

Your studies

ESSEX PATHWAYS

STUDENT HANDBOOK
2018-19



University of Essex

Introduction



A very warm welcome to the Essex Pathways Department and thank you for choosing to study with us

We are dedicated to providing the best educational experience for you. You will find our staff are committed to excellence in teaching and learning and will work extremely hard to ensure that your time at Essex is valuable. You will have every opportunity to develop the academic skills, subject knowledge and abilities that you will need to achieve success in your chosen field.

Please read this handbook carefully before you start your course. It will provide you with some background information about the Essex Pathways Department, and you will also learn some useful things that will help you to settle quickly into the University community. Please keep these notes throughout your time with us so that you can refer to them whenever you have a particular query.

We expect a high level of commitment and hard work from you, but in return we can promise you the best opportunity to succeed and to finish your course with a sense of achievement and confidence. Please let me know if there is anything further which we can provide you with to make your learning experience as enjoyable and effective as possible.

On behalf of everyone in the Department, I wish you every success in your studies and in your future career.

Dr Nilüfer Demirkan-Jones

Head of Department

Essex Pathways Department



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About your Student Handbook

This handbook has been designed to give you essential information about your Essex Pathways Department and the University.

Other helpful sources of information are available at: www.essex.ac.uk/myessex and www.essex.ac.uk/students. Our friendly departmental staff are 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.

Term dates 2018-19

Autumn term: Thursday 4 October 2018 - Friday 14 December 2018

Spring term: Monday 14 January 2019 - Friday 22 March 2019

Summer term: Tuesday 23 April 2019 - Friday 28 June 2019

Monday 8 April 2019 - Friday 19 July 2019 (Year Zero January entry courses)

Graduation: Monday 15 July 2019 – Friday 19 July 2019

You can download a copy of the university calendar with corresponding week numbers from the Timetable Office webpage: www1.essex.ac.uk/students/course-admin/timetables.aspx.

Timetable

Information about teaching timetables and your individual timetable can be found at www.essex.ac.uk/students. Please check your timetable regularly for updates. Make sure you leave plenty of time before your teaching event to find the room.

MyEssex

MyEssex is the University's student portal and 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. www.essex.ac.uk/myessex.

About Essex Pathways Department

Essex Pathways Department has a thriving student community from all over the world and aims to maintain excellence in teaching within a stimulating, diverse and supportive environment. You will be working with enthusiastic and friendly members of staff who are experts in their fields and will help you develop a critical and reflective approach to your study. Whichever course you choose, we hope that you will find the subjects thought-provoking.

Academic staff

Name	E-mail address	Title	Phone	Room
Maurice Abbott	mdabbott@essex.ac.uk	Lecturer, Course Director	2612	4.108
Elizabeth Algar	mealga@essex.ac.uk	Lecturer, Employability Development Director	4858	4.124
Dr Maaruf Ali	maaruf.ali@essex.ac.uk	Lecturer	2391	4.118
Dr Victoria Allen-Baum	v.allen-baume@essex.ac.uk	Lecturer	2231	4.111
Jordi Asher	jashera@essex.ac.uk	Lecturer	2099	4.111
Mandy Bannerman	mbanner@essex.ac.uk	Lecturer	2930	4SA.3.10
Dr Jessica Claridge	jessica.claridge@essex.ac.uk	Lecturer	3686	4.122
Gemma Cowling	glcowl@essex.ac.uk	Lecturer	4206	4SA.3.9
Dr Nilüfer Demirkan-Jones	ndemirk@essex.ac.uk	Senior Lecturer, Head of Department	2205	4.105
Christopher Eustace	cjeust@essex.ac.uk	Lecturer	3132	4.126A
Brendan Elsted	bmelsted@essex.ac.uk	Lecturer	2391	4.118
Fiona Elsted	felsted@essex.ac.uk	Lecturer, Director of Recruitment	3742	4.112
Dr Mano Golipour-Koujali	mgoli@essex.ac.uk	Lecturer	tbc	4.140
Dr Raynee Gutting	rg17437@essex.ac.uk	Lecturer	3709	4SA.3.11
Dr Lauren Headland	l.headland@essex.ac.uk	Lecturer	2231	4.111
Judith Holverson	jholver@essex.ac.uk	Lecturer	2391	4.118

Dr Ritta Husted	rhuste@essex.ac.uk	Senior Lecturer, Director of Education	4319	4.102
Dr Anyarath Kitwiwattanachai	akitwi@essex.ac.uk	Lecturer, Course Director	4541	4.106
Dr Ian Mothersole	imothe@essex.ac.uk	Lecturer, Senior Tutor	2930	4SA.3.10
Dr Fowad Murtaza	fmurta@essex.ac.uk	Lecturer	3352	4.110
Paul Norris	norris@essex.ac.uk	Lecturer	3063	4.126B
Dr James O'Geran	jogeran@essex.ac.uk	Lecturer	3063	4.126B
Dr Kalina Stamenova	knstam@essex.ac.uk	Lecturer	2391	4.118
Sandra Stephenson	systemph@essex.ac.uk	Lecturer	2840	4SA.3.8
Alexandra Trask	ahtrask@essex.ac.uk	Lecturer	2391	4.118
Christopher Walklett	cwalk@essex.ac.uk	Lecturer	3709	4SA.3.11
Dr Audrey Woraker	aworak@essex.ac.uk	Lecturer	4206	4SA.3.9
Haji Yakubu	hyakubu@essex.ac.uk	Lecturer, Inclusivity and Student Engagement Director	3352	4.110

Professional Services Staff

Lucy Anthony	lanthony@essex.ac.uk	Student Administrator	4794	4.117
Helen Hearn	hhearn@essex.ac.uk	Senior Student Administrator	2842	4.117
Becky Humphreys	becky.humphreys@essex.ac.uk	Student Administrator	2217	4.117
Silvia Lefley	slefeley@essex.ac.uk	Department Manager	2109	4.101
Kate Smith	catsmith@essex.ac.uk	Senior Student Administrator	4564	4.117
Jayne Summers	jpsumm@essex.ac.uk	Deputy Department Manager	4432	4.115

Our location

Essex Pathways Department
University of Essex
Wivenhoe Park
Colchester
CO4 3SQ

Direct telephone numbers: 01206 872842, 01206 874564, 01206 874432, 01206 872217, 01206 874794
General enquiries and pre-registration programme enquiries: epd@essex.ac.uk
www.essex.ac.uk/pathways/

Opening hours

The Administration Office (room 4.117) is open between 10.00 and 17.00 (apart from the lunch break 12.30 – 13.30) Monday to Friday. Variations in availability will be indicated on the office door.

Who to go to if you need help

If you have any queries relating to an Essex Pathways or course of study, please contact your Student Administrator in the first instance. You can also discuss issues related to your course with your Course Director who has overall responsibility for your degree programme and as such has an overview of the course's modules. The Course Director can offer you academic advice and support.

Dr Nilüfer Demirkan-Jones, the Head of Department, has general responsibility for managing Essex Pathways. If you wish to contact the Head of Department, please book an appointment through a member of the professional services team.

Need to talk to your tutor?

All teaching staff hold academic support hours during which they are available to meet students. These are indicated on each lecturer's office door. If you are unable to meet a member of staff during the stated academic support hours, you should make an appointment via email or telephone. Alternatively, an administrator will be able to help you make arrangements to see a member of staff.

Your Personal Tutor

All undergraduate and taught postgraduate students have a Personal Tutor who you'll meet soon after you've arrived, and again regularly throughout your course. Your Personal Tutor is there to help you feel connected to your Department, and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. 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 administrative staff in your Department.

If you need to speak with the Essex Pathways Senior Tutor, please contact Dr Ian Mothersole, telephone: 2930, email: imothe@essex.ac.uk.

Information about Peer Mentoring

During the academic year 2018-19, the Essex Pathways Department will offer a peer mentoring system to its undergraduate students. Further information about the mentoring programme will be provided during Welcome Week and will be made available on Moodle.



Common room

The Essex Pathways Department Social Space is located in room 4.116A and is open from 9:00 till 17:00, Monday to Friday. You can meet and chat with other fellow students and members of staff, read newspapers or eat your lunch. Details of social events may also be found here.

Noticeboards

Information relevant to Year Zero students is placed on noticeboards by the entrance to Essex Pathways.

Photocopying

You can use the Library and Copy Centre facilities in Square 4. There you can also find facilities for punching, stapling or binding your documents for presentational purposes. Please note that there are strict laws about infringement of copyright; please read the notices on the photocopiers which explain what and how much you can legitimately/legally copy.

Using mobile phones, smartphones, laptops and tablet PCs

You can use laptops and tablet PCs during lectures, laboratories and classes. Mobile phones / smartphones must be switched off during all teaching events, except in cases where a lecturer uses a programme which requires these devices to be switched on.

Correspondence and communication

We use email to contact you about important information relating to your studies and other issues such as welfare, so please **check your University email account daily during term time**. You can access your email on any lab computer on our Colchester Campus using Microsoft Outlook. We provide an Outlook Webmail service that you can access through a web browser anytime: <https://email.essex.ac.uk>. You can also send and receive University email on the move by setting up your smart phone or tablet. Go to www.essex.ac.uk/it/email/access where you will find instructions on how to set up email on your mobile device.

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 key 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, please visit: www.essex.ac.uk/dsh/maillinglists.

Letters may be attached to your Essex email or posted to your term-time address, so please make sure the University has got your current contact details. Your address and contact details can be updated via the "My Essex" portal. If you live in University accommodation your post will be delivered daily and it will be left on your kitchen tables.

Year Zero prizes

Highest Year Mark Award for the Humanities and Social Sciences Pathway
Highest Year Mark Award for the Law Pathway
Highest Year Mark Award for the Sciences Pathway
Highest Year Mark Award for the Economics and Business Management Pathway
Highest Year Mark Award for the January start Pathways
The Andreas Polyviou Assignment Prize
Andreas Polyviou Highest Year Mark for Computing Prize
Best Reflective Event Prize

Academic Matters

Learning and teaching

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 in place for individual students to support them through their studies.

Essex Pathways Department strives to ensure that the content of its modules and the quality of teaching contribute towards an excellent student learning experience. The Department adopts various teaching methods appropriate to the material covered and your needs: lectures, classes, seminars, laboratory instruction and one-to-one tutorials. You are assigned learning tasks (e.g. required readings and exercises) which will help you develop independent learning capabilities. The ensuing practice of learning-by-doing contributes to the acquisition of important reasoning skills.

Lectures focus on crucial points of analysis and provide you with guidelines so that you can clarify and expand your understanding of your chosen subject through independent study and in classes.

Classes complement lectures. In modules which emphasise problem-solving skills, classes will present you with the opportunity to work through exercises. In other modules, class discussions will enable you to explore particular theories, literary works, policies or controversies.

Laboratories are similar to regular classes in that you can enhance your problem-solving skills by working on some practical exercises and experiments; you will have the opportunity to discuss with fellow students and ask for assistance from the teaching staff when needed.

Tutorials are one-to-one or small group meetings where you will have the opportunity to ask questions regarding module content, readings and assignments.

Aims of the Essex Pathways Department

- To achieve a high and consistent quality of education by maintaining high teaching standards and enhancing the quality of students' experiences;
- To offer degree courses and modules which enable students: (a) to develop specialist knowledge of their subject area; and (b) to acquire the appropriate linguistic and academic skills which enable them to study effectively and successfully at university level;
- To provide equal assessment opportunities for, and treatment of, students in each course;
- To foster a spirit of independent endeavour and personal initiative within a supportive academic community that spurs students to assimilate ideas in a variety of contexts;
- To make Essex Pathways degree courses available to students from a wide variety of educational backgrounds and cultures;
- To encourage students: (a) to practise strategies for effective reading, writing and academic vocabulary development; and (b) to acquire critical, analytical and language skills, together with problem-solving and transferable skills;
- To maintain and enhance academic standards through procedures designed to monitor, appraise and improve the quality of courses;
- To develop appropriate delivery, assessment and feedback modes in order to enhance student learning.

What you can expect from the Essex Pathways Department

- For each module there is a clearly specified outline of material to be covered, learning outcomes, assigned readings and assessment methods;
- For each module, well-prepared lectures, as described in the outline, are delivered;
- Detailed guidance to required readings or, if suitable readings are not available, lecture notes are provided;
- For modules with separate classes, the classes will cover material relevant to the module syllabus;
- For assignments, the lecturer will normally be available to discuss the topic of your paper before the submission date;
- Lecturers will be available to provide additional feedback to you during their academic support hours or tutorials;
- Changes to modules or timetabled events will be notified to you with as much advance notice as possible;
- A member of staff will be available, at reasonable times, to provide an initial point of contact for advice about any matter of concern with regard to Essex Pathways courses.

What the Essex Pathways Department expects from you

- To engage with your studies and to seek to achieve the highest academic results of which you are capable;
- To comply with the departmental and University regulations for your studies and seek clarification when you feel it is necessary;
- To respond promptly to requests from academic staff and administrators;
- To attend all your scheduled teaching and to explain any absences from lectures or classes;
- To submit all your coursework and to attend all scheduled tests for your modules;
- To comply with lecturers' advice about preparation for classes and lectures;
- To participate actively in classes and honour all commitments to make presentations;
- To keep up-to-date with assigned readings and exercises;
- To raise any concerns that affect your studies with a member of staff (i.e. the Course Director or your Personal Tutor in the first instance);
- To use your initiative to seek advice about opportunities to improve your academic performance;
- To check your Essex email every day.

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

Course structures: Year Zero of Four-Year Degrees

Your course structure is included in the programme specification for your course. Programme specifications also provide other key information, such as the aims of your course as well as the knowledge and skills you will develop. The relevant programme specification and stage of study will be available to you when you log onto either MyEssex or eNROL.

All course structures and full module details can be found in the online Programme Specification Catalogue and Module Directory at: www.essex.ac.uk/programmespecs and www.essex.ac.uk/modules.

Learning outcomes

Your course's learning outcomes are set out in Programme Specifications. They are categorised into knowledge, intellectual, practical and key skills, and are linked to the aims, learning outcomes and assessment on the modules you take. You can measure your progress against the outcomes, for example when reviewing feedback on coursework. You can also use the learning outcomes to guide you when undertaking independent study.

Our students are offered an inclusive learning experience through our teaching approaches and assessment methods. We ensure that our teaching methodologies cater for all students regardless of preferred learning styles and we ensure that our assessments include opportunities for students to reflect on their previous learning or general life experiences. We are very mindful that we respond to the diverse needs of our students by having in place support mechanisms which help all students achieve their potential. Personalised academic feedback and tutorial sessions are an integral part of our provision as well as peer support from fellow students. We firmly believe that all students will have a positive learning experience in our Department and one which will prepare them well for their future academic career.

Changing your degree and maximum period of study

If you are thinking about changing course, we recommend that you speak to your Course Director and Director of Education. 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 intend to make a formal request for a course change, you should do so via the online Course Change form available here: www.essex.ac.uk/esf/

Maximum period of study

Undergraduate students have a maximum period in which to complete their studies. This is set at the point at which you register, and is normally the length of your programme plus one or 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.

Module enrolment

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 eNROL prior to the start of each academic year. Early module enrolment will ensure students know which modules to attend and where the lectures and classes are held. Most Essex Pathways students can choose their options from a list of modules on eNROL: www.essex.ac.uk/enrol/enrolment/login.aspx.

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

Requesting a class change

In special circumstances, students may request a change in their class allocations – for example, if you have childcare or caring/work commitments, if you attend other courses of study, or if you have specific medical reasons. Permission to change to an alternative class or lecture is agreed at departmental level and the right is reserved to refuse permission to change. Please speak to your Course Administrator in the first instance.

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 Listen Again sign.

listenagain.essex.ac.uk.

Reading lists

For details on reading lists, please refer to individual module pages on our Moodle site at <https://moodle.essex.ac.uk> or please visit Talis Aspire at <https://essex.rl.talis.com/index.html>.

Employability skills

You will be able to develop employability skills which are an important part of the curriculum in modules such as Applied Business Communication, Introduction to Management, and Research and Academic Development Skills.

Job references: Requesting references from members of staff

If you require a personal reference, please contact your Course Director in the first instance. Every reasonable effort will be made to meet a request for a reference for graduates up to three years after they leave the University. Requests received outside of this timescale may, of course, be met if a member of staff is equipped with the necessary information and is willing to provide a reference.

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

Copies of references

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

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

Information for international students

We are proud to be a global community and we recognise that living and studying in the UK may be very different from your experiences in 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, advise and assist you during your time at Essex.

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

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

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.

Student representation, Student Staff Liaison Committee, Student Assessment of Modules and Teaching and Student Surveys

Everyone at Essex, from academic to professional services staff and the Students' Union, is here to make sure you enjoy your time at Essex, but things only get better and better through the work of student representatives in every department. They act as the student voice in every part of student life, not only by collecting and presenting feedback from students at formal departmental meetings, but also by contributing to the review of the degrees we offer and shaping how the University might be run in the future.

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 and that you take time to feedback to the University.

You can contact (or volunteer to be) a **student representative** who represents the voice of fellow students in departmental Student Staff Liaison Committee (SSLC) and other University level committees. Any student wishing to become a student representative should speak to their Course Director, Student Administrator, or the Students' Union.

<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

Every year, we will ask you to complete the **Student Assessment of Module and Teaching (SAMT)**. This survey will be summarised and discussed by the SSLC 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 UK Engagement Survey (UKES) asks questions on 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.

Library Services

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

libwww.essex.ac.uk

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

Our University is committed to excellence in education, and to supporting your progression and achievement as an Essex student. We monitor attendance so that we can identify students who may need guidance and support. Your attendance at lectures and classes has a significant impact on how successful you are in your studies. Your engagement with your programme of study is primarily measured by attendance, and completion of, and performance in, assessments, as appropriate.

You'll need to **record your attendance** at teaching events using your registration card and the electronic reader in the teaching room. Just 'tap in' for every timetabled teaching event you attend. Your tap will count from 15mins before the start time and up to 15 mins after the start time on your timetable.

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

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

For more information on attendance, and for links to forms and guidelines visit:

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

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

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

If your attendance and progress cause concerns, you'll initially be asked to see the Essex Pathways Personal Tutor and, if there are no improvements, the Attendance and Progress Officer. Where serious concerns persist, you may be referred to the Deputy Dean Education and your case will be formally considered by a Faculty Progress Committee. Students who tap in and leave or are tapped in by someone else are invited to see the Head of Department or the Proctor whenever identified. The University's Progress Procedures can be found at: www.essex.ac.uk/dsh/progress.

LEAP (Learner Engagement Activity Portal)

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

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

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

Assessment

Essex Pathways Department recognises that different assessment methods are needed to provide an accurate reflection of your achievements depending on subject matter. Hence, a variety of methods are adopted in each module. Assessment methods include:

- Tests: in-class examinations which focus on concise presentation of knowledge and the application of analytical methods;
- Assignments: include essays, reports and projects, as well as database assignments and case studies. They are often of a problem-solving nature, allowing the exploration of theories, methods and policies with more creativity and depth than tests, and are less likely to be subject to the same time constraints as tests;
- Presentations (individual/group): presenting ideas orally and answering questions is a valuable skill and in some modules these form part of the assessment;
- Laboratory reports: a formal record and written account of an experiment or project, describing any technical or background information, detailing objectives and procedures, and discussions of the final results;
- Examinations: assess the concise expression of ideas, analytical reasoning capabilities and power of arguments.

Assessment methods for each module can be found on the Module Directory at:

www.essex.ac.uk/modules. Teaching staff use defined marking criteria to mark all coursework and exams. Please read the marking criteria for each assessment carefully to fully understand what is expected of you for each assignment. The marking criteria will be provided on our Moodle site at: <https://moodle.essex.ac.uk> and will be explained to you by your lecturer when your assignments are distributed.

Credits

The University credit-rating system for undergraduate study is based on a nationally recognised framework. The undergraduate academic year normally consists of 120 credits and each undergraduate module is assigned a number of 'workload credits', which indicate the proportion of the academic year's work that is devoted to the module. In Essex Pathways, modules are assigned 30 credits. One credit represents 10 notional hours of learning.

The credit structure for each Essex Pathways course or stage of study is as follows:

Year Zero = 120 credits

Rules of Assessment

The Rules of Assessment are the rules, principles and frameworks which the University uses to calculate your results.

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, Department Manager, 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)

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 module to study	There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.

All Year Zero modules must be passed in order to progress to Year 1.

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).

Exit Awards

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

Extenuating circumstances, withdrawing and intermitting

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

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

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

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

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

Thinking of leaving or taking a break from your studies?

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

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

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

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

Marking policies

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. Where two members of staff are involved in marking a piece of work, the markers should make every effort to agree a mark, rather than merely averaging the two marks. Departments keep a full record of both individual and agreed marks for all work which is second marked.

Once you have submitted your assignments, they will be marked and then second marked if they fall within the bands specified in the Essex Pathways second marking policy:

Course	Essex Pathways second marking protocol for coursework and exams
IFP, IY1 and Year Zero of Four-Year Degrees	<ul style="list-style-type: none"> ▪ 42% and below ▪ between and including 68% and 72% ▪ sample the rest (10% with a focus on borderline marks) <p>With the exception of Mathematics and Statistics coursework and exams (IA112, IA115, IA124) where the second marking protocol is:</p> <ul style="list-style-type: none"> ▪ 42% and below ▪ sample the rest (10% with a focus on borderline marks)

Anonymous marking policy

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

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

Re-marking of coursework

Where coursework has been marked once (and has not been second marked), you have the right to request formal re-marking of a piece of work if you disagree with the original mark. Where coursework has been second marked, and for exams, you cannot ask for a re-mark unless a procedural or administrative error is suspected. The University Marking Policy can be found here:

www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy.

You will need to complete and submit a form within 10 working days of receiving the marks and the feedback. After careful consideration, the Head of Department will decide whether the piece of work should be re-marked and, if so, the marker will be different from the person who first marked the work. A second mark may be higher or lower than the initial mark, or may remain unchanged. Please note that the second mark will stand, even if it is lower.

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 and these 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 at: 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 representative, your Head of Department or the Students' Union.

Appeals and complaints

Appeals on academic grounds can be made following the meeting of the Board of Examiners and the publication of your results. Be aware that there are strict deadlines for the submission of the appeal form and your evidence.

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.

We strongly advise all students thinking about making an appeal to contact the Students' Union Advice Centre.

More information about appeals, including the deadlines and forms to complete, can be found online at: www.essex.ac.uk/see/appeals.

The complaints procedure

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.

Essex Pathways Department complaints procedure complements the University policy and is intended to promote the resolution of complaints by agreement among those concerned:

- Please try, in the first instance, to resolve any issues with the person directly responsible (typically, a lecturer or a tutor);
- If it is not possible to resolve the matter this way, you can contact the Course Director;
- Finally, you can bring the issue, in writing, to the attention of the Head of Department.

Academic Integrity and Academic Offences

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 referencing system you should use, you should ask your department and also refer to the **Referencing and good academic practice** in this handbook.

If an allegation of an academic offence is made against you, we strongly advise contacting the Students' Union Advice Centre: www.essexstudent.com/advice

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

Coursework

You are expected to complete all assigned coursework, i.e. essays, reports, projects, presentations or tests, which are an integral part of your assessment. Assignment questions are normally released at least four weeks before the submission date of each assignment. They are also made available on Moodle. It is your responsibility to obtain a copy of the assignment questions.

In each of your modules, you will be asked to complete formative, non-assessed tasks for which you will receive oral or written feedback during classes or in tutorials. The feedback received on these tasks will help you to improve your overall performance and will aid your learning process, giving you practice in skills such as problem-solving and essay writing.

Assignment and essay length

Assignment details will include a word count appropriate to the task(s). It is your responsibility to ensure that you adhere to the required word count as failure to do so may incur a marks penalty (this is indicated on the marking criteria).

Coursework submission

Coursework must be submitted online through the University's Feedback, Assessment, Submission Electronic Repository (FASer) website: www.faser.essex.ac.uk. For all modules, you will be required to submit your work online by 1:00pm on the day of the assignment deadline. FASer can also be accessed through MyEssex. If you encounter technical difficulties please contact the IT Helpdesk on it.helpdesk@essex.ac.uk as soon as possible, or talk to your Student Administrator.

Please note that you are no longer required to submit hard copies of your assignments. Your online submission date and time is the primary submission date and time. Deadline dates will be announced at the start of the academic year by module lecturers. You may submit assignments during the week preceding the deadline. Assignments should not be handed directly to your Course Director or lecturer.

Samples of coursework

A range of pieces of work are available for students to identify what constitutes a good essay within different disciplines. For the Mathematics and Statistics, Quantitative Methods and Financial Mathematics, Introduction to Economics, Introduction to Finance, and Introduction to Accounting modules, examples of solutions are published in the lecture notes and full solutions for each test are issued with the marks.

Detailed solutions are also published on Moodle.

Group work

Students undertaking group work as a part of their assessed pieces of coursework will receive both an individual mark (related to their specific input) and a group mark (related to the output as a unified piece of work). In some modules, the individual and the group mark will be weighted equally; in other modules, individual and group marks may be weighted differently. It is advisable to check the marking criteria for your assessment which will be explained and given to you when your assignment task is distributed.

Return of coursework policy

You will receive your coursework marks during the academic year. You are not permitted to re-submit assignments or re-take tests in order to raise your mark. Marked assignments and tests are normally returned to you within 20 working days of the submission deadline or the in-class test. The 20 working day period does not include Bank Holidays and any of the University's Christmas closure period (which is usually considered to be six days). Other vacation periods are included in the 20 working days as well as term-time (e.g. coursework handed in at the end of term should be returned at the start of the following term). Please note that all marks are provisional until they have been ratified by the Board of Examiners which convenes at the end of the Summer term.

Reassessment in coursework

If the Board of Examiners has required you to complete coursework over the summer vacation, you will receive a letter by email with further information. Please check your Essex email account regularly once your results have been published. Your Student Administrator 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 Essex Pathways Department or the Students Hub.

Late coursework policy

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

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

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

Feedback

In Essex Pathways great emphasis is placed on feedback and you will receive regular written and verbal feedback on assessed and non-assessed coursework, thus enabling direct and prompt clarification of any queries you may have. Formal feedback includes:

- comments and/or corrections on marked assignments and tests;
- typed feedback sheets completed by teaching staff, which you receive together with your marks;
- solutions (where appropriate);
- tutorials, in which written feedback comments can be explored and discussed with your lecturer.

Please note that different forms of feedback may be appropriate in different disciplines. You are expected to discuss the feedback by arranging to see the relevant lecturer or tutor during their academic support hours. You are encouraged to reflect on the markers' comments and to use the feedback to shape your study plans. Feedback is also effectively provided by informal interactions between students and lecturers.

Written feedback

As an integral part of the marking process, teaching staff will provide you with written feedback on each assignment you submit. General feedback on the overall quality of your assignment, its major strengths and weaknesses, and points for improvement is included on a separate feedback sheet. More specific and detailed feedback (relating to particular parts of your assignment) is given in the form of notes written on relevant parts of the text of your assignment (e.g. in the margins, or on the back of the relevant page, or at the end of the assignment).

Essay writing support

Your course is specifically designed so as to equip you with the essay writing and academic study skills that you will need to successfully pursue your studies at undergraduate and postgraduate level. To this effect, you will be taught how to plan, draft, write, edit and proofread your work effectively and will learn and master a range of important skills including note-taking, paraphrasing, summarising, citation and referencing. Particular attention will also be paid to developing your ability to think critically and synthesise information in ways which will allow you to create an effective academic argument.

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 that it's clear where the information has come from, and so that you avoid generating any misunderstanding as to whether the ideas you are presenting are your own. For further information, please also refer to the section on *Referencing and Good Academic Practice* in this handbook.

Examinations

Help to prepare for your exams

Exams take place in May, June and July (weeks 33 to 42). In order to help you prepare for your exams, coping strategies and time management skills will be taught in your Research and Academic Development Skills module. In addition, there are revision classes in all modules before the start of the examination period.

You should plan to have completed your revision for all your exams before the exam period starts. Gaps between exams should be reserved for quickly refreshing your memory of what you already know.

Examination regulations

The General Regulations which govern examinations can be found on the website, 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 the 'Attendance Monitoring' section 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.

Dictionaries

Please note that dictionaries are not allowed during exams. If you take a dictionary into an exam, you will be reported on suspicion of committing an academic offence. Even if English is not your first language, you are still not entitled to use a translation dictionary or any other kind of dictionary.

Calculators

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

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

A limited number of Casio calculators will be available to borrow **on the day of your exam** from the Exams Office on a first-come, first-served basis, on production of your registration card.

General information about summer exams and examination results

You can find your personalised exam timetable online at: www.essex.ac.uk/examtimes.

The exam timetable will be published on the date shown at <https://www1.essex.ac.uk/students/exams-and-coursework/dates-and-timetables.aspx>

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

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

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

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

Examination results

Examination results are published by the Registry normally within 48 hours of the relevant Board of Examiners. You can access your results using your University login and password at:

www.essex.ac.uk/results.

Access to exam scripts

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

Anonymous marking policy in examinations

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

Reassessment in examinations

If you fail your exam, you will be offered reassessment in accordance with the Rules of Assessment. Reassessed modules are normally capped at the pass mark of 40% unless you have extenuating circumstances which are accepted by the Board of Examiners. Resit exams are scheduled in early September or 'out of residence' in the summer of the following year.

Essex Pathways Department offers revision classes in the second half of August. More information will be publicised closer to that date. Teaching staff will, where possible, offer advice and support via tutorials or email. You can find further 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.

Referencing and good academic practice

Respecting authorship through good academic practice is one of the keys to academic integrity, and a fundamental value of higher education in the United Kingdom. Good academic practice (precision in writing, reasoning skills, accurate referencing) is central to scholarship; no less so than the subject matter of your learning itself.

Referencing is a key academic/scientific skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising). Referencing allows you to give credit to authors'/researchers' concepts, 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.

Therefore, citation and referencing practices are particularly important for two reasons: firstly, because they are at the heart of academic dialogue (between yourself, as writer, and other scholars researching and writing in the field, whose work sets a context for your own); and secondly, because where they are incorrectly employed or missing, your work risks the charge of plagiarism - a serious academic offence relating to the use of other people's ideas as if they were your own (whether deliberately or inadvertently done).

The University takes academic offences very seriously. You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully. Failure to understand the academic conventions may result in you being found to have committed an academic offence (see section on **Academic Offences Procedure** and the Academic Offences Policy outlined here www.essex.ac.uk/about/governance/policies/academic-offences.aspx).

Please note that proofreading, the use of translation tools, and/or assistance with language or grammar **are not allowed** on the Year Zero, International Year One, and International Foundation Programme given that language proficiency is an integral part of the skills students are required to develop on these courses. If a student does make use of proofreading services, s/he may be accused of having committed an academic offence which is a serious matter and carries a series of penalties. Please note that making use of the academic services provided by the Student Centre or the Library is acceptable. For further guidance in relation to third-party proofreading of student work please see www.essex.ac.uk/proofreading

- Essay writing and referencing skills will be developed in your **Research and Academic Development Skills module**.
- 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 www.essex.ac.uk/see/tdc. You can complete the online Academic Integrity course at moodle.essex.ac.uk/course.
- You can also find online referencing guides for the main referencing guides used by the University at: www.essex.ac.uk/students/study-resources/tdc/research/referencing.aspx.
- Further information relating to authorship and plagiarism is available at: www.essex.ac.uk/plagiarism/index.html.

Practicalities: Getting started and IT matters

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.

Find Your Way and room numbering system

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

If you're looking for a specific room, follow these rules:

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

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

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

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

IT support, WiFi, email account, free MS office, computer labs, M:Drive

Visit our website to set up your IT account and password, register an external email address and passphrase and request a reminder for a forgotten passphrase: www.essex.ac.uk/it/getaccount. You must change your password within four weeks of starting, and then once every four months after that. The easiest way to **change your password** is 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 network 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 support from the IT Helpdesk. You can find us in the Silberrad Student Centre on the ground floor. We're open Monday to Thursday 8.30am to 6.00pm, and Friday 8.30am to 5.45pm.

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

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

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 attaches conditions to your Tier 4 leave that restrict study, work and access to state benefits, and some nationals have to register with the Police. The University has many duties as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 licence. Find out more on the University's website at: www.essex.ac.uk/immigration and www.essex.ac.uk/about/governance/regulations.

On-campus facilities

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

www.essex.ac.uk/students
www.essex.ac.uk/welcome

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 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

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.

Skills, Employability and Experience

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

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

Learning Languages at Essex

Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and 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

Talent Development Centre

Operating on Colchester and Southend campus, the TDC offers a range of ways to help you realise your potential and improve your academic performance. Our tutors provide expert guidance on study skills; mathematics and statistics; assignment writing and English for academic purposes. Look online to find out more about our classes, workshops, drop-in clinics and on-line resources.

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

English classes for the dependants of international students and staff (ECDIS)

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

<https://www.essex.ac.uk/departments/language-and-linguistics>
ecdis@essex.ac.uk

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

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

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

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/bigex

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

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.

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 email: askthehub@essex.ac.uk, telephone: 01206 874000

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

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/

Students' Union Advice

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

www.essex.su/advice

Colchester email: suadvice@essex.ac.uk, telephone: 01206 874034

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

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 concerns or complaints. Residence Life operates outside of office hours when other University support services are closed.

<https://www1.essex.ac.uk/accommodation/support/reslife.aspx>

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

Harassment advisory network, dignity and respect

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

www.essex.ac.uk/equality

www.essex.ac.uk/equality/harassment

www.essex.ac.uk/students/new

Nightline

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

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

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 disabilities that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).

www.essexstudent.com/safetybus

www.essex.ac.uk/students/campus/emergency.aspx

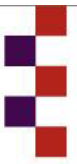
<http://www.essex.ac.uk/health-safety/fire/peep.aspx>

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



The Essex Experience

The Essex Student Charter

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

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

Freedom of speech policy and the Code of Conduct

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

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

www.essex.ac.uk/governance/regulations

Essex Spirit, social media and What's on?

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

blogs.essex.ac.uk/essexspirit

www.essex.ac.uk/news

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

www.facebook.com/uniofessex

https://twitter.com/Uni_of_Essex

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

www.essex.ac.uk/events

Students' Union

We're famous for our Students' Union at Essex, and for a 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 and 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.

Alumni

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

<http://alumni.essex.ac.uk/home>

What comes next?

Successful completion of one of the Essex Pathways undergraduate pathways will enable you to progress into the first year of your chosen course of study at Essex.

www.essex.ac.uk/coursefinder