"> Successfully completes task and displays clear awareness of the main issues. Substantial coverage of relevant literature and knowledge of topic. <p>Analysis</p> <ul style="list-style-type: none"> Describes and analyses issues in relation to the question. Critical discussion and presentation of an argument. Good use of supporting evidence.
65			
62			

Grade	Degree Classification		Criteria
	UG	PGT	
58	Lower Second Class (2.2)	Pass	<p>This is a satisfactory to good answer which competently completes the task. It generally reproduces taught material but may display little evidence of independent reading. A 2:2 answer will display several of the following features:</p> <p>Structure</p> <ul style="list-style-type: none"> • Adequately written. • May be poorly structured without clear signposting, introduction or conclusion. <p>Coverage</p> <ul style="list-style-type: none"> • Completes most tasks expected, but could be too simplistic. • Demonstrates some awareness of lecture material and basic reading. • Coverage of relevant literature but the sources are not always fully referenced. <p>Analysis</p> <ul style="list-style-type: none"> • Summarises the literature rather than critically engaging with it. • Descriptive and lacking analysis. • Some understanding but lack of critical thought. • Insufficient evidence of critical thinking.
55			
52			
48	Third Class (3)	Fail	<p>This is a weak answer which demonstrates some knowledge, but it tends to be superficial, incomplete or poorly understood. A third class answer will display several of the following features:</p> <p>Structure</p> <ul style="list-style-type: none"> • May be poorly written and badly structured. • Lacking introduction and/or conclusion. <p>Coverage</p> <ul style="list-style-type: none"> • Shows a limited range of reading. • Fails to address question or misses an important aspect of the question. Shows confusion but some basic knowledge and relevant discussion. • Shows knowledge of the major issues, but not strictly relevant to the question. <p>Analysis</p> <ul style="list-style-type: none"> • Major gaps in analysis. • Demonstrates no widespread knowledge or analysis. • Limited understanding of relevant issues. • Limited discussion.
45			
42			
38	Fail		<p>This is a poor answer. A fail answer will display several of the following features:</p> <p>Structure</p> <ul style="list-style-type: none"> • Disorganised. <ul style="list-style-type: none"> • Poorly written. Random order of points. <p>Coverage</p> <ul style="list-style-type: none"> • Fails to address question. <ul style="list-style-type: none"> • Reveals little or no evidence of familiarity with relevant literature. <p>Analysis</p> <ul style="list-style-type: none"> • Misunderstands question. • Fails to give adequate answer to question. • Misunderstandings of concepts and major issues. • No argument. • Incoherent or incomplete. • Repetitive.
35			
32			
25			
15			
0			

Assessment Criteria

Learning outcomes from courses across the school were mapped on to indicative learning outcome statements from the QAA for each level of study.

QF LEVEL & STAGE	COMPREHENSION	RESEARCH	ANALYSIS	PRESENTATION
	Evidence of subject knowledge; appropriate understanding of theories and concepts.	Evidence of ability to locate, extract and analyse evidence from appropriate sources; evidence of independent learning and study skills	Explanation and evaluation of appropriate argument and evidence	Communication of ideas, structure, referencing.
LEVEL 4	Introductory level of subject knowledge and understanding. Basic understanding of relevant theories and concepts.	Ability to locate and incorporate appropriate evidence. Appropriate planning, structure, style, etc.	Argument based on appropriate examples and evidence.	Well-structured, coherent and effective communication. Acknowledgement of sources and appropriate referencing
1ST YEAR UG				
LEVEL 5	Evidence of intermediary level of subject knowledge and understanding. Evidence of a developing understanding of the nature and limitations of relevant concepts and theoretical ideas.	Ability to locate, extract and integrate evidence from multiple sources. Evidence of developing autonomous study skills	Evidence of analysis and explanation with reference to relevant empirical sources and theoretical concepts.	Ability to present a focused argument with analysis and commentary. Correct referencing incorporating material from a variety of appropriate resources
2ND YEAR UG				
LEVEL 6	Evidence of in-depth knowledge and understanding. Critical evaluation of relevant theoretical concepts and ideas.	Ability to synthesise, integrate and evaluate material from a variety of appropriate sources. Evidence of independent thinking and insight.	Evidence of critical analysis and evaluation with reference to relevant theoretical ideas and debates.	Critical, imaginative evaluation of arguments and ideas. Correct referencing including a wide range of academic resources.
FINAL YEAR UG				
LEVEL 7	Specialist subject knowledge and understanding. Critical evaluation, integration and development of relevant concepts and theoretical ideas.	Evidence of ability to undertake independent research in order to source appropriate evidence. Advanced level specialist study skills	Evidence of critical analysis integrating relevant empirical and theoretical material.	Ability to synthesise ideas to form a coherent argument. Evidence of full and accurate referencing including evidence of independent research
PGT				

Marking Policy and Moderation

The School takes great care to ensure marking is fair and consistent and has robust procedures in place to ensure this is the case. Exam papers are second marked and term-time assessments (coursework) are single marked, with marking standards overseen by the Education Committee and External Examiners. The primary purpose of the School's marking policy is to ensure fairness and consistency of marking both within assessment and across modules.

For further information, The University's Marking Policy can be found in full here:

https://www1.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy

Marking presentations

All presentations (including presentations with permanent and non-permanent output) should be double marked by two members of staff. Only one of these members of staff may be a GTA or a new member of staff (in their first year of full-time HE). In the case of presentations, double marking involves two markers first marking the work independently, using an agreed mark sheet. In cases where extenuating circumstances prevent a student from making an assessed presentation or contributing to assessed group work, they should be advised to submit the appropriate supporting documentation to the relevant administrator. In such cases, alternative arrangements may be offered but this will be at the discretion of the Module Leader. In cases where there are no extenuating circumstances, but a student fails to attend a scheduled assessed presentation (without written permission to be absent from the Module Leader), or fails to make a contribution to assessed group work, s/he will be deemed not to have submitted that component of the assessment and will be awarded a zero mark.

Student queries about marks

Written feedback is provided to students in the form of an individual feedback sheet, relevant annotations on coursework (except exams and in-class tests), and generic feedback on Moodle. Students who have a query about a particular mark should consult all forms of feedback carefully in the first instance. If the student remains unclear, s/he should consult with the Module Leader for further feedback and clarification.

Even though great care is taken in the marking process, we recognise that occasionally some students may feel their mark is below what they might have expected. Therefore in many instances we give students the right to request a coursework re-mark. If your work has been moderated by a second marker, you are not eligible for a re-mark.

The procedure is as follows: Any request for a re-mark must be made within fourteen calendar days of the marked coursework being made available to all students concerned.

In the first instance the student should notify the EBS Student Services team of their wish for a re-mark. In addition, it is advisable that the student seeks feedback from the Module Leader or the Talent Development Centre. If having consulted the student is still dissatisfied with the original mark, students should complete a request for re-mark form available from the EBS Student Services desk or EBS UG information page on Moodle. Completed forms, together with the original coursework and feedback, must be submitted to EBS Student Services desk

When considering whether to request a re-mark, you should take into consideration that the mark awarded may be lower than the mark originally awarded, but the re-mark will be the final mark, irrespective of whether it is higher or lower than the original mark.

Students should be aware that Extenuating Circumstances cannot be used in conjunction with the request for a re-mark.

5.9 Reassessment in coursework

EBS reassessment strategy

EBS reassessment for all modules is by exam only, including the majority of modules assessed by 100% coursework. Exceptions to this are research modules which are assessed by 100% coursework, and their reassessment will be by coursework. Details of reassessment for each module is available on the Module Directory and Moodle. If the Board of Examiners has required you to complete assignments over the vacation, or to attend resit exams in September, 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 School 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 School or the Registry.

[Student Guide to Examinations](#)

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

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. You will be able to see the script in the presence of one of the staff responsible for teaching the module. Generic exam feedback is available on the module Moodle page.

6.3 Calculators

If you are allowed to use a calculator in your examinations, the **only** models you are permitted to use are the **Casio FX-83GT PLUS** or the **Casio FX-85GT PLUS**. All EBS first year UG student are issued with an appropriate calculator during Welcome Week.

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

6.4 General information about summer exams and exam results

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

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

You can download a guide to examinations and watch a short video at:

www.essex.ac.uk/students/exams-and-coursework/default.aspx

You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule at: www.essex.ac.uk/students/exams-and-coursework/schedule.aspx

6.5 Anonymous marking policy in examinations

All formal examinations at the University of Essex are marked anonymously.

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

6.6 Reassessment in examinations

You can find information relating to resitting exams at www.essex.ac.uk/students/exams-and-coursework/resits.aspx.

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

6.7 Referencing in examinations

Students will be given information regarding referencing in exams in the pre-exam events that are scheduled at the end of the spring term.

6.8 Departmental policy on the use of dictionaries/calculators in exams

In EBS we do not permit the use of dictionaries in examinations.

7. REFERENCING AND GOOD ACADEMIC PRACTICE

7.1 Statement on why good academic practice is part of scholarship and why it is important at Essex

Referencing is a key academic skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising). Referencing allows you to give credit to authors'/researchers' concepts and ideas/ideas and results, demonstrate your breadth of reading and knowledge on a subject, direct readers to your sources, and avoid plagiarism. You should always use the best available sources of evidence, such as peer reviewed journals and recognised books. To find out about Essex Business School referencing style (Harvard), and for help with referencing, visit the library website: <http://libwww.essex.ac.uk/referencing.htm>

There are various systems of referencing, but the Harvard System of Referencing is the system that is widely used in many UK higher education institutions. This system uses an (Author's surname, Year) when citing in text, and full details of these references are then given at the end of the work in a reference list. The exact details that you have to include in your reference list depend on what type of document the source is – for example a book, a journal article, a report, a webpage.

The purpose of the reference list is to make it easy for someone else to follow up and trace the materials which you have used. Without full references, your tutor may be led into thinking you are trying to take credit for someone else's work which is plagiarism.

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

7.2 Information about where to seek guidance on referencing, including links to the relevant referencing scheme, details of any departmental support sessions if relevant or Moodle courses.

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. Plagiarism is a serious academic offence (see section 4.6) and can have serious consequences for your studies. Ignorance is not a defence in cases of suspected plagiarism. It is therefore very important that all students understand what plagiarism is and take steps to avoid it, including using the appropriate referencing style for each coursework.

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

You can find full details of how to reference on the EBS Student Resources Moodle page as well as here <http://libwww.essex.ac.uk/referencing.htm>.

Please seek advice from your Module Leader if you are unsure about the system of referencing required as some of Essex Business School modules are linked to other departments (e.g. Business Law)

What is a reference list?

A reference list is a **single, alphabetical** list of ALL sources cited within your text, given at the back of EVERY assignment. The list is not numbered and you do NOT need separate lists for books, journals, web pages, pictures etc.

Example Reference List:

Brewster, C. (1994) *European HRM: Reflection of, or challenge to, the American concept?* London: Routledge.

Boddy, D. (2011) *Management: An Introduction*. 5th ed. Harlow: Financial Times/ Prentice Hall.

Colbert, B. A. (2004) The complex resource-based view: Implications for theory and practice in strategic human resource management. *Academy of Management Review*, vol. 29, pp. 341-358.

Guest, D.E. (1987) Human resource management and industrial relations. *Journal of Management Studies*, vol. 24, no. 5, pp. 502-521.

What is a bibliography?

A bibliography is a list of sources that have influenced the author's work, but have not been cited within the text. A bibliography is rarely required.

Where do I find these details?

For books, details are usually found inside the front cover. Journal article details are often given under the abstract, or at the table of contents of the journal issue. For electronic journal articles, look at the top of the first page. For web pages, look at the top and bottom of the first page, the logos and, for the URL, in the address bar.

What is paraphrasing?

Paraphrasing is when you take some information from a source, and put it into your own words. You explain somebody's idea in your own words. Changing one or two words is not sufficient to correctly paraphrase. You still need to reference where the information has come from, although you do not need to use quotation marks, or give a page number.

Example:

ORIGINAL LOWE AND COOK (2003) TEXT:

Going to University is a challenging hurdle for most students but for others it is an intimidating leap into the unknown. The abrupt shift from the controlled environments of school or college and family to an environment in which the students are expected to accept personal responsibility for both academic and social aspects of their lives will create anxiety and distress, undermining their normal coping mechanisms. Some students will eventually cope simply by avoiding the challenge.

PARAPHRASED:

Starting University can be a challenge for many students as they move away from familiar environments at home and school/college, and as they take on more responsibility for their own

learning, and well-being. This can cause anxiety and distress, and even withdrawal from programmes (Lowe and Cook 2003).

It is up to you how you word the sentence to include the reference citation. You should always try to place the citation as close to the element taken from that source, either at the start, within, or at the end of the sentence. For the above text, you could also use:

Lowe and Cook (2003) state that starting University can be a...

OR

In a recent study on University transition by Lowe and Cook (2003), it was seen that starting University

What is quoting?

Higher education students should be able to paraphrase sources to demonstrate their own understanding of a subject. However, if you read a section of text, and feel that it is best said in the original words (for example a well-used phrase, or important speech), you should present it as a direct quote. You **MUST** always give the page number where the quote was taken from within your reference citation. Direct quotes should be written within speech marks (to facilitate recognition by plagiarism software), and the page number should be given. Short quotes can be given within a sentence; longer quotes should be indented within the text, although the use of long quotes should be avoided where possible.

What do I do if I have 2+ references by the same author?

List the references in chronological order, oldest first.

What does *et al* mean?

et al means 'and others', and should be used ONLY in text, when citing sources with 3 or more authors/editors. ALL authors should be given in the reference list, even if they are numerous, in the order they appear in the original source.

Example in text:

Fergey *et al* (2008) argue that study skills weekends prepare students effectively for the first year of University study.

In Reference list:

Fergey S, Heatley S, Morgan G & Hodgson D. (2008) 'The impact of pre-entry study skills training programmes on students' first year experience in health and social care programmes' *Nurse Education in Practice* **8** (1): 20-30.

Do I need to say which edition I used?

Yes, this is very important in a reference list as editions vary in content, and page numbering. You should always write edition in full, to prevent confusion.

Example:

Boddy, D. (2011) *Management: An Introduction*. 5th ed. Harlow: Financial Times/ Prentice Hall.

Do I need to include page numbers?

You should include page numbers in your in-text citation for books, when you can indicate precisely on a page or pages the information you are using. Therefore, direct quotes from books should always include the page number. Use p for a single page and pp for a range of pages. You can also use a colon.

Example:

Shah (2002, p.33) indicates that ...
Jones (2000, pp.17-20) disputes this claim
Wheeler (2002:32) argues that

What is secondary citation?

Secondary citation (or indirect referencing) is when the source you are reading refers to, and references another source. If this information is important and you wish to use it, it is best practice to access the original source and read the information for yourself to check context and accuracy. Information on the source should be accessible via the reference list of the source you are currently reading.

If this is not possible, you should not really refer to the source, although if important, you can use secondary citation. In text, you would cite the original author (year), cited in the author you have read (year). In the list, you would only need to put the source you have actually accessed.

Example in text:

Illich (1981) refers to “shadow work” : tasks in society that were once the responsibility of extended families and close communities (Illich 1981, cited in Sherman and Judkins 1995 p.121)

Example in Reference list:

As you did **NOT** read Illich, you **cannot** list it. List what you have read, which is:
Sherman, B. and Judkins, P. (1995) *Licensed to Work*. London: Cassell.

Do I need to reference pictures/diagrams used in text?

You should always cite and list ALL sources within your work, including any pictures/diagrams/graphs etc. taken from elsewhere.

Can I use, and reference a tutor’s lecture/handouts?

It is NOT acceptable to directly reference information given in lectures/handouts. You should obtain the relevant reference from that tutor, and seek the material independently, to enhance understanding and allow you to use the information in the correct context etc.

If I have accessed a source via the internet (i.e. a journal), how do I reference it?

This is becoming more common, as many articles and resources are becoming available online. It is best to reference according to the version you have accessed, so be truthful. Check the Quick Guide for details.

How can I make sure I've been consistent between my in-text citation and reference list?

Software is available which stores, and manages your references, and can generate lists for you. Endnote software is installed in all the centralised computer labs. You can also access Cite Them Right, a referencing resource from any university computer or from your own devices by using your university password. <http://www.citethemrightonline.com/>

How do I reference electronic resources?

Many resources are now available electronically and the same principles of referencing should be applied. That principle is that anyone reading the work should be able to locate a first-hand copy of the data sources to which reference is being made. As webpages can be moved/ removed, it is best practice to include the date you accessed and retrieved the data is required as well as the usual information. Check the Quick Guide for details.

Bibliography

Anglia Ruskin University (2013) *Harvard System* Online at:
<http://libweb.anglia.ac.uk/referencing/harvard.htm> [Accessed on: 21 August 2013]

The Open University (2012) *OU Harvard Guide to citing references* Online at:
library.open.ac.uk/documents/Harvard_citation_hlp.doc [Accessed on 21 August 2013]

Pears, R. (2013) *Cite it Right*. 9th Ed. Basingstoke: Palgrave Macmillan.

7.3 Information relating to the University's policy on plagiarism and academic offences

Please see section 4.6 and remember that the Academic Offences Policy applies to all students
www.essex.ac.uk/about/governance/policies/academic-offences.aspx.

8. PRACTICALITIES: GETTING STARTED AND IT MATTERS

8.1 Registration

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

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

Returning students are required to complete Online Registration. In addition to this, returning students who hold Tier 4 visas are required to complete a document check in person at the University's main registration event.

Returning students: www.essex.ac.uk/students/course-admin/registration.aspx

8.1.2 Module enrolment

Students registered on programmes of study leading to a degree may have options to select as part of their course structure. The eNROL system is an online tool to review and select available modules specific to a particular course and year of study. All new and returning students should use the online system prior to the start of each academic year. Returning students will access the system from the April preceding the next academic year. New students will access the system from the end of August. Departments will approve student selections within a few weeks of eNROL use and timetables will take module enrolment into account when planning for the next academic year. Early module enrolment will ensure students know which modules to attend and where the lectures and classes are held.

8.1.3 Award documents

As your studies draw to a close, and once your exam board has met, it takes up to five working days for your results to be confirmed. You will be sent an email to inform you when the results are live on a password protected web page. Graduating students will receive a degree certificate at Graduation and graduating undergraduate students also be able to access their electronic HEAR which gives details of all marks obtained during their studies.

Further information can be found at:

www.essex.ac.uk/students/graduation/award-documents/default.aspx

8.2 Find Your Way and room numbering system

Finding your teaching room – Southend Campus

- Rooms with numbers starting **TF** are in The Forum
- Rooms with numbers starting **GB** are in The Gateway Building
- The numbering format is building.floor.room. For example, TF.2.23 is The Forum, second floor, room 23. GB.3.52 is The Gateway Building, third floor, room 52.

Full details of rooms in The Forum and The Gateway Building are available [here](#). Our Southend Campus interactive map is available [here](#).

For Colchester Campus

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/>

8.3 IT support

Visit our website to set up your IT account and password, register an external email address and passphrase and request a reminder for a forgotten passphrase: www.essex.ac.uk/it/getaccount.

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

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

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

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

If you can't find what you're looking for, or if you need to talk to someone, then you can get help from the IT Helpdesk in The Forum 2nd floor. Open Monday to Thursday 8.30am to 6.00pm, and Friday 8.30am to 5.45pm. You can ring on: +44 (0)1702 328 341 or email us at: issouth@essex.ac.uk

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.

8.4 Immigration information

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

8.5 On-campus facilities

There is a broad range of facilities to support your living and learning experience at our Southend Campus – including study-based services like the IT helpdesk and group study pods. 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

Are you looking for help to develop your assignment writing skills, study skills, time management, mathematics and statistics, or English for academic purposes? Based at both Colchester and Southend campuses, the TDC offers a range of ways to help you improve your academic performance and fulfil your potential. Look online to find out more about our classes, workshops, drop-in clinics and online resources.

www.essex.ac.uk/students/study-resources/tdc/

If you have any questions, please contact TDC Head of Taught Programmes, Liz Austin (eaustin@essex.ac.uk).

9.2 Learning a Language

Learn a language at Essex to increase your global and cultural awareness. **Language learning** can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you're looking for a job. There are a number of ways to do it, so look online to discover the best option for you.

www.essex.ac.uk/study/why/languages

9.3 Employability and Careers Centre

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

www.essex.ac.uk/careers

9.4 CareerHub+

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

careerhub.essex.ac.uk/students/login

9.5 Big Essex Award

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

www.essex.ac.uk/careers/bige

9.6 Frontrunners

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

www.essex.ac.uk/frontrunners

9.7 Volunteering

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

www.essex.su/vteam

9.8 Student Ambassadors

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

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

9.9 Essex Interns

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

www.essex.ac.uk/careers/internships

10. YOU MATTER: HEALTH, WELFARE, SUPPORT AND SAFETY

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

10.1 Student Services Hub

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

www.essex.ac.uk/students/contact/

10.2 Wellbeing, counselling and confidential issues

Your Student Services Hub provides advice, information and support on a range of health and wellbeing issues.

www.essex.ac.uk/students/health

Money management

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

www.essex.ac.uk/fees-and-funding/money/

10.3 Students Union Advice 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 extensions, housing, complaints, welfare and consumer issues.

www.essex.su/advice

Colchester students - suadvice@essex.ac.uk, 01206 874034

Southend students – suacsou@essex.ac.uk, 01702 328235 (term time only)

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

10.10 University Privacy Statement

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

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

11. THE ESSEX EXPERIENCE

11.1 The Essex Charter

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

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

11.2 Freedom of speech policy and the Code of Conduct

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

www.essex.ac.uk/students/study-resources/handbooks/default.aspx

www.essex.ac.uk/governance/regulations

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

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

<http://blogs.essex.ac.uk/essexspirit/>

www.essex.ac.uk/news

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

www.facebook.com/uniofessex/

https://www.twitter.com/Uni_of_Essex

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

www.essex.ac.uk/events

11.4 Students' Union

We're famous for our **Students' Union** at Essex, and for good reason. Here you're not just a member of a normal Students' Union, you're part of a family. We're here to cheer you on as you walk into exams and to help you absolutely destroy the competition in interviews and land your dream job.

The Students' Union is run by students for students, and you have the ability to shape what we do.

From suggesting what we serve in our venues, to changing aspects of your course, we are here to represent you and work with you to make amazing things happen. There are opportunities to join 45 different Sports Clubs, to get involved with our BUCS teams which offer a wide individual championships programme of activities taking place across the year and lots of competitions take place on Wednesdays and weekends, or if you don't want to commit to a regular team check out our Just Play programme of activities.

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

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

Say hello and find out more at essex.su

11.5 Alumni

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

alumni.essex.ac.uk/home

11.6 What comes next?

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

www.essex.ac.uk/masters

www.essex.ac.uk/coursefinder

11.7 HEAR

When you study at Essex, you get far more than just a degree. Along with showcasing your academic achievements, the Higher Education Achievement Report (HEAR) records any activities you've undertaken and logged through the Big Essex Award, and any awards and prizes you receive.

When you graduate, you'll have full electronic access to your HEAR for free, for life. You'll be able to share this with employers and other universities, providing them with a University-certified record of your achievements.

To start making the most of your HEAR; visit our website to activate your account.

www.essex.ac.uk/see/hear/

12. USEFUL ADDITIONAL INFORMATION

Glossary of Common University Terminology in Everyday English

Academic support hours	Academic support hours are specific times that lectures and member of a module teaching team are available to see students for one-to-one advice and guidance.
Academic Year	September/October until June.
Article	A piece of research that has been reviewed by other academics (peer reviewed) before they are published. They are often published in an academic journal. This means that experts in the field of study will review and approve the article before the journal will publish it.
Class / Seminar	Classes / seminars take place after the main lecture. You will be in a smaller group so that you can explore and extend further the themes and topics presented in the lecture through group discussion and interactive tasks.
Compulsory Module	Must be taken, but some condonement of fails may be possible.
Core Module	Must be taken and must be passed.
Coursework	Work that you do as part of your module's assessment. Coursework can include: essays, individual and group presentations, in-class tests, portfolios, reports, group case studies, literature reviews etc.
Draft	A first or preliminary piece of writing that you revise and rewrite.
Employability and Careers Centre	A centralised university service that can help you with your employability develop your skills, improve your CV and gain valuable experience.
Essay	An extended piece of writing on a particular theme or subject.
Exam Board	A group of academics from EBS and external examiners that agree the final exam results for each module.
Extenuating Circumstances	During the course of your degree programme you might be faced with personal, medical or family problems that are outside your control and are negatively affecting your academic performance. Such problems are known as 'extenuating circumstances'.
FASER	On-line electronic coursework submission system.
Frontrunners	The University's placement scheme which gives students the opportunity to undertake challenging employment around campus and develop the higher-level skills they need to compete for the best jobs. The scheme is open to all University of Essex students, and offers paid, on-placement training.
GTA	A graduate teaching assistant who is part of a module's teaching team.
Internship / Placement	An internship or placement is a method of on-the-job training for professional careers. These positions may be paid or unpaid and are usually temporary.
Journal	An academic journal is a peer-reviewed publication in which research relating to a particular academic discipline is published. Academic journals serve as forums for the

	introduction and presentation for scrutiny of new research, and the critique of existing research.
Labs	Practical task-related classes for Finance and Accounting that take place in a computer lab.
Languages for All	Gives you the opportunity to study a language alongside their course at no extra cost for one year. Additional tuition in subsequent years is available for a fee.
Late submissions	Any work that is submitted for formal assessment after the published final assessment deadline.
Lecture	A lecture is usually delivered to a large group of students and is designed to: give an introduction or overview of a topic, summarise the key ideas, principles, or controversies, stimulate your own thinking and provide you with reading and ideas to follow up afterwards.
Listen Again	A lecture recording service which records the audio and video output of the teaching computer in nearly all centrally timetabled teaching rooms across Colchester and Southend campuses. It allows students to 'Listen Again' to their lectures at a later date. The service is available in nearly all centrally timetabled teaching rooms or lecture theatres where the recording equipment is installed.
Module	A unit of study – a degree programme consists of a number of modules. Some module has pre-requisites.
Module credits	Modules have a credit value of 30 or 15 credits.
Moodle	Moodle is a Virtual Learning Environment. Each module has a Moodle page where lecture materials, notes and relevant information is posted for students to access.
myEssex	Each student has their own myEssex which a personalised portal for all information linked to your degree programme and university experience.
Outside option	A module which you can choose which is delivered by another university department.
Peer Mentor	Peer Mentors are 2 nd year students who have already experienced a year at university. Every new student has a Peer Mentor to help them adjust to University life.
Personal Tutor	Every student has a personal tutor to provide academic advice and guidance. You will have the same personal tutor throughout your degree programme.
Plagiarism	Plagiarism is taking and using somebody else's ideas, thoughts, writings or inventions as your own. It is a type of cheating.
Reading list	A list of texts that you should read for a module.
Referencing	To clearly show the ownership of information and the full details of where you found it.
Seen question	An exam question which you are given before the exam so that you can research your answer.
Skeleton / Sketch answer	An essay outline – written in notes or bullet points. It is not a draft.
Student Feedback – SAMTS	A feedback questionnaire that is carried out at the end of each term for each module. The questionnaire focuses on teaching and learning.
Student Representative	Each module and year group has a number of Student Representatives that work with EBS staff to continue to

	improve and develop EBS and the university. The Student Representatives are organised by the Student Union.
Student Support	A range of support services for students to help them adapt to university life.
Student Surveys – NSS / SSS	An annual student questionnaire that is carried out once per year. The questionnaire focuses on the whole university experience.
Student Union	The Students' Union is the organisation that represents the interests of students within the University of Essex.
Student Union Societies	Societies are similar to clubs and help you meet people with similar interests. The societies are run by students for students.
Study Leave	A period of leave that an academic is given in order to carry out academic research.
Test	A short exam that can form part of the coursework for a module. Tests are often carried out electronically / on-line.
The Big Essex Award	An award that you can achieve by taking part in extra curricular activity. The Big E is a good addition to your CV.
The V Team	Is organised by the Student Union and organises projects that students can take part in by volunteering. You can join the projects at any time and it's a good way to meet new people and get involved in something interesting and different.
Weighting	Each module is assessed by a combination of coursework and an exam. The value of each part is the weighting – e.g. Coursework 40% exam 60%. The weighting can vary between modules.
Workshop	Classes that aim to improve and develop practical skills, usually in small groups.

Further information and full details can be found in the relevant section of the handbook.

12.1 Using Academic Support Hours

Academic support hours can be used to:

- A.** speak to a **Module Leader** or a member of the module teaching team **OR**
- B.** speak to your **Personal Tutor** for general study advice, help with feedback and module choices, advice on progression or to discuss any difficulties you may be experiencing with your studies.

All members of a module teaching team and academic staff have academic support hours. Some lecturers prefer you to make an appointment by email, others schedule a designated time for drop-in sessions.

You should check with the lecturer or on the module Moodle page. This may be the only time a lecturer is available to help you with your studies, so it's important you come prepared. Meeting with your lecturer can help you with your studies.

Use this checklist to help you so that you make best use of the time.





- Be clear about what you want to discuss.
- Take a list of questions with you.
- Ask questions if you don't understand something. If you still don't understand, let the lecturer know.
- Take notes during the meeting so that you can review the discussion.
- Take the opportunity to ask questions about anything else you'd like clarification or help with.
- Don't wait until just before exams or coursework deadlines – make an appointment this week!
- Don't wait until the end of term to make an appointment.
- Be punctual.
- Remember that other students might be waiting for an appointment.
- Be polite.

TOPICS YOU COULD DISCUSS



- Feedback on your coursework.
- General progress in a specific module.
- Clarification or help with a theme or topic from a lecture or seminar.
- Feedback across several pieces of coursework.
- Clarification to help you understand the coursework requirement.
- Advice on further research in a specific area.
- General advice on the subject.
- Information and advice on the subject area or field that could help you decide what to do after you graduate.
- Your progress in general.
- Module choices.
- Any difficulties you may be experiencing with your studies.
- Changing your programme.

 <p>FAQs</p>	 <p>You could speak to.....</p>
I'm thinking of changing my programme.	Programme Director Personal Tutor
I didn't understand much of the lecture this week.	Module Leader

	Talent Development Centre
I'm finding it difficult to write essays.	Personal Tutor Talent Development Centre
I'm finding the work really difficult.	Personal Tutor Programme Director Talent Development Centre
What is referencing?	Talent Development Centre
How can I improve my essays/ coursework?	Talent Development Centre Personal Tutor
What are the best module options for me?	Personal Tutor
I'm thinking of doing a Masters.	Personal Tutor Programme Director
I'm not sure about studying at university.	Programme Director Personal Tutor Talent Development Centre
How do you do research?	Talent Development Centre Personal Tutor
I don't really understand what we have to do for the coursework.	Module Leader Talent Development Centre
What should I study for the exam?	Module Leader
I don't understand the feedback on my work.	Module Leader Talent Development Centre
I'm finding it difficult to organise my time	Talent Development Centre Personal Tutor
How can I get a good grade?	Module Leader Talent Development Centre
I'm worried about my maths.	Talent Development Centre
I need a personal reference.	Moodle EBS UG page Personal Tutor
I'm having problems with my English	Talent Development Centre Personal Tutor
I'm worried about plagiarism	Talent Development Centre Personal Tutor
I don't understand the grade I've been given	Module Leader Talent Development Centre