

**Your studies**

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# SCHOOL OF LAW

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Postgraduate taught

**STUDENT HANDBOOK**  
2018-19



University of Essex

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# SECTION 1: INTRODUCTION

## 1. Introduction and welcome

Welcome to the School of Law and Human Rights Centre. The members of the School and the Centre hope you will enjoy your stay here. We hope that you will soon settle in and become familiar with how the School/Centre works. The year will make many new demands on you as you take the next steps in your academic development - it should be challenging, but very rewarding as you focus on your own special areas of interest.

The aim of this booklet is to provide you with information which will be useful and answer some of the questions you might have.

If you have any problems or queries during the next few weeks, do not be reluctant to ask for help. Some problems can be solved in the School; others may have to be taken elsewhere:

- Administrative enquiries and questions about individual courses – ask one of the Education team in the Law General Office;
- Problems with accommodation – contact the Accommodation Office in the first instance;
- Serious personal or emotional problems – make an appointment to see the Student Support Co-ordinator in the School of Law / Human Rights Centre (Karen Brennan - [kbrennan@essex.ac.uk](mailto:kbrennan@essex.ac.uk) and Elizabeth Fisher-Frank - [efisheb@essex.ac.uk](mailto:efisheb@essex.ac.uk)) or a member of the staff in the [Student Support Office](#).

Enjoy your time at Essex.



**Professor Karen Hulme**  
**Head of School**

### About Your Student Handbook

This handbook gives you essential information about the **School of Law, Human Rights Centre** and the University.

Other helpful sources of information are available at [www.essex.ac.uk/myessex](http://www.essex.ac.uk/myessex) and [www.essex.ac.uk/students](http://www.essex.ac.uk/students). Our friendly School 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.

The School of Law and Human Rights Centre would like to take this opportunity to wish you success in your studies. The Handbook was prepared by the administrative staff of the University and is primarily based on existing documents. We revise the handbook annually and any suggestions for inclusion or exclusion are very welcome. Please send them to Katrina Radford, Senior Graduate Administrator (taught) at [lawpgtadmin@essex.ac.uk](mailto:lawpgtadmin@essex.ac.uk).

### Caveat

The information included in this handbook is correct at the time of printing, however, it is possible that changes do occur and sometimes at very short notice. In such cases, the School of Law including the Human Rights Centre reserve the right to update, modify or even withdraw specific courses/modules or staffing arrangements or methods of assessment where academic developments or unexpected contingencies render such action necessary or expedient in the judgement of the Head of the School. If there are any discrepancies between this document and the University or School documents, then official University or School documents take precedence.

## 1.1 Term dates

**Please note:** The University's standard term times do not apply to all students. As Masters Students, you will have vacations at Christmas and Easter only.

### 2018 - 2019

Autumn Term: 4 October 2018 – 14 December 2018

Spring Term: 14 January 2019 – 22 March 2019

Summer Term: 23 April 2019 – 28 June 2019

### 2019 – 2020

Autumn Term: 3 October 2019 – 13 December 2019

Spring Term: 13 January 2020 – 20 March 2020

Summer Term: 20 April 2020 – 26 June 2020

## 1.2 Timetables

The timetables are subject to change and will be updated on a regular basis. Please check regularly to ensure that you have the correct information. Further details can be found via <https://www1.essex.ac.uk/students/course-admin/timetables.aspx>

### Personal Timetables

Once you have chosen your optional modules and they have been confirmed, they will appear on your personal timetable. This can be accessed via <https://www1.essex.ac.uk/students/course-admin/timetables.aspx>

You will be prompted to login using your Essex username and password. This will show you on a week-to-week basis what time your classes are and what rooms they are in (if you are not sure where the room is, you can go to <https://findyourway.essex.ac.uk/>). At the bottom of your timetable there are two buttons:

**Report a timetable problem** is for reporting clashes or any other problem with your timetable. **Note:** If you have selected two optional modules that take place at the same time, it will not be possible to move a class; in this instance, you would need to select an alternative optional module.

**Request Class Change** should be used if you need to change your class because you cannot attend the class that you have been allocated to for the whole term. One reason for this could be childcare. This request will be submitted to your administrator who (if it is possible and your reason is valid -evidence may be requested) will request a change. **This button is not to be used because you do not like the time of your class; that is not a valid reason for change.**

**PLEASE NOTE:** There is a deadline for changing classes and reporting timetable issues – it is the same day that [ENROL](#) closes. You should also be aware that it is not always possible to accommodate a change.

### 1.3 Reading Weeks

The reading weeks mentioned in this handbook are for modules that begin with LW or HU. If you are taking a module from another department, please check with the relevant administrator.

Commercial Courses	Autumn Term	Spring Term
International Trade Law (ITL)	<b>Week 11</b> 10 – 14 December 2018	<b>Week 16 **</b> 14 – 18 January 2019
International Commercial & Business Law (ICBL)		
International Trade & Maritime Law (ITML)		
** Please note that lectures <b>WILL</b> take place during the <b>week 16</b> reading week for modules beginning with LW8, LW9, and HU9. <i>If you are taking any of these modules for credit, you are expected to attend.</i>		

Human Rights Courses	Autumn Term	Spring Term
International Human Rights Law (IHRL)	<b>Week 9</b> 26 – 30 November 2018	<b>Week 24**</b> 11 – 15 March 2019
International Humanitarian Law (IHL)		
Economic, Social & Cultural Rights (ESCR)		
International Human Rights Law (Economic Relations) (IHRL[ER])		
Theory & Practice of Human Rights (TPHR)	<b>Week 9</b> 26 – 30 November 2018	<b>Week 24</b> 11 – 15 March 2019
Human Rights & Cultural Diversity (HRCDD)		
** Please note that lectures <b>WILL</b> take place during the <b>week 24</b> reading week for modules beginning with LW5, LW6, and LW7. <i>If you are taking any of these modules for credit, you are expected to attend.</i>		

**If you are taking a module outside of the School of Law or Human Rights Centre please familiarise yourself with the relevant department's reading week/s.**

### 1.4 MyEssex Student Portal

MyEssex is the University's student portal that you can use once you are a registered student to update your personal details, see which modules you are registered on and as a quick reference guide to other student webpages. <https://www1.essex.ac.uk/myessex/>

### 1.5 Useful Dates

#### School Meetings

Student Representatives are invited to these meetings and will be advised of dates nearer the time.

#### Staff Student Liaison Meetings

There will be one meeting in the Autumn term and one in the Spring term. These are convened by the Students' Union.

Proposed Dates and times to be confirmed

For more information about what this involves please see SSLC

## Law Careers Fair

This event is on 15 November 2018 and is mainly aimed at undergraduate students however, if postgraduate students have no scheduled classes, they are more than welcome to attend.

Further details will be made available nearer the time.

## Other notable dates:

SLS Lecture with Baroness Hale: 2 November 2018

Annual Law Lecture: Date TBC

## 2. About the School/Centre

### The School of Law

Essex Law School explores justice through excellent legal research and education. In the pursuit of justice, we provoke and support innovation in the way the law operates, locally, nationally, and globally. Our research and engagement across the field of legal disciplines shapes thinking and action about the law and justice at those three levels. Our graduates are equipped with the legal knowledge and skills to be agents for innovation and growth in the businesses and organisations they go on to join and lead.

Consistent with the founding ethos of Essex University we aim to be “freer, more daring, and more experimental”<sup>\*</sup> than the traditional law school. To ensure that all we do is relevant to the needs of a changing society we recognise that excellence requires critical thinking and a constant vigilance and a readiness to adapt. We embrace new modes of engaging with society, new ways of providing legal education, and new opportunities for modules and degree programmes. Our students not only learn the law but put it into effect through practical engagement. Our significantly diverse population of undergraduate and postgraduate students, and academics, supports an approach to research and education which is informed by cross-cultural and comparative insights. We embrace the idea of the “fundamental unity of human knowledge”<sup>\*</sup>; law is not a discipline confined to its own sphere, but rather one that is enriched by drawing upon insights from other disciplines and other legal traditions.

We are committed to transnational legal conversations and exploring the meaning of justice in different legal systems. We encourage our students to take up opportunities to study abroad during their time with us. We are proud to run the largest double degree programme in the United Kingdom with students qualifying to practice in both France and England & Wales. The Essex Human Rights Centre is recognised internationally for its work in the promotion of human rights.

We value building and maintaining personal links and a sense of academic community both on campus and beyond. We seek not only to impart knowledge about the law but also to stimulate critical dialogues about justice, and the operation and purpose of the law.

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

<sup>\*</sup>Sir Albert Sloman, first Reith Lecture.

### Human Rights Centre (HRC)

The Human Rights Centre is housed within the School of Law and run by core staff supported by other members from across different departments at the University. The HRC is staffed by what is undoubtedly the strongest team of academic human rights lawyers in the UK, together with philosophers, political theorists and sociologists who have worked on human rights issues. The Centre co-ordinates the University's interdisciplinary human rights teaching programme as well as a programme of research, training, external consultancy and publication on international, comparative and national aspects of human rights. The School/Departments of Law, Government, Philosophy and Sociology all contribute to the work of the Centre, which has a worldwide reputation for its teaching and research. Many members of the academic team have extensive practical experience of international human rights work with organisations such as the United Nations, the Council of Europe, the Organisation for Security and Co-operation in Europe, Amnesty International, and Minority Rights Group. Staff bring their field experience to bear on their teaching and research activities. It is this combination of academic excellence and practical experience that makes the Human Rights Centre a unique and stimulating place to study.

[www1.essex.ac.uk/hrc/](http://www1.essex.ac.uk/hrc/)










### 2.1 Academic Staff Information

There is a list of the academic staff based in the School and Human Rights Centre available on [our webpages](#). There are also some key staff members listed on the following page.

Most academic staff work from 9am-5pm Monday to Friday during term-time. However, they tend to have busy schedules so you should check their office house or email/telephone first if you need an appointment. Their





availability in the vacations will normally be much more limited as they may be undertaking research or on holiday. You cannot generally expect to receive a prompt response to any emails that you send to teaching staff during vacations. If you have an urgent query during the vacations, you can contact the Law General Office.




	<a href="#"><u>Professor Karen Hulme</u></a>	Head of School	Office: 5S.6.20 Ext: 2139 Email: <a href="mailto:klhulm@essex.ac.uk">klhulm@essex.ac.uk</a>
	<a href="#"><u>Professor Lorna McGregor</u></a>	Human Rights Centre Director from January 2018.	Office: 5S.6.18 Ext: 3871 Email: <a href="mailto:lmcgreg@essex.ac.uk">lmcgreg@essex.ac.uk</a>
	<a href="#"><u>Dr Andrew Fagan</u></a>	Human Rights PGT Co-Director. Co-Deputy Director of the Human Rights Centre	Office: 5S.6.4 Ext: 2885 Email: <a href="mailto:fagaaw@essex.ac.uk">fagaaw@essex.ac.uk</a>
	<a href="#"><u>Dr Tara Van Ho</u></a>	Human Rights PGT Co-Director.	Office: 5S.4.8 Ext: 4427 Email: <a href="mailto:tara.vanho@essex.ac.uk">tara.vanho@essex.ac.uk</a>
	<a href="#"><u>Dr Onyeka Osuji</u></a>	PGT Commercial Director	Office: TBC Ext: TBC Email: <a href="mailto:oo17412@essex.ac.uk">oo17412@essex.ac.uk</a>
	<a href="#"><u>Dr Geoff Gilbert</u></a>	Research Ethics Officer (Autumn Term)	Office: S.6.5 Ext: 2557 Email: <a href="mailto:geoff@essex.ac.uk">geoff@essex.ac.uk</a>
	<a href="#"><u>Dr Hedi Viterbo</u></a>	Research Ethics Officer (Spring Term)	Office: 4SB.5.19 Ext: TBC Email: <a href="mailto:hv16407@essex.ac.uk">hv16407@essex.ac.uk</a>
	<a href="#"><u>Elizabeth Fisher-Frank</u></a>	Director of Student Support/School Disability Liaison Officer	Office: 4SB.5.13 Ext: TBC Email: <a href="mailto:elizabeth.fisherfrank@essex.ac.uk">elizabeth.fisherfrank@essex.ac.uk</a>
	<a href="#"><u>Dr Karen Brennan</u></a>	Deputy Director of Student Support/ School Disability Liaison Officer	Office: 4SB.5.17 Ext: 4832 Email: <a href="mailto:kbrennan@essex.ac.uk">kbrennan@essex.ac.uk</a>

## 2.2 Administrative Staff Information



The administrative team in the School are your first port of call for any non-academic matters. If they are unable to help directly they will be able to point you in the right direction.

	<b><u>Jamie Tuxford</u></b> School Manager	Jamie is the School of Law and Human Rights Centre Manager and oversees the professional Services teams.	Office: 5S.5.13 Ext: 2586 Email: <a href="mailto:jtuxford@essex.ac.uk">jtuxford@essex.ac.uk</a>
	<b><u>Ilse Verwulgen</u></b> Deputy School Manager (deputises in Jamie's absence)	Ilse primarily oversees the Education team. She also deputises for Jamie Tuxford, when he is absent from the University.	Office: 5S.5.5 Ext: 3751 Email: <a href="mailto:ilse.verwulgen@essex.ac.uk">ilse.verwulgen@essex.ac.uk</a>








### Events and Communications Team ([lawhrcevents@essex.ac.uk](mailto:lawhrcevents@essex.ac.uk))

	<b><u>Catherine Gentry</u></b> Executive Officer – Events and Communications	Catherine (Cat) oversees the Events and communications for the School. She is responsible for administering the Web and Social media pages. Cat also promotes work placements and employability information to all students via internal channels.	Office: 5S.5.27 Ext: 2567 Email: <a href="mailto:cgentry@essex.ac.uk">cgentry@essex.ac.uk</a>
	<b><u>Kayleigh Page</u></b> Senior Administrator (Events and Communications)	Kayleigh provides administrative support for events within the School and Human Rights Centre (including the HRC Summer School and trips overseas). She also organises external events.	Office: 5S.5.27 Ext: 2762 Email: <a href="mailto:kpage@essex.ac.uk">kpage@essex.ac.uk</a>
	<b><u>Matthew Capes</u></b> Administrator (Events and Communications)	Matthew supports the Events and Communications team. He looks after the weekly HRC seminar series and visit days.	Office: 5S.5.27 Ext: 4736 Email: <a href="mailto:m.capes@essex.ac.uk">m.capes@essex.ac.uk</a>


### Executive Services Team ([lawfinance@essex.ac.uk](mailto:lawfinance@essex.ac.uk))

	<b><u>Mandy Gray</u></b> Executive Officer - (Finance)	Mandy maintains the School's financial budgets and deals with reimbursement of expenses to staff and students.	Office: 5S.5.5 Ext: 4862 Email: <a href="mailto:mandyg@essex.ac.uk">mandyg@essex.ac.uk</a>
	<b><u>Lorraine Pearce</u></b> Administrator	Lorraine supports the administrative team by helping with day to day tasks; she is also responsible for Health and Safety within the School.	Office: 5S.5.5 Ext: 4736 Email: <a href="mailto:lorraine.pearce@essex.ac.uk">lorraine.pearce@essex.ac.uk</a>

## Education Team

	<b><u>Katrina Radford</u></b> Senior Administrator – Postgraduate Taught	Katrina is responsible for the administration of all LLM and MA students and modules in the School of Law and Human Rights Centre.	Office: 5S.5.5 Ext: 2852 Email: <a href="mailto:kr16270@essex.ac.uk">kr16270@essex.ac.uk</a>
	<b><u>Mei Mei Tang</u></b> Senior Administrator – Double degree/ international Mobility.	Mei Mei looks after the double degree and international mobility students and modules in the School and Human Rights Centre. Mei Mei also assists Katrina with the administration of all PGT students.	Office: 5S.5.5 Ext: 4461 Email: <a href="mailto:mei.mei.tang@essex.ac.uk">mei.mei.tang@essex.ac.uk</a>
	<b><u>Kate Davis</u></b> Senior Administrator- Research Students	Kate looks after the postgraduate administration for all students in the School and Human Rights Centre.	Office: 5S.5.5 Ext: 2585 Email: <a href="mailto:lawpgradmin@essex.ac.uk">lawpgradmin@essex.ac.uk</a>
	<b><u>Jan Paterson</u></b> Executive Officer - Education	Jan oversees the Undergraduate team with guidance from Ilse. Jan deals with complex student casework.	Office: 5S.5.5 Ext: 3907 Email: <a href="mailto:japate@essex.ac.uk">japate@essex.ac.uk</a>
	<b><u>Elizabeth Harvey</u></b> Administrator - Undergraduate	Liz supports the Education Team working primarily on first year Undergraduate administration for all students and modules in the School and Human Rights Centre.	Office: 5S.5.5 Ext: 4810 Email: <a href="mailto:liz.harvey@essex.ac.uk">liz.harvey@essex.ac.uk</a>
	Administrator - Undergraduate	This Administrator will support the Education Team working primarily on Second year Undergraduate administration for all students and modules in the School and Human Rights Centre.	Office: 5S.5.5 Ext: tbc Email: <a href="mailto:lawugadmin@essex.ac.uk">lawugadmin@essex.ac.uk</a>
	<b><u>Jamie Seakens</u></b> Administrator - Undergraduate	Jamie supports the Education Team working primarily on Third and Final year Undergraduate administration for all students and modules in the School and Human Rights Centre.	Office: 5S.5.5 Ext: 2529 Email: <a href="mailto:jseakens@essex.ac.uk">jseakens@essex.ac.uk</a>

## Student Engagement Project Worker

	<b><u>Debbie Yeboa</u></b> Project Worker	Debbie works to ensure all students are supported in making the most of their time within the School of Law & Human Rights Centre. She will be helping students get to know the university campus and feel part of the global diverse community we have at Essex.	Office: 5S.5.5 Ext: Email: <a href="mailto:projectworkerlaw@essex.ac.uk">projectworkerlaw@essex.ac.uk</a>
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### 2.3 General Office Opening Hours

The School of Law and Human Rights Centre are situated in the North-East (NE) corner of Square 4, on levels 4, 5, 6 and 7. The General Office is in room 5S.5.5

#### Opening Hours during Term Time:

Monday	Tuesday	Wednesday	Thursday	Friday
10:00am-4.00pm	10:00am-4.00pm	10:00am-12.45pm	10:00am-4.00pm	10:00am-4.00pm

#### Vacation Opening Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
9:45am-12:45pm	9:45am-12:45pm	9:45am-12:45pm	9:45am-12:45pm	9:45am-12:45pm

**Email:** [lawpqtadmin@essex.ac.uk](mailto:lawpqtadmin@essex.ac.uk)

**Telephone:** 01206 872587

**Address:** Colchester Campus  
School of Law / Human Rights Centre  
University of Essex  
Wivenhoe Park  
Colchester CO4 3SQ

### 2.4 Human Rights Centre Clinic

The Human Rights Centre Clinic (the Clinic) is based in the Human Rights Centre at the University of Essex. Participation in the Clinic is a requirement of enrolment in the clinical module, 'HU902: Right Skills for Human Rights Professionals', and is restricted to these students. Students are assessed on the basis of their participation.

The Clinic's primary objective is to provide students with the opportunity to develop the skillset necessary to become successful human rights practitioners through structured engagement in the practice of human rights. The Clinic provides students with the opportunity to work in a professional human rights environment, and to actively engage with key human rights mechanisms. The Clinic also seeks to support and facilitate the work of human rights organisations, by working in partnership with these organisations on specific projects.

#### Clinic Structure and Scope of Activity

The Clinic works on approximately six to eight projects each year. Projects can address any human rights-related issue. Each project is staffed by a team of four to six human rights students, who work under the overall supervision of the Clinic Director. In certain situations, an academic supervisor with subject-matter expertise may also be directly involved in the implementation of a specific project.

Clinic projects focus primarily on engaging the Geneva-based UN human rights mechanisms. For instance, a Clinic team may:

- Prepare written and/or oral submissions for the Human Rights Council;
- Prepare alternative reports for submission to a Treaty Monitoring Body;
- Prepare subject-specific reports for submission to a Treaty Monitoring Body, such as comments on a Draft General Comment;
- Prepare stakeholder submissions in relation to the Human Rights Council's Universal Periodic Review;
- Prepare subject or case-specific submissions for UN Special Procedures, such as briefing notes, situational or legal memos, and individual communications.
- Provide support in relation to individual communications submitted to Treaty Monitoring Bodies.

Clinic projects may also be directed towards engagement with regional human rights systems.

The Clinic works on the basis of the academic calendar. Students begin working for the Clinic each November, and finish at the end of June. The Clinic closes temporarily for one month twice a year, in mid-December and mid-March, in order to accommodate students' exam preparation.

All Clinic projects operate on a year-long basis, with project deliverables prepared for submission by the end of June.

## 2.5 Need to Talk to your Tutor?

All academic teaching staff in the School of Law and Human Rights Centre have academic support hours during term-time. Details of these can be found at:

**Law:** <https://www.essex.ac.uk/departments/law/people/academic>

You may also be able to make an appointment to speak with an academic staff member outside of these hours by emailing them to arrange a suitable time.

## 2.6 Staff Research Interests

### School of Law

The School of Law offers expertise in various areas of law which range from Public and Administrative Law, to Commercial and Company Law. It is renowned for its prominence in the field of Human Rights Law, European Union Law as well as Business Regulation, and Internet and Media Law. Its academic members of staff are specialised in fields as diverse as Criminal Law, Consumer Law, Business Regulation, Marine Insurance Law and Family Law. Comparative Law, Private International Law as well as Environmental Law are areas where the School excels.

An indication of research interests can be found at <https://www.essex.ac.uk/departments/law/research>

### Human Rights Centre

The research interests of the Human Rights Centre are as extensive as the specific research interests of the staff and Members of the HRC. With over 80 academic members of our research community, the HRC offers one of the world's largest and most diverse human rights research communities. Areas of particular interest include: civil and political rights; economic, social and cultural rights; cultural diversity and human rights; minority rights; business and human rights; transitional justice; environmental rights; the rights of prisoners and detention; health and human rights; regional human rights systems; refugees and displaced persons; the law of armed conflict and humanitarian law; political systems and human rights; religion and freedom of expression; the arts and human rights and many others.

Further details can be found at <http://www1.essex.ac.uk/hrc/research/default.aspx>

## 2.7 Contact Details in Related Departments

### Department of Government

Name	Position	Email	Room	Ext No.
Alex West	Graduate Administrator	awestb	5B.318	2741

### Latin American Studies

Name	Position	Email	Room	Ext No.
Kathryn Gorden	Senior Student Services Administrator	lstudies/kathryn	6.130	2200

### School of Philosophy & Art History

Name	Position	Email	Room	Ext No.
Wendy Williams	Senior Student Services Administrator	wgill	6.139	2705

### Department of Sociology

Name	Position	Email	Room	Ext No.
Michele Hall	Student Administrator (Graduate)	mehall	6.339	3051

## **2.8 Who to go to and what do we do?**

If you have any queries about your degree course that you cannot resolve by reading the information contained in this handbook or on the relevant School/Department website, then you should contact one of the Education team, the relevant Module Leader, or the Director of Postgraduate Studies relevant for to your course for the most up-to-date information

### **Head of School**

The Head of School is Professor Karen Hulme. The Head of School is elected from the senior staff members within the school and normally serves for a period of three years. The Head of School is responsible to the Vice-Chancellor for 'maintaining and promoting the efficiency and good order of the School'. The Head is informed of all undergraduate and postgraduate affairs by the Director of Education and is normally only consulted about urgent student matters.

### **Director of the Human Rights Centre**

Professor Lorna McGregor is the Director of the Human Rights Centre. She is responsible for developing and implementing the Human Rights Centre strategy on human rights research and practice across 11 departments in the University and for the many human rights activities that you will be able to take part in during your year at Essex.

### **Director of Education**

Anna Hardiman-McCartney is the Director of Education. She is responsible for the strategic development of the educational provision in the School of Law. Working with the Undergraduate Director and the Postgraduate (Taught) Directors, the post involves ensuring implementation of the University's Education Strategy, including the effective organisation and delivery of the School's degree courses.

### **Postgraduate Directors**

We have Postgraduate Directors with responsibility for the LLM Commercial programmes and Postgraduate Directors for the LLM and MA Human Rights programmes; they are:

#### **Dr Onyeka Osuji**

Commercial law programmes

#### **Dr Tara Van Ho and Dr Andrew Fagan**

Human Rights programmes

### **Module Directors**

A Module Director will design and deliver the curriculum for their specific modules

### **Module Contributors**

Some modules have additional members of staff assigned to the module, who assist with teaching.

### **School Manager**

Mr Jamie Tuxford is the School Manager who leads the Professional Service team, maintaining close liaison with all categories of staff (academic and administrative, full and part-time) which is a vital part of his role. He also supports and works in conjunction with the Head of School and the Director of the Human Rights Centre, ensuring that an efficient and effective administrative service is provided. This covers the areas of academic planning, assessment, school activities, facilities, finance, human resources, legal requirements, Quality Assurance, student support and any general activities.

### **Your Personal Tutor**

All taught Postgraduate Students have a Personal Tutor who is a member of academic staff. You will meet your Personal Tutor soon after you've arrived and will have regular contact with your Personal Tutor throughout your first and second terms of study.

#### **A Personal Tutor can:**

- answer your questions, or direct you to the most appropriate source of help, support and advice;
- support you if you have any difficulties that may affect your studies, or recommend other University support services to help, support and advise you;
- help you to make the most of the opportunities available at the University;
- help you to understand your feedback from assignments and discuss your academic progress;
- provide guidance and advice about choosing modules;
- provide a reference for you for further academic study or employment.

If you're unsure who your Personal Tutor is, please check the notice boards outside the Law General Office, check your MyEssex page, or ask a member of the administrative team in the School of Law.

### **Director of School Support (Senior Tutor) and School Disability Liaison Officer**

Karen Brennan, Director of School Support, and Elizabeth Fisher-Frank, School Disability Liaison Officer, work together to provide support for Law and Human Rights Students who may be experiencing difficulties because of personal or wellbeing issues, or because of a temporary or permanent disability such as a medical condition or a specific learning difficulty. If you have any problems or concerns, or if you would like general advice about the specialist support services available at the University, please do speak with your Personal Tutor, or with Karen or Elizabeth.

### [Disability services](#)

### [Wellbeing, counselling and confidential services](#)

#### **Peer Mentoring**

Our Peer Mentors are experienced Undergraduate Law students who have volunteered to help you to settle into the University. Peer Mentors are a point of contact throughout the year for any questions you may have about university life (for example, how to use Faser and Moodle), and they can guide you to other sources of information or support if needed. Contact details for the Peer Mentoring team can be found on the School of Law and Human Rights notice boards, opposite the Law General Office.

Please note that the Peer Mentor scheme is different to the Students' Union buddy schemes offered by (e.g.) the LGBT Society, the Mature and Part-time Students' Association and the International Students' Association. For more details on Students' Union's buddy schemes, please see: [www.essexstudent.com](http://www.essexstudent.com)

## **2.9 Photocopying**

### **Library**

Photocopiers are available on the entrance floor of the Library. There is also one colour photocopier on the entrance floor. Photocopying cards for various values may be purchased at the Circulation desk.

### **Copy Centre**

The Square 4 Copy Centre is situated in everythingEssex. The Copy Centre offers photocopying in both black and white as well as colour. Further details can be found at [www.essex.ac.uk/information/design-print-and-copy-services/copy-centre](http://www.essex.ac.uk/information/design-print-and-copy-services/copy-centre)

When photocopying, you must ensure that you comply with the copyright regulations. The current rules are on display near the photocopiers in the Library and also at [libwww.essex.ac.uk/copy.htm](http://libwww.essex.ac.uk/copy.htm)

### **University Postgraduate Common Room:**

Room 5.401 has been allocated for use by all postgraduate students. It can be accessed via Entrance 2NE, proceeding to level 5. The Common Room should be the first on the right after you have exited the stairs or lift.

### **School of Law/Human Rights Common Room**

Room 5S.6.17 also known as the Common Room is available to all Law, Human Rights Centre students and staff. It is an ideal space for personal study and relaxation as well as group study and revision.

## **2.10 Correspondence and Communication**

### **Email/Mail:**

Official letters will be sent to your term-time contact address and via email. It is your responsibility to make sure that the University has your correct contact address. Should you move house then please change your address via your student web portal, <https://www1.essex.ac.uk/myessex/>

Every postgraduate student is allocated a University of Essex email account and it is this account that will be used by the School of Law and Human Rights Centre administration team and also the University in order to contact you regarding important and urgent information. It is imperative that you check your University email account daily. You should also check your junk folder regularly as occasionally an email will find its way into that box. If you are unable to access your Essex email, you should contact the IT Helpdesk on 01206 872345 or [it.helpdesk@essex.ac.uk](mailto:it.helpdesk@essex.ac.uk). Your Essex email will expire three months after the end of your registration.

### **Notice Boards:**

The postgraduate notice boards are located outside of the Law/Human Rights Centre General Office in corridor 5. Among the things displayed on these are module information and dates and times of guest speakers.

### **SMS Messages**

There may be occasions when the School/Centre or the University needs to contact a student or group of students urgently. In these cases, an SMS text may be sent to a student's mobile phone to alert them that an important

email has been sent to them. An example of why such a message would be sent is a short-notice cancellation of a lecture. It is important that your contact details include your mobile phone number. Contact details can be updated at myEssex.

### **2.11 Mobile Phones, Smartphones, Laptops and Tablet PCS**

A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student's academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of those present. Disabled students who have difficulty with note-taking are encouraged to contact Student Support for further information on when recording is permissible and other access strategies.

It is fine to use your mobile phone or other technology for teaching-related purposes in lectures and classes, however we respectfully ask you not to use them for personal calls, social networking and texting.

### **2.12 Facebook and Twitter**

Our social media channels are a good source of information of what is happening around the university and more specifically the School of Law/ Human Rights Centre. Please do not contact the pages asking for information about your course; you should contact your designated administrator directly via email.

Follow us; on Twitter @EssexLawSchool or on Facebook @UOELAW for all our latest news and events as well as information on placement opportunities.

### **2.13 Requesting Documents**

#### **Student Documentation Ordering**

You should use the [Student Documentation Ordering System](#) if you require an academic transcript, or for any other official document. Alternatively, you can visit the Student Services Hub which is on the first floor of the Silberrad Student Centre.

#### **Transcripts (Official)**

##### **After the Interim Exam Board (June)**

You will need to request an Interim Transcript from [Student Documentation Ordering System](#). This will incur a small administration fee.

**PLEASE DO NOT TRY TO ORDER A TRANSCRIPT USING THIS LINK BEFORE THE INTERIM EXAM BOARD HAS MET OTHERWISE YOU WILL PAY FOR A BLANK TRANSCRIPT**

#### **Letter of Marks (Unofficial from the General Office until the Interim Exam Board)**

The General Office can provide a "Letter of Marks"; please email your request to [lawpgtadmin@essex.ac.uk](mailto:lawpgtadmin@essex.ac.uk). This is an unofficial record of your marks so far. It is important to remember that all marks are provisional until approved by the Final Exam Board. The letter will be on School of Law or Human Rights Centre headed paper and will be sent to your Essex email electronically. You should allow up to 5 working days for this document to be produced.

#### **Requesting references from members of staff**

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

For example, dissertation supervisors and teaching staff on your modules are likely to be most suitable. Every reasonable effort will be made to meet a request for a reference for a student who has undertaken study within our School, within a minimum period of three years following his/her departure from the University. Requests received outside of this time scale may, of course, be met if a member of staff is equipped with the necessary information on the student and is willing to provide a reference.

It is helpful if you can provide the member of staff with details about 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 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.

### **Sponsor Reports**

If you are sponsored, it is likely that your Sponsor will require a report. Please request this from your Personal Tutor by email. Make sure they know:

- What information needs to be included
- Who the report should be sent to

If you need a letter that confirms your Registration status then you should order a Certificate of Registration from the [Student Documentation Ordering System](#).

## **2.14 School / Centre Prizes**

### **Suffolk & North Essex Law Society**

The Law Society inaugurated this prize in 1992; this consists of a certificate and an award of £150 (amount to be confirmed) and is awarded annually to the best graduating student from the LLM International Human Rights Law, the LLM International Humanitarian Law or the LLM Economic, Social and Cultural Rights.

### **Kevin Boyle Memorial Prize**

The Kevin Boyle Memorial Prize was established in recognition of the immense contribution Professor Kevin Boyle made over many years to the development of the Essex Human Rights Centre. It is awarded annually to the most academically accomplished student on the MA Human Rights & Cultural Diversity. The recipient will receive a certificate and an award of £150.

### **Deborah Fitzmaurice Prize**

Deborah Fitzmaurice was instrumental in the creation of the MA Theory & Practice in Human Rights. She tragically died in 1992. The Deborah Fitzmaurice Prize was created in recognition of the indispensable contribution she made to human rights teaching at Essex. The prize is awarded annually to the most academically accomplished MA Theory & Practice student. The recipient will receive a certificate and an award of £150.

*Other prizes may become available in the course of the academic year.*

# SECTION 2: ACADEMIC MATTERS

## 3. Learning and Teaching

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

Postgraduate teaching generally takes place in the style of seminars, where students will discuss issues and questions in the particular topic. Students are expected to carry out the required readings and to have drafted answers to pre-set questions in advance of the seminar.

### 3.2 What the School expects from its students and what students should expect from their School

#### What students can expect from their teachers

- for each module, a module description, with aims and learning outcomes, a reading list, assessment rules and essay questions;
- a series of well-prepared lectures, seminars and classes (as appropriate), the themes for which are clearly indicated in the module description;
- that coursework submitted on time will normally be returned within four weeks of the relevant coursework deadline, excluding vacations;
- that comments will be provided on essays using the School essay cover sheet and in accordance with the School's marking guidelines;
- that members of staff will be available to see students during office hours, the times of which will be posted on their office door, or by appointment;
- that any last-minute changes to the timetable (e.g. due to teacher's illness) will be sent via e-mail/text message to the students concerned.

#### What teachers can expect from their students:

- that students arrive punctually, and attend regularly, all lectures, seminar and classes. In the event of an absence an explanation is required;
- that any required reading has been completed before the relevant lecture, seminar or class;
- that a sufficient amount of time is spent each week reading and preparing for each module, including the writing of coursework;
- that students participate actively in seminars and classes and honour commitments to produce work for a class, including presentations;
- that coursework is submitted by the deadlines set, both online and in 'watermarked' hard copy format which should have a completed coversheet attached;
- that all coursework is properly documented, cites all sources used and is the student's own work;
- that students are familiar with the relevant subject area handbook, and the rules contained therein, particularly relating to essay writing and submission;
- that postgraduate students are familiar with the University's late submission of coursework policy.

### 3.3 Information on 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 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/](http://www.essex.ac.uk/it/services/learning-technology/)

### 3.4 Learning outcomes and programme specifications

Each degree has specific learning outcomes that you will achieve upon completion. Programme specifications detail the specific structure of the degree, setting out which modules are core (a core module must be passed before the degree can be awarded), compulsory and optional. Details can be found at

<http://www.essex.ac.uk/programmespecs/>

### 3.5 Course structures

#### International Trade Law

Module Code	Module Title
LW600-7-FY	Dissertation (60 Credits)
LW601-7-AP	International Trade Finance Law (30 Credits)
LW603-7-AU	International Sale of Goods (15 Credits)
LW604-7-SP	Carriage of Goods by Sea (15 Credits)
	ITL Law Options - 60 Credits from <a href="#">List</a>
LW617-7-FY	Foundation Essay

#### International Commercial & Business Law

Module Code	Module Title
LW760-7-FY	Dissertation (60 Credits)
LW761-7-FY	International Commercial and Business Law: Models, Principles and Tools (30 credits)
	ICBL Law Options– 90 Credits from <a href="#">List</a>
LW762-7-FY	Foundation Essay

#### International Trade and Maritime Law

Module Code	Module Title
LW600-7-FY	Dissertation (60 Credits)
LW624-7-AU	International Trade and Maritime Law (15)
	ITML Law Options - 105 Credits from <a href="#">List</a>
LW617-7-FY	Foundation Essay

#### International Human Rights Law

Module Code	Module Title
LW900-7-FY	Dissertation (60 Credits)
LW901-7-FY	International Human Rights: Theories and Institutions (30 Credits)
LW924-7-FY	International Human Rights Law: Law and Practice (30 Credits)
	IHRL Law Options - 60 Credits from <a href="#">List*</a>

#### International Humanitarian Law

Module Code	Module Title
LW800-7-FY	Dissertation (60 Credits)
LW808-7-AU	The Protection of Human Rights in Armed Conflict and Situations of Acute Crisis(15 Credits)
LW803-7-AU	International Law of Armed Conflict (15 Credits)
LW804-7-SP	Current Challenges in the Law of Armed Conflict (15 Credits)
	IHL Law Options - 75 Credits of IHRL options from <a href="#">List*</a>

#### Economic, Social and Cultural Rights

Module Code	Module Title
LW950-7-FY	Dissertation (60 credits)
LW901-7-FY	International Human Rights: Theories and Institutions (30 Credits)
LW924-7-FY	International Human Rights Law: Law and Practice (30 Credits)
	LW902-7-AU Public International Law or option from list (15 Credits)
LW915-7-SP	Human Rights and Development (15 Credits)
	ESCR Law Options - 30 Credits from <a href="#">List*</a>
LW997-7-FY	Foundation Essay: LLM International Human Rights Law

### International Human Rights Law (Economic Relations)

Module Code	Module Title
LW900-7-FY	Dissertation (60 Credits)
LW901-7-FY	International Human Rights: Theories and Institutions (30 Credits)
LW924-7-FY	International Human Rights Law: Law and Practice (30 Credits)
	IHRL (ER) Law Options - 60 credits of IHRL from <a href="#">List*</a>

\*This must include LW902 (public international law) if sufficient formal coursework on the subject has not been undertaken previously.

### Human Rights and Cultural Diversity

Module Code	Module Title
HU983-7-FY	Dissertation (60 Credits)
HU901-7-FY	Human Rights: Theories and Applications (30 Credits)
	LW919-7-SP, LW901-7-AP, HU924-7-SP, HU925-7-AU, SC920-7-SP (30 Credits)
HU921-7-FY	Contemporary Issues in Human Rights and Cultural Diversity (30 Credits)
	HRCD Options from <a href="#">List</a> (up to 40 Credits)

### Theory and Practice of Human Rights

Module Code	Module Title
HU981-7-FY	Dissertation (60 Credits)
HU901-7-FY	Human Rights: Theories and Applications (30 Credits)
	LW901-7-AP + Law option(s) (30 Credits) OR 30 Credits of Non-Law options
	HU925-7-AU and SC655-7-SP (20 credits)
	TPHR Options from <a href="#">List</a> (up to 50 Credits)

## 3.6 Changing your degree

### *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](http://www.essex.ac.uk/students/course-admin/changing-course.aspx) or by visiting your Student Services Hub.

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

If you want to **change your mode of study** from full-time to part-time, you should discuss this with our departmental staff. If this is possible, you will need to make a formal request using the online **Change of Mode of Study form** which you can find here: [www.essex.ac.uk/esf/](http://www.essex.ac.uk/esf/).

Changing your mode of study may affect your immigration status and you may need to contact the Home Office or make a new Tier 4 application.

**Please read carefully our guidance on visas and course changes here:**  
[www.essex.ac.uk/immigration/studies/changes](http://www.essex.ac.uk/immigration/studies/changes)

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

### 3.7 Information about modules

#### Module Enrolment (ENROL)

Students are required to select their optional module choices for the whole year via ENROL. Further details about ENROL can be found at [www.essex.ac.uk/students/course-admin/modules.aspx](http://www.essex.ac.uk/students/course-admin/modules.aspx).

During the first two weeks of teaching in the autumn term and the first two weeks of teaching in the spring term, students are welcome to attend classes in as many subjects as they wish, with a view to making a firm choice of options.

If you want to select an 'outside' option, this is one that is not part of your LLM/MA course, you *must* have the module director's permission. If it is a module from outside of the School/Centre then you *must* have the permission of your Graduate Director and of the module director.

When selecting optional modules, please make sure that your workload is balance i.e. same number of classes in each term. For examples of how your structure could look please see your relevant course page.

Changes made via ENROL are reviewed by the relevant academic School/department and once confirmed, you will receive an email message to your Essex account. Any changes confirmed on ENROL before 1 pm will be reflected on your personal timetable after 10pm on the day of confirmation. Anything after 1 pm will be reflected after 10 pm the following day.

The deadline for ENROL changes will be communicated to you via email.

#### Changing Class

If a module is run twice, because of the number of students who have enrolled on it or the module has additional discussion groups then you will automatically be assigned to a class / group. Normally, we would not allow changes from these classes / groups; however, if there are special circumstances i.e. work, child care or a clash with a compulsory / core module, you should go to your personal timetable and select the button "Request Class Change". Please give as much information as possible so that your request can be considered by the timetable officer.

*Please note that whilst we try to avoid timetable clashes, this may not always be possible and you may be asked to select a different module.*

#### Module Definition:

**Core:** These must be taken and passed (it is integral to the programme and/or sole site of a learning outcome)

**Compulsory:** These must be taken, but some condonement of fails may be possible

**Compulsory with Options:** This is where you have a choice from a variety of options – but whatever choice you make will be considered compulsory.

**Optional:** You have a choice of which modules you take from a designated list. Some condonement of fails may be possible.

For further information please refer to the Programme Specifications for your course and Rules of Assessment

#### Module Directory

A detailed description of modules can be found at: [www.essex.ac.uk/modules/](http://www.essex.ac.uk/modules/).

#### Module Codes Explained

Module codes are made up of several parts:

- **The Department Code:** this shows the department that runs the module
- **The Module Number:** this identifies the module
- **The Level:** this generally depicts the stage at which the student takes the module (postgraduate is level 7)
- **The Period:** this describes the time and length that the module is running during the academic year (FY=Full Year; AU= Autumn Term; SP=Spring Term; AP=Autumn/Spring Terms; PS=Spring Summer Terms)

**Example:** LW (School/department code) 901 (module number) 7 (level) FY (period). You will see this written as LW901-7-FY

### **Relevant SCHOOL/ Department Codes:**

LW = Law

HU = Human Rights Centre

GV = Government modules

HR = History

LG = Linguistics (Department of Language and Linguistics)

PY = Philosophy

SC = Sociology

PS = Psychology

PA = Psychoanalytic Studies

### **Reading Lists**

Reading lists for modules can be found on Moodle under the relevant module.

### **3.8 Listen Again**

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

[listenagain.essex.ac.uk/](http://listenagain.essex.ac.uk/)

### **3.9 Employability**

We encourage students to improve their employability skills while studying in the School. The University has an excellent Employability and Careers Centre (<http://www.essex.ac.uk/careers/>) and staff members are happy to advise students about career options. The School has appointed Ugochi Amajuovi as Employability Coordinator for the Commercial Law students, and will be appointing someone in the same role for the Human Rights students.

### **3.10 Inclusive learning experience**

The School of Law / Human Rights Centre offers an inclusive learning experience that ensures the quality of opportunities and responds to the diverse needs of all students.

#### **3.10.1 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](http://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](http://www.essex.ac.uk/students/disability/funding.aspx)

#### **3.10.2 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/](http://www.essex.ac.uk/students/new/international/)

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

#### **3.10.3 Mature and part-time students**

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

You can find more information here: [www.essex.ac.uk/students/groups/mature-students.aspx](http://www.essex.ac.uk/students/groups/mature-students.aspx)

### 3.11 Student Representation, Student Staff Liaison Committees, Student Assessment of Modules and Teaching and Student Surveys

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

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

[www.essexstudent.com/representation/coursereprs/](http://www.essexstudent.com/representation/coursereprs/)  
[www.essex.ac.uk/quality/student\\_representation/student\\_rep.asp](http://www.essex.ac.uk/quality/student_representation/student_rep.asp)  
[www.essex.ac.uk/quality/student\\_representation/sslc.asp](http://www.essex.ac.uk/quality/student_representation/sslc.asp)

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

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

### 3.12 Library services

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has a variety of study spaces over six floors, including 24/7 facilities and group work areas. The Library offers a wide range of learning resources, online and in print, with a dedicated Help desk, 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](http://libwww.essex.ac.uk)

The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and how to avoid plagiarism, using reference management software, and evaluating sources. Your Subject Librarian is Ai Gooch – you can contact them at [aito@essex.ac.uk](mailto:aito@essex.ac.uk), or use the Book a librarian form on the Library website to get in touch. More information can be found at [libwww.essex.ac.uk/subject.htm](http://libwww.essex.ac.uk/subject.htm)

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

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

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

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

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

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

If you need to **report an absence** from a teaching event, test or exam due to medical reasons, representing the University in British Universities and Colleges Sport (BUCS) 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**. The School 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, the School staff or the Student Services Hub for advice and support, particularly if you are going to be absent for several weeks.

## 4. Assessment

### 4.1 Rules of Assessment and Credit Accumulation

[www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/assess-rules.aspx](http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/assess-rules.aspx)

**The Rules of Assessment** are the rules, principles and frameworks which the University uses to calculate your course progression and final results. Some departments also have variations to the main rules, which you can find listed on our website above. If you have questions about whether a variation applies to you, contact your department.

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.

These decisions are made by the Board of Examiners who use the Rules of Assessment to decide:

- whether you can be awarded credit for the modules you have studied
- whether you have done enough to move on to the next stage of your course (if you are on a course which lasts more than one year)
- whether you need reassessment
- whether you have done enough to pass your course
- whether you are eligible to receive a merit or distinction

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.

If you **fail your course** you are not able to repeat it. The Rules of Assessment for Postgraduate Taught Awards only allow reassessment for up to a maximum of 60 credits worth of modules for taught masters degrees. The Board of Examiners will inform you if you are eligible for reassessment once it has considered your marks.

If you **fail your dissertation** you may be permitted by the Board of Examiners to resubmit your work, provided you meet the criteria as set out in the Rules of Assessment for Postgraduate Taught Awards. Alternatively, if you have obtained enough credits in your taught modules, you may be eligible for another award such as a postgraduate diploma or certificate.

You can decide if you want to **accumulate credit** by taking individual modules with the aim of achieving a postgraduate award; this is called **Modular study**. There are opportunities to achieve postgraduate awards through **credit accumulation study** in an increasing number of departments, as an alternative to standard full or part-time study. You can find more information on the 'Study by credit accumulation' webpages: [www1.essex.ac.uk/quality/university\\_policies/credit-accumulation.asp](http://www1.essex.ac.uk/quality/university_policies/credit-accumulation.asp)

Individual modules can yield 15, 20, 30 or 40 credits depending upon which department you are studying in. Each award has a defined structure, normally consisting of a combination of core, compulsory and optional modules, and requires a specific volume of credit to be achieved:

- Graduate/Postgraduate Certificates - 60 credits (all taught module credits)
- Graduate/Postgraduate Diplomas - 120 credits (all taught module credits)
- Masters Courses - 180 credits (normally 120 credits of taught module credits and a 60 credit dissertation or equivalent)

Credit is awarded for successful completion of individual modules. Students taking a credit-accumulation route of study register for the separate modules individually and accumulate the required volume of credit for the relevant award, including the dissertation if necessary. You will be given a different registration number for each module.

The Rules of Assessment are different when you study individual modules; make sure you check the relevant Rules of Assessment for the award you're studying towards.

**You will have a maximum of six years to study** (this is usually five years with a sixth year for a dissertation). We measure the six years from the first module you register on towards the award.

You can find out more information here: [www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/modular](http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/modular) and you should talk to your tutors about fees, and applying accumulated credit towards an award.



## 4.2 Extenuating circumstances, withdrawing and intermitting

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

**Extenuating circumstances** are circumstances beyond your control which cause you to perform less well in your coursework or examinations than you might have expected. In general, extenuating circumstances will be of a medical or personal nature that affects you for any significant period of time and/or during the assessment. You need to submit your form by the deadline given here – <https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx>

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

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

### Thinking of leaving or taking a break from your studies?

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

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

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

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

## 4.3 The Marking Policy and requests for re-marking of coursework and essays

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/marketing\\_policy](http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy). You will need to complete a form and be aware that marks can go down as well as up.

## 4.4 Moderation, second marking policies and External Examiners

The University policy on **moderation** can be found as 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 the 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 by following this link:

[www.essex.ac.uk/quality/external\\_examiners](http://www.essex.ac.uk/quality/external_examiners)

**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 Students' Union Advice.

**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](http://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](http://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](http://www.essex.ac.uk/students/exams-and-coursework/ppg)

#### 4.6 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 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](http://www.essex.ac.uk/see/academic-offence) or [talk to the School's Plagiarism Officer, Durand Cupido](mailto:talk.to.the.School's.Plagiarism.Officer@essex.ac.uk).

#### 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](http://www.essex.ac.uk/reo/governance/human.aspx) - along with the Ethical Approval application form.

**This includes (but is not limited to) any interviews undertaken as part of your dissertation.**

'Human participants' are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and fetuses, 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.

For School of Law/Human Rights ethics contacts, please see <https://www1.essex.ac.uk/reo/governance/ethics-contacts.aspx>.

## 5. Coursework

### 5.1 Commercial Law Programmes

#### 5.1.1 About your course

The LLMs in International Trade Law, International Commercial and Business Law and International Trade and Maritime Law are collectively known as the 'Commercial Family'. The structures for these LLMs have two main elements; the taught element and the dissertation. There will be a compulsory non-assessed foundation essay plus the taught modules which are assessed either by essays or examinations or a combination of the two. The taught element will be completed during the first six months of the module. The dissertation is written during the period from May to September.

#### Foundation Essay

The Foundation essay is a diagnostic essay intended to provide an early opportunity to engage in legal analysis and writing. The mark of the essay does not count towards the final assessment of the degree but it is a compulsory piece of work. The module codes are as follows:

**LW617: International Trade Law (ITL)**

**LW617: International Trade & Maritime Law (ITML)**

**LW762: International Commercial & Business Law (ICBL)**

**Word Limit: 2,000 – 2,500 words** including footnotes, excluding bibliography

The foundation essay titles will be **released** via FASER in week 6. Submission will be via FASER using your specific module code above no later than **10:00 hours** on the specified deadline.

There will be an **Essay Writing Workshop** for LLM students, on **Wednesday 7 November 2018** and a **Dissertation Workshop** on **Monday 29 April 2019**.

#### Mode of Assessment

For most commercial modules, they will be assessed by coursework in the form of an essay or essay plus presentation or 100% exam. For most 15-credit modules, this will be one essay and for a 30-credit module, this will be two essays, one for each term. LW624 will be assessed by presentation and essay and LW623 will be assessed by 100% examination. Modules outside the School of Law are assessed in accordance with the rules for that module in that particular School/department.

#### Assessed Essays

The topics for assessed essays will be chosen from a list provided by the Module Director.

**Word Limit: 5,000 words.** The exception to this is **LW624** International Trade and Maritime Law, which is assessed by a presentation (20%) and a 3,000-word essay (80%). The word count for all essays includes footnotes but excludes the bibliography.

Essay titles for modules beginning with LW5, LW6 and LW7 will be released via FASER.

**Please check FASER for the deadlines for essay submission in the Autumn and Spring terms.** All submissions should be uploaded to FASER no later than **10am** on the published deadline. Penalties will apply if you miss your given deadline.

*If you are taking modules from outside of the School of Law or Human Rights Centre, the submission dates and procedures may vary. Please make sure you know when these are so that you can plan your workload.*

#### Work-Placement Module – LW934

Further details about this module will be released as soon as they have been finalised.

#### Proceeding to the Dissertation

Students are required to complete the taught element of the course before being permitted to proceed to the dissertation; this decision is taken by the Interim Examination Board in June.

Please refer to the [PGT Rules of Assessment](#) which are published on the University website for further details in relation to proceeding, awards and reassessment.

#### Pass Mark

The pass mark for modules and the dissertation is 50. The pass mark for modules outside the School of Law will be in accordance with the rules for that degree course as decided by the appropriate Department. For further information, please refer to the Rules of Assessment

### 5.1.2 Commercial Family Modules

(Co = Core, Com = Compulsory, Op = Optional, Out = Outside Option)

Module Code & Name				Lecturer
	ITL	ICBL	ITML	
<b>Full Year (30 credits)</b>				
LW601-7-AP International Trade Finance Law	<b>Com</b>	Op	Op	Dr Mohammed Alshaleel
LW761-7-FY International Commercial & Business Law: Models, Principles & Tools	Op	<b>Com</b>	Op	Dr Onyeka Osuji/Dr Andrea Fejos (Autumn) Prof Chris Willett (Spring)
<b>Autumn Term (15 credits)</b>				
LW504-7-AU European Union Law & Human Rights	Op	Op	Op	Prof Steve Peers
LW513-7-AU Legal Research & the English Legal System	Op	Op	Op	Professor David O'Mahony
LW603-7-AU International Sale of Goods	<b>Com</b>	Op	Op	Dr Durand Cupido
LW611-7-AU Public International Trade Law	Op	Op	Op	Prof Steve Peers
LW619-7-AU Marine Insurance	Op	Op	Op	Dr Durand Cupido/Dr Lijie Song
LW624-7-AU International Trade & Maritime Law	Op	Op	<b>Com</b>	Dr Durand Cupido/Dr Lijie Song
LW625-7-AU Islamic Finance & Banking Law	Op	Op	Op	Dr Mohammed Alshaleel
LW917-7-AU International Trade, Investment & Human Rights	Out	Op	n/a	Prof Sheldon Leader
<b>Spring Term (15 credits)</b>				
LW514-7-SP Approaches to Legal Theory	Op	Op	Op	TBC
LW604-7-SP Carriage of Goods by Sea	<b>Com</b>	Pre-requisite: LW603-7-AU		Dr Anna Antoniou
LW605-7-SP International Commercial Dispute Resolution	Op	Op	Op	Dr Anil Yilmaz/Dr Flora Huang
LW620-7-SP Maritime Law & Wet Shipping	Op	Op	Op	Dr Durand Cupido
LW621-7-SP International Financial Law	Op	Op	Op	Dr Ugochi Amajuoyi
LW623-7-SP Admiralty Law	Op	Op	Op	Dr Anna Antoniu/Dr Durand Cupido
LW655-7-SP Cybercrime	Op	Op	Op	Dr Audrey Guinchard
LW656-7-SP Data Protection	Op	Op	Op	Prof Steve Peers
LW702-7 EU Competition Law	Op	Op	Op	Dr Anastasia Karatzia
LW720-7-SP European Union Company Law	Op	Op	Op	Dr Marios Koutsias

Module Code & Name				Lecturer
LW922-7-SP Business & Human Rights	Out	Op	n/a	Prof Sheldon Leader

### 5.1.3 LLM: International Trade Law (ITL)

#### ITL Structure Requirement

The modules on International Trade Finance Law (LW601), International Sale of Goods (LW603) and Carriage of Goods by Sea (LW604) are compulsory. Thus, the equivalent of another two full modules (or four half modules) must be taken to complete the module component of the LLM. Generally speaking, a module lasting two terms is a **full** module (30 credits) and one lasting one term is a **half** module (15 credits).

It may be possible for a student to take optional modules up to 30 credits offered by the other LLM programmes in lieu of an option/s offered by this LLM. A student wishing to do this should consult their Graduate Director.

If you select an optional module outside of your own degree course, please check the method of assessment and word limit. For details of all modules, please refer to the [module directory](#)

#### Example 1: How the course could be structured

Term 1 (Autumn) – 60 credits	Term 2 (Spring) – 60 credits	Term 3 (Summer) – 60 credits
LW601 International Trade Finance Law (Compulsory) – 30 Credits		
LW603 International Sale of Goods (Compulsory) – 15 credits	LW604 Carriage of Goods by Sea (Compulsory) – 15 credits	
ITL Optional Module – 15 Credits	ITL Optional Module – 15 Credits	
Optional Module – 15 Credits	Optional Module – 15 Credits	
LW617 Foundation Essay (Compulsory) – Non Assessed		LW600 Dissertation – core

### 5.1.4 LLM: International Trade and Maritime Law

#### ITML Structure Requirement

The module International Trade and Maritime Law (LW624) is compulsory. Thus, the equivalent of another three full modules and one-half module (or seven half modules) must be taken to complete the module component of the LLM. Generally speaking, a module lasting two terms is a **full** module (30 credits) and one lasting one term is a **half** module (15 credits).

If you select an optional module outside of your own degree course, please check the method of assessment and word limit. For details of all modules, please refer to the [module directory](#)

It may be possible for a student to take optional modules up to 30 credits offered by the other LLM programmes in lieu of an option/s offered by this LLM. A student wishing to do this should consult their Graduate Director.

#### Example 1: How the course could be structured

Term 1 (Autumn) – 60 credits	Term 2 (Spring) – 60 credits	Term 3 (Summer) – 60 credits
LW624 International Trade & Maritime Law (Compulsory) – 15 credits	Optional Module (from Commercial List) – 15 Credits	
Optional Module (from Commercial List) – 15 Credits	Optional Module (from Commercial List) – 15 Credits	
Optional Module (from Commercial List) – 15 Credits	Optional Module (from Commercial List) – 15 Credits	
Optional Module – 15 Credits	Optional Module – 15 Credits	
LW617 Foundation Essay (Compulsory) – Non-Assessed		LW600 Dissertation - core

**Example 2: How course could be structured**

Term 1 (Autumn) – 60 credits	Term 2 (Spring) – 60 credits	Term 3 (Summer) – 60 credits
LW624 International Trade & Maritime Law (Compulsory) – 15 credits	Optional Module (from Commercial List) – 15 Credits	
Optional Module (from Commercial List) – 30 credits		
Optional Module (from Commercial List) – 15 Credits	Optional Module (from Commercial List) – 15 Credits	
Optional Module (from Commercial List) – 15 Credits	Optional Module (from Commercial List) – 15 Credits	
LW617 Foundation Essay (Compulsory) – Non-Assessed		LW600 Dissertation - core

**5.1.5 LLM: International Commercial & Business Law (ICBL)****ICBL Structure Requirement**

The module on International Commercial & Business Law: Models, Principles & Tools (LW761) is compulsory. Thus, the equivalent of another three full modules (or six half modules) must be taken to complete the module component of the LLM. Generally speaking, a module lasting two terms is a **full** module (30 credits) and one lasting one term is a **half** module (15 credits).

It may be possible for a student to take optional modules up to 30 credits offered by the other LLM programmes in lieu of an option/s offered by this LLM. A student wishing to do this should consult their Graduate Director.

If you select an optional module outside of your own degree course, please check the method of assessment and word limit. For details of all modules, please refer to the [module directory](#)

**Example 1: How the course could be structured**

Term 1 (Autumn) – 60 credits	Term 2 (Spring) – 60 credits	Term 3 (Summer) – 60 credits
LW761 International Commercial Law: Models, Principles & Tools (Compulsory) – 30 Credits		
Optional Module (from Commercial List) – 15 Credits	Optional Module (from Commercial List) – 15 Credits	
Optional Module (from Commercial List) – 15 Credits	Optional Module (from Commercial List) – 15 Credits	
Optional Module – 15 Credits	Optional Module – 15 Credits	
LW762 Foundation Essay (Compulsory) – Non-Assessed		LW760 Dissertation - core

**Example 2: How course could be structured**

Term 1 (Autumn) – 60 credits	Term 2(Spring) – 60 credits	Term 3 (Summer) – 60 credits
LW761-7-FY International Business Law: Models, Principles & Tools (Compulsory) – 30 Credits		
Optional Module (from Commercial List) – 30 Credits		
Optional Module (from Commercial List) – 15 Credits	Optional Module (from Commercial List) – 15 Credits	
Optional Module – 15 Credits	Optional Module – 15 Credits	
LW762 Foundation Essay (Compulsory) – Non-Assessed		LW760 Dissertation – core

## 5.2 Human Rights Programmes

### 5.2.1 About the course

The LLMs in International Human Rights Law, International Humanitarian Law, Economic, Social and Cultural Rights & International Human Rights Law (Economic Relations) are collectively known as the 'Human Rights Family'. Also included in the family are the MA TPHR & HRCD. The structures for these LLMs have three elements; the taught modules, research essay and the dissertation. There will be a compulsory non-assessed foundation essay plus the taught modules which are assessed either by essays or examinations or a combination of the two.

#### Assessed Essays

The topics for assessed essays will be chosen from a list provided by the Module Director.

**Word Limit: 5,000 words** including footnotes but excluding bibliography.

Essay titles for modules will be released on FASER in due course.

**Please note:** LW924 International Human Rights: Law and Practice and LW902 Public International Law are both assessed by an exam. LW924 is assessed during the Summer term examinations period (date will be confirmed by the Examination Office) by a 3.15 closed book exam and LW902 is assessed during the Christmas examination period (date will be confirmed by the Examination Office) by a 3.15 open book exam.

**Please check FASER for the deadlines for essay submission in the Autumn and Spring terms.** All submissions should be uploaded to FASER no later than **10:00 hours** on the published deadline. Penalties **will** apply if you miss your given deadline.

*If you are taking modules from outside of the School of Law or Human Rights Centre, the submission dates and procedures may vary. Please make sure you know when these are so that you can plan your workload.*

#### Proceeding to the Dissertation

Students are required to complete the taught element of the course before being permitted to proceed to the dissertation; this decision is taken by the Interim Examination Board in June.

Please refer to the [PGT rules of assessment](#) which are published on the University website for further details in relation to proceeding, awards and reassessment.

#### Mode of Assessment

The human rights modules will be assessed by an unseen examination, an open-book examination or a coursework, as determined by the Course Director and approved by the Exam Board. Modules outside the School of Law are assessed in accordance with the rules for that module in that department.

We have changed the assessment for LW901 and have introduced an exam for LW924. As such, there are no previous years examination papers for LW924. Previous exam papers for LW901 01 can be obtained from the University website or the General Office.

Experience suggests that those students not from a common law tradition suffer a form of culture shock with English law exams. It is difficult to explain in general terms what is expected of students. It depends on the question and the person who sets it. Those used to a civil law system should, however, please be warned that it is unlikely that a mere reference to a treaty provision will be sufficient. It may be the case that they need to discuss the scope of certain words in that provision, especially where they are open to different interpretations. Students are expected to include in their discussion of the relevant issues treaty texts, case-law, examples and academic authorities as and where appropriate. Please see the specimen question and plan (not a specimen answer) included in this handbook. If a student has any questions about examination style, they should ask the appropriate member of staff. You should consider asking to submit a specimen answer done in examination conditions for discussion and comment.

#### Pass Mark

The pass mark for modules and the dissertation is 50. The pass mark for modules outside the School of Law will be in accordance with the rules for that degree course as decided by the appropriate Department. For further information, please refer to the [Rules of Assessment](#).

## 5.2.2 General information for all Human Rights students

## Internships

Please note that students on Tier 4 visas must speak with the University's Visa Compliance team about their ability to undertake an internship whilst being sponsored by the University.

Students are strongly recommended to undertake an internship with a human rights or humanitarian organization between June and September, but it is not compulsory and not part of your course. It is envisaged that an internship will normally be between 1 and 6 months. The organizations involved are likely to be in London, but, if you wish, can be elsewhere (e.g. the USA, Geneva or Strasbourg). You should take up with the organizations the question of reimbursement of travel expenses. It is unusual, however, for them to be able to reimburse you. Neither the Human Rights Centre nor the School of Law can meet the expenses. You are advised to set aside an appropriate sum to meet these expenses - and to obtain a student rail-card if working in London!

## The Human Rights Centre

The Human Rights Centre, then known as the Centre for International Human Rights Law, began its life in 1982-83 as an initiative of Professor David Yates, founding Professor of Law. Its first Director was Dr Malcolm Shaw, who was also Director of the new Masters degree, the LLM in International Human Rights Law. The Centre was located within the Law Department and was designated as an international human rights law centre.

In 1989-90, a new beginning for the Centre commenced, as an interdisciplinary centre for research, publication and teaching. It was also envisaged that the Centre could be a base for practical engagement in human rights work through consultancy contracts, training and legal practice. The new Centre was given de facto responsibility for administering a new degree, the MA in the Theory and Practice of Human Rights. A new Director was appointed from Law, Professor Kevin Boyle.

The Director of the Centre is Professor Lorna McGregor.

The Centre is staffed by what is undoubtedly the strongest team of academic human rights lawyers in the UK, together with philosophers, political theorists and sociologists who have worked on human rights issues. The Centre co-ordinates the University's interdisciplinary human rights teaching programme, as well as a programme of research, training, external consultancy and publication on international, comparative and national aspects of human rights. All students on our human rights courses are student members of the Human Rights Centre.

## Human Rights Events, Activities & Student Rooms

Throughout the year there will be numerous opportunities to meet with fellow HRC members. You will be alerted to these events by your Essex email, Human Rights Centre Website, HRC Social Media pages and information displayed on our notice boards. These events are a great way to get to know, on an informal basis, the members of the Centre and your fellow students.

## Human Rights Field Trips

There will be one/two field trips organised for 2018/2019; these will be open to Human Rights LLM, MA and final year undergraduate human rights students. Further details will be circulated in due course.

## Human Rights Joint Common Room

This room is shared with another department which is located in 4SB.5.10. The room provides space for you to study with comfy chairs and workstations. Entry is by door code which can be obtained from the General Office.

## 5.2.3 LLM Human Rights Modules

Com = Compulsory, Op = Optional, Op (List A) = IHL students must select at least one module from List A

Op/Com = Optional if studied at previous undergraduate or graduate courses, Compulsory if not

Out = Outside Option

N/A = not available

Module Code & Name					Module Director
	IHRL	IHL	ESCR	IHRL(ER)	
<b>Full Year (30 credits)</b>					
LW901-7-FY International Human Rights: Theories and Institutions	Com	N/A	Com	Com	Dr Gus Waschefort
LW924-7-FY International Human Rights Law: Law and Practice	Com	N/A	Com	Com	Carla Ferstman
<b>Autumn Term (15 credits)</b>					



Module Code & Name					Module Director
	IHRL	IHL	ESCR	IHRL(ER)	
LW504-7-AU European Union Law & Human Rights	Out	Out	Out	Out	Prof Steve Peers
LW803-7-AU Introduction to the Law of Armed Conflict	Op	<b>Com</b>	Op	Op	Noam Lubell
LW808 The Protection of Human Rights in Armed Conflict and Situations of Acute Crisis	N/A	<b>Com</b>	N/A	N/A	Daragh Murray
LW902-7-AU Public International Law*	<b>Op/Com</b>	<b>Op/Com (List A)</b>	<b>Op/Com</b>	<b>Op/Com</b>	Emily Jones
LW907-7-AU The Protection of Refugees & Displaced Persons in International Law	Op	<b>Op (List A)</b>	Op	Op	Geoff Gilbert
LW911-7-AU European Convention on Human Rights	Op	Op	Op	Op	Harry Nikolaidis
LW915-7-AU Human Rights & Development	Op	Op	<b>Com</b>	Op	Jude Bueno de Mesquita & Paul Hunt
LW917-7-AU International Trade Investment & Human Rights	Op	Op	Op	<b>Com</b>	Professor Sheldon Leader
HU925-7-AU Human Rights, International Relations & Diplomacy	Op	Op	Op	Op	Dr Ahmed Shaheed
<b>Spring Term (15 credits)</b>					
LW349-7-SP Contemporary Issues in Criminal Justice: Law. Policy and Practice	Out	Out	Out	Out	Karen Brennan
LW804-7-SP Topics in the International Law of Armed Conflict	Op	<b>Com</b>	Op	Op	Noam Lubell
LW805-7-SP International Criminal Law	Op	<b>Op (List A)</b>	Op	Op	Geoff Gilbert
LW806-7-SP Conflict & the UN: Law relating to the use of Force, Peacekeeping, Sanctions & Counter-Terrorism	Op	<b>Op (List A)</b>	Op	Op	Dr Daragh Murray
LW807-7-SP Acute Crises and Displacement	Op	Op	Op	Op	Geoff Gilbert
LW910-7-SP International Child Law	Op	Op	Op	Op	Gus Waschefort
LW914-7-SP The Protection of Minorities and Indigenous Peoples in International Law	Op	Op	Op	Op	Julian Burger
LW918-7-SP Human Rights for Women	Op	Op	Op	Op	Dr Patricia Palacios Zuloaga
LW919-7-SP Promotion & Protection of Human Rights in Africa	Op	Op	Op	Op	Dr Gus Waschefort
LW920-7-SP The Inter-American System of Human Rights	Op	Op	Op	Op	Patricia Palacios Zuloaga
LW922-7-SP Business & Human Rights	Op	Op	Op	<b>Com</b>	Anil Yilmaz
LW927-7-SP Transitional Justice	Op	<b>Op (List A)</b>	Op	Op	Dr Aoife Duffy
HU902-7-SP Human Rights Clinic	Op	Op	Op	Op	Dr Patricia Palacios Zuloaga

Module Code & Name					Module Director
	IHRL	IHL	ESCR	IHRL(ER)	
HU924-7-SP Religion and Human Rights	Op	Op	Op	Op	Dr Ahmed Shaheed
HU928-7-SP The Morality and Politics of International Human Rights	Op	Op	Op	Op	Andrew Fagan
LG674-7-SP Language & Human Rights	Out	Out	Out	Out	Prof Peter Patrick

### 5.2.3.1 LLM: International Human Rights Law (IHRL)

#### IHRL Structure Requirement

In addition to the compulsory modules LW901, International Human Rights: Law, Institutions and Practice, and LW924, International Human Rights: Law and Practice, which run for the whole year and are worth 30 credits each, students are also required to take four optional half-modules. Each half-module runs for one term and is worth 15 credits.

Students who have not studied Public International Law (PIL) as part of their previous undergraduate or graduate degree(s) are required to take the Public International Law module (LW902). This one-term (15 credits) module takes place in Term 1. \*\*Accordingly, a student who is required to take LW902 will take three other one-term modules, rather than four, as PIL will count as one of the half-modules.

If you select an optional module outside of your own degree course, please check the method of assessment and word limit. For details of all modules, please refer to the [module directory](#)

#### Example 1 - for those who have studied PIL previously at University

Term 1 (Autumn) - 60 credits	Term 2 (Spring) – 60 credits	Term 3 (Summer) – 60 credits
LW901: International Human Rights: Theories and Institutions – classes and discussions groups (compulsory)		
LW924: International Human Rights: Law and Practice		
Optional module	Optional module	
Optional module	Optional module	
		LW900 - Dissertation (15,000 - 20,000 words including footnotes) - core

#### \*\*Example 2 – for those who have NOT studied PIL previously at University

Term 1 (Autumn) - 60 credits	Term 2 (Spring) – 60 credits	Term 3 (Summer) – 60 credits
LW901: International Human Rights: Theories and Institutions – classes and discussions groups (compulsory)		
LW924: International Human Rights: Law and Practice		
LW902 – PIL (compulsory)	Optional module	
Optional module	Optional module	
		LW900 - Dissertation (15,000 - 20,000 words including footnotes) - core

### 5.2.3.2 LLM: International Humanitarian Law (IHL)

#### IHL Structure Requirement

In addition to the compulsory modules LW808, Protection of Human Rights in Armed Conflict and Situations of Acute Crisis, which runs in Autumn and is worth 15 credits, LW803, International Law of Armed Conflict, which is an Autumn term module and is worth 15 credits, and LW804, Topics in the International Law of Armed Conflict,

which is a Spring term module and is worth 15 credits, students are also required to take five optional half-modules. Each half-module runs for one term and is worth 15 credits. Two of these half-modules must come from List A. The other three may come from any of the optional modules.

Students who have not studied Public International Law (PIL) as part of their previous undergraduate or graduate degree(s) are **required** to take the Public International Law module (LW902). This one-term (15 credits) module takes place in Term 1 and takes the place of one of the optional half-modules. **\*\*Accordingly, a student who is required to take LW902 will take **four** other one-term modules, **two** of which must be drawn from List A.**

If you select an optional module outside of your own degree course, please check the method of assessment and word limit. For details of all modules, please refer to the [module directory](#)

**Example 1 - for those who have studied PIL previously at University**

Term 1 (Autumn) - 60 credits	Term 2 (Spring) – 60 credits	Term 3 (Summer) – 60 credits
LW808: Protection of Human Rights in Armed Conflict and Situations of Acute Crisis (compulsory)		
LW803: International Law of Armed Conflict (compulsory)	LW804: Topics in the International Law of Armed Conflict (compulsory)	
Optional module (List A)	Optional module (List A)	
Optional module	Optional module	
	Optional module	
		LW800 -Dissertation (15,000 - 20,000 words including footnotes) - core

**\*\*Example 2 – for those who have NOT studied PIL previously at University**

Term 1 (Autumn) - 60 credits	Term 2 (Spring) – 60 credits	Term 3 (Summer) – 60 credits
LW808: Protection of Human Rights in Armed Conflict and Situations of Acute Crisis (compulsory)		
LW803: International Law of Armed Conflict (compulsory)	LW804: Topics in the International Law of Armed Conflict (compulsory)	
LW902: Public International Law (compulsory)	Optional module (List A)	
Optional module (List A)	Optional module	
	Optional module	
		LW800 -Dissertation (15,000 - 20,000 words including footnotes) - core

**5.2.3.3 LLM: Economic Social & Cultural Rights (ESCR)**

**ESCR Structure Requirement**

In addition to the compulsory modules LW901, International Human Rights: Law, Institutions and Practice, and LW924, International Human Rights: Law and Practice, which run for the whole year and are worth 30 credits each, and LW915 Human Rights and Development, which is a Spring term module and worth 15 credits, students are also required to take three optional half-modules. Each half-module runs for one term and is worth 15 credits.

Students who have not studied Public International Law (PIL) as part of their previous undergraduate or graduate degree(s) are required to take the Public International Law module (LW902). This one-term (15 credits) module takes place in the Autumn term. **\*\*Accordingly, a student who is required to take LW902 will take two other one-term modules.**

If you select an optional module outside of your own degree course, please check the method of assessment and word limit. For details of all modules, please refer to the [module directory](#)

**Example 1 - for those who have studied PIL previously at University**

Term 1 (Autumn) - 60 credits	Term 2 (Spring) – 60 credits	Term 3 (Summer) – 60 credits
LW901: International Human Rights: Theories and Institutions – classes and discussions groups (compulsory)		
LW924: International Human Rights: Law and Practice (compulsory)		
Optional module	LW915 – Human Rights & Development	
Optional module	Optional module	
		LW950 -Dissertation (15,000 - 20,000 words including footnotes) - core

**\*\*Example 2 – for those who have NOT studied PIL previously at University**

Term 1 (Autumn) - 60 credits	Term 2 (Spring) – 60 credits	Term 3 (Summer) – 60 credits
LW901: International Human Rights: Theories and Institutions – classes and discussions groups (compulsory)		
LW924: International Human Rights: Law and Practice (compulsory)		
LW902 – Public International Law (compulsory)	LW915 –Human Rights & Development	
Optional module	Optional module	
		LW950 - Dissertation (15,000 - 20,000 words including footnotes) - core

**5.2.3.4 LLM: International Human Rights Law (Economic Relations) IHRL(ER)**

**IHRL(ER) Structure Requirement**

In addition to the compulsory modules LW901, International Human Rights: Law, Institutions and Practice, and LW924, International Human Rights: Law and Practice, which run for the whole year and are worth 30 credits each, LW917, International Trade, Investment and Human Rights, which is an Autumn term module worth 15 credits, and LW922 Business and Human Rights, which is a Spring term module and worth 15 credits, students are also required to take two optional half-modules. Each half-module runs for one term and is worth 15 credits.

Students who have not studied Public International Law (PIL) as part of their previous undergraduate or graduate degree(s) are required to take the Public International Law module (LW902). This one-term (15 credits) module takes place in the Autumn term. \*\*Accordingly, a student who is required to take LW902 will take one other one-term modules.

If you select an optional module outside of your own degree course, please check the method of assessment and word limit. For details of all modules, please refer to the [module directory](#)

**Example 1 - for those who have studied PIL previously at University**

Term 1 (Autumn) - 60 credits	Term 2 (Spring) – 60 credits	Term 3 (Summer) – 60 credits
LW901: International Human Rights: Theories and Institutions – classes and discussions groups (compulsory)		
LW924: International Human Rights: Law and Practice (compulsory)		

LW917 International Trade, Investment & Human Rights (compulsory)	LW922 – Business & Human Rights	
Optional module	Optional module	
		LW900 - Dissertation (15,000 - 20,000 words including footnotes) - core

**\*\*Example 2 – for those who have NOT studied PIL previously at University**

Term 1 (Autumn) - 60 credits	Term 2 (Spring) – 60 credits	Term 3 (Summer) – 60 credits
LW901: International Human Rights: Theories and Institutions – classes and discussions groups (compulsory)		
LW924: International Human Rights: Law and Practice (compulsory)		
LW902 – Public International Law (compulsory)	LW922 – Business & Human Rights	
LW917 International Trade, Investment & Human Rights (compulsory)	Optional module	
		LW900 - Dissertation (15,000 - 20,000 words including footnotes) - core

### 5.2.4 MA Human Rights Programmes

The MAs in Theory and Practice of Human Rights and Human Rights and Cultural Diversity are part of the ‘Human Rights Family’ along with the LL.Ms in IHRL, HRHL, ESCR and IHRL(ER). The structures for these MAs have two elements; the taught modules and the dissertation. The taught modules are assessed either by essays or examinations or a combination of the two. As interdisciplinary courses, it is likely that you will be selecting modules from other departments; please note that this handbook only covers the information about the Human Rights Centre and the School of Law so you should familiarise yourself with processes and rules of the departments that administer your chosen modules. You can do this by viewing the relevant handbooks on the University website or by speaking to the Graduate Administrators

#### Foundation Essay

**HU901:** The mark of the essay does not count towards the final assessment of the degree but it is a compulsory piece of work.

**Word Limit: Maximum 2,500 words** including footnotes, excluding bibliography

The foundation essay titles will be **released** on **5 November 2018** (week 6). Submission will be via FASER using your specific module code above no later than **10:00 hours** on the **23 November 2018** (week 8)

There will be an **Essay Writing Workshop** for the LL.M human rights students and one for the MA students, the date of which will be confirmed in due course.

#### Assessed Essays

The topics for assessed essays will be chosen from a list provided by the Module Director.

**Word Limit: 5,000 words** including footnotes but excluding bibliography.

Essay titles will be released via FASER in due course.

**Please note:** LW924 International Human Rights: Law and Practice and LW902 Public International Law are both assessed by an exam. LW924 is assessed during the Summer term examinations period (date will be confirmed by the Examination Office) by a 3 hour 15 minutes closed book exam and LW902 is assessed during the Christmas examination period (date will be confirmed by the Examination Office) by a 3 hours 15 minutes open book exam.

**Please check FASER for the deadlines for essay submission in the Autumn and Spring terms.** All submissions should be uploaded to FASER no later than **10:00 hours** on the published deadline. Penalties **will** apply if you miss your given deadline.

If you are taking modules from outside of the School of Law or Human Rights Centre, the submission dates and procedures may vary. Please make sure you know when these are so that you can plan your workload.

### Proceeding to the Dissertation

Students are required to complete the taught element of the course before being permitted to proceed to the dissertation; this decision is taken by the Interim Examination Board in June.

Please refer to the [PGT rules of assessment](#) which are published on the University website for further details in relation to proceeding, awards and reassessment.

### Mode of Assessment

The human rights modules will be assessed by an exam (if taking LW901), an open-book exam (if taking LW902) or essays. Modules outside the Human Rights Centre / School of Law are assessed in accordance with the rules for that module in that particular department.

### Pass Mark

The pass mark for modules, the research essay and the dissertation is 50. The pass mark for modules outside the School of Law will be in accordance with the rules for that degree course as decided by the appropriate Department. For further information, please refer to the Rules of Assessment.

#### 5.2.4.1 MA Modules

(Co = Core, Com = Compulsory, Op = Optional, Out = Outside Option,  
Op/Com = Optional if studied at previous undergraduate or graduate courses, Compulsory if not)  
Please refer to these modules in conjunction with your Programme Specifications

**Please note:** If you want to select a Law module, you must also select LW901-7-AP.

Module Code & Name	Dept.	Op/Com/Core		Module Director
		TPHR	HRCD	
<b>Full-Year</b>				
HU901-7-FY Human Rights: Theories & Applications	HRC	Com	Com	Andrew Fagan
HU921-7-FY Contemporary Issues in Human Rights & Cultural Diversity	HRC	Op	Core	Andrew Fagan
LW901-7-AP International Human Rights: Theories and Institutions	Law	Op. (Com with Law Op*)	Op. (Com with Law Op*)	Dr Gus Waschefort
PA931-7-FY Context of Refugee Experience	Psychoanalytic Studies	Op	Out	Prof Renos Papadopoulos
GV517-7-FY International Security Studies	Government	Op	Op	Dr Tobias Bohmelt
<b>Autumn-term</b>				
HU925-7-AU Human Rights, International Relations & Diplomacy	HRC	Op	Op	Dr Ahmed Shaheed
LW504-7-AU European Union Law & Human Rights	Law	Out	N/A	Prof Steve Peers
LW803-7-AU Introduction to the Law of Armed Conflict	Law	Op	Op	Noam Lubell
LW808 The Protection of Human Rights in Armed Conflict and Situations of Acute Crisis	Law	Op	Op	Daragh Murray
LW902-7-AU Public International Law	Law	Op	Op	Emily Jones
LW907-7-AU The Protection of Refugees & Displaced Persons in International Law	Law	Op	Op	Geoff Gilbert
LW911-7-AU European Convention on Human Rights	Law	Op	Op	Harry Nikolaidis

Module Code & Name	Dept.	Op/Com/Core		Module Director
		TPHR	HRC	
LW915-7-AU Human Rights & Development	Law	Op	Op	Jude Bueno de Mesquita & Paul Hunt
LW917-7-AU International Trade, Investment & Human Rights	Law	Op	Op	Prof Sheldon Leader
PA927-7-AU Psychoanalysis of Groups and Organisations	Psychoanalytic Studies	Op	Op	Mr Chris Tanner
PS923-7-AU Advanced Social Psychology	Psychology	Out	Op	Dr Philip Cozzolino
SC555-7-AU Formative Debates in Criminology	Sociology	Op	Op	Dr Isabel Crowhurst
GV517-7-AU International Security Studies	Government	Op	Op	Dr Tobias Bohmelt
<b>Spring-term</b>				
HU902-7-SP Human Rights Clinic	HRC	Op	Op	Dr Patricia Palacios Zuloage
HU924-7-SP Religion & Human Rights	HRC	Op	Op	Dr Ahmed Shaheed
HU928-7-SP The Morality and Politics of International Human Rights	HRC	Op	Op	Andrew Fagan
LW804-7-SP Topics in the International Law of Armed Conflict	Law	Op	Op	Noam Lubell
LW805-7-SP International Criminal Law	Law	Op	Op	Geoff Gilbert
LW806-7-SP Conflict & the UN: Law relating to the use of Force, Peacekeeping, Sanctions & Counter-Terrorism	Law	Op	Op	Dr Daragh Murray
LW807-7-SP Acute Crises and Displacement	Law	Op	Op	Geoff Gilbert
LW910-7-SP International Child Law	Law	Op	Op	Gus Waschefort
LW914-7-SP The Protection of Minorities and Indigenous Peoples in International Law	Law	Op	Op	Julian Burger
LW918-7-SP Human Rights for Women	Law	Op	Op	Dr Patricia Palacios Zuloage
LW919-7-SP Promotion & Protection of Human Rights in Africa	Law	Op	Op	Dr Gus Waschefort
LW920-7-AUSP The Inter-American System of Human Rights	Law	Op	Op	Patricia Palacios Zuloaga
LW922-7-SP Business & Human Rights	Law	Op	Op	Dr Anil Yilmaz
LW927-7-SP Transitional Justice	Law	Op	N/A	Dr Aoife Duffy

Module Code & Name	Dept.	Op/Com/Core		Module Director
		TPHR	HRCO	
PA932-7-SP Psychosocial Perspective on Human Rights	Psychoanalytic Studies	Op	Op	Prof Renos Papadopoulos
SC551-7-SP Dynamics of Home & Work	Sociology	Op	Op	Dr Sandya Hewamanne
SC655-7-SP Current Controversies in Criminology & Criminal Justice Policies	Sociology	Op	Op	Dr Darren Thiel
SC920-7-SP Colonialism, Cultural Diversity & Human Rights	Sociology	Op	Op	Dr Colin Samson
GV538-7-SP Contemporary Theories of Justice	Government	Op	Op	Dr Tom Parr
LG674-7-SP Language & Human Rights	Language & Linguistics	Op	Op	Prof Peter Patrick

\* If students with no Law background wish to study any LW modules in their options, they must take LW901, International Human Rights: Theories and Institutions. It is also recommended these students take LW902. Public International Law, but this is optional.

LW901 is not required if students want to study LW914 Protection of Minorities and Indigenous Peoples in International Law, LW919 Promotion and Protection of Human Rights in Africa and LW927 Transitional Justice.

#### 5.2.4.2 MA: Theory and Practice of Human Rights (TPHR)

##### TPHR Structure Requirement

In addition to the Compulsory module HU901 Human Rights: Theories and Applications which runs in the Autumn and Spring term (30 credits), students are required to select a further 90 credits (this can be up to 100 if the selection of modules are selected from 15 and 20 credit options) from the taught component of the course plus a dissertation (60 credits). These should be selected from the list above and in conjunction with the [programme specifications](#). If students wish to study a law option then they must study LW901-7-AP International Human Rights: Law, Institutions & Practice. In addition, such students are also encouraged to study LW902 Public International Law as this module covers highly important aspects of international law. However, studying LW902 in addition to LW901 is not compulsory.

##### Example 1: how the course could be structured taking Law modules

Term One (AU)	Term Two (SP)	Term Three	Compulsory/Optional /Core	Credits
HU901-7-FY Human Rights: Theories and Applications			Compulsory	30
LW901-7-AP: terms one and two			Compulsory	30
PS923-7-AU	SC655-7-SP		Optional	40
Law module	Law module		Optional	30
		Dissertation (HU983)	Core	60
			<b>Total Credits</b>	<b>190</b>

##### Example 2: how the course could be structured without Law

Term One (AU)	Term Two (SP)	Term Three	Compulsory/Optional /Core	Credits
HU901-7-FY Human Rights: Theories and Applications			Compulsory	30
One two term module or one autumn term module + one spring term module			Compulsory	30
SC555-7-AU	SC655-7-SP		Optional	40
Psychology module	Government module		Optional	30
		Dissertation (HU983)	Core	60
			<b>Total Credits</b>	<b>190</b>



### 5.2.4.3 MA: Human Rights and Cultural Diversity (HRCD)

#### HRCD structure requirement

In addition to the Core modules HU901, Human Rights: Theories and Applications and HU921 Contemporary Issues in Human Rights & Cultural Diversity which both run for the Autumn and Spring terms (30 credits each). Students are then required to take a further 60 credits (this can be up to 70 credits if the selection of modules are selected from 15 and 20 credit options) from the taught element of the course plus a dissertation which is 60 credits. The taught options should be selected in conjunction with the [programme specifications](#). If students wish to study a law option then they must study LW901 International Human Rights: Law, Institutions & Practice. In addition, such students are also encouraged to study LW902 Public International Law as this module covers highly important aspects of international law. However, studying LW902 in addition to LW901 is not compulsory.

#### Example 1: how the course could be structured with Law

Term One (AU)	Term Two (SP)	Term Three	Compulsory/ Optional /Core	Credits
HU901-7-FY Human Rights: Theories & Applications			Compulsory	30
HU921-7-FY Contemporary Issues in Human Rights & Cultural Diversity			Compulsory	30
LW901-7-AP: terms one and two			Compulsory with options	30
module			Optional	15
	module		Optional	15
		Dissertation (HU983)	Core	60
			<b>Total</b>	<b>180</b>

#### Example 2: how the course could be structured without Law

Term One (AU)	Term Two (SP)	Term Three	Compulsory/ Optional /Core	Credits
HU901-7-FY Human Rights: Theories & Applications			Compulsory	30
HU921-7-FY Contemporary Issues in Human Rights & Cultural Diversity			Compulsory	30
(One 30 credit module) or (one 15/20 credit AU module + one 15/20 credit SP module)			Compulsory with options	30/40
module			Optional	15
	module		Optional	15
		Dissertation (HU983)	Core	60
			<b>Total Credits</b>	<b>180/190</b>

### 5.3 Dissertations – All Post-graduate taught programmes in the School of Law and Human Rights Centre

The School will provide advice and guidance to students in researching and writing their Dissertations in accordance with the LLM (Taught Masters) and MA Dissertation Supervision Guidelines.

A meeting to discuss all issues relating to the Dissertation will take place at the beginning of the Spring term. We will confirm the room details as soon as they have been confirmed.

All students are required to write and submit **ONE** copy uploaded to FASER. Supervision will be available during the summer period in the terms agreed between the supervisor and the student. **Please note** that the supervisor is only allowed to read up to **2,000 words** of the dissertation before submission.

#### Dissertation Word Count

The word-limit for your dissertation is between **15,000 and 20,000** words; this will include footnotes, endnotes and abstract; please note that the abstract is optional. The bibliography, appendices containing material referred to in the dissertation, for example statutes and verbatim judgments, contents page, page of acronyms and acknowledgement which is also optional do not form part of the word count. There will be penalties for dissertations that are over the required length.

## **Supervision Guidelines**

A dissertation of between 15,000-20,000 words in length is a compulsory component of the LLM degree courses offered by the School of Law and of the MA degree courses offered by the Human Rights Centre. The following information is intended to provide staff and students with a guide to the supervision offered by the School/Centre during the period when the Dissertation is being prepared. It is important to stress at the outset that the final Dissertation title, the preparation, research, writing-up, presentation and submission of the Dissertation is the sole responsibility of the student concerned. The Supervisor's role is only to provide general advice and guidance as appropriate on the subject area of the Dissertation and its format.

## **Submission of Dissertation Title**

All students must complete and return the **Dissertation Title** form which can be found under your specific dissertation code via Moodle.

### **5.3.1 Dissertations Titles – Commercial Law LLM Students (ITL, ITML, ICBL)**

**Title Submission: Monday 3 June 2019 (Week 36)**

### **5.3.2 Dissertation Titles – LLM IHRL, IHRHL, ESCR, IHRL(ER), MA HRCD, TPHR**

**Title Submission: Friday 22 March 2018 (Week 25)**

All students must complete and return the **Dissertation Title** form which can be found on [Moodle](#). The form needs to be returned to the General Office by the specified deadline, and must contain the student's name, the LLM or MA programme for which they are registered, and, most importantly, the title of the Dissertation they intend to submit.

The proposed title may be revised after consultation with the supervisor, once the supervisor is allocated.

Following submission of the Dissertation Title form, a suitable supervisor will be allocated to each student. Once the supervisor is allocated, it is the responsibility of the student to contact the supervisor and arrange a first meeting during which the title of the dissertation is to be discussed and revised, where needed. Students are required to present not merely their proposed Dissertation title, but also a one-page outline of the Dissertation structure and a list of all the bibliographical references they have already researched in the general area of their proposed title.

Any changes made after the deadline must be approved by the Supervisor. Any major changes must also be approved by the Graduate Director. This information must then be communicated to the Postgraduate Administrator in an email using the prescribed form.

After the final Examination Board, a copy of your Dissertation is automatically sent to the Library. If you do not want this to happen, please indicate this on the Dissertation Title form.

## **Dissertation - Functions of Supervisors**

The supervisor is there to guide you. First, they will discuss your proposed topic with you, with the aim of ensuring you have a topic that will permit you to contribute to knowledge and will be manageable within the available time and word limit. Please note that you should not expect them to find a topic for you. That is your responsibility. Second, they will want to see that you are making appropriate progress. This will usually mean that you will be asked to produce a provisional elaborated working outline, that is, not just headings and subheadings, but also a brief explanation of what the content under each will be. They will probably also expect you to produce a provisional bibliography. Third, subject to inevitable absences during vacation periods, they will be available to discuss issues you come across, about which you feel a need for guidance. Note, they will not read a full draft of the work. This is because the chances are that the dissertation supervisor will also be marking the work and reviewing drafts would be incompatible with that responsibility, as well as involving an unsustainable workload.

## **Dissertation - Supervision Arrangements**

It is recommended that the student arrange at least two meetings with their Supervisor over the entire period provided for the preparation, research, writing-up and presentation of the Dissertation. Supervisors will allocate approximately **4 hours** for such meetings. These meetings can take place by telephone and/or e-mail as appropriate. Students should be aware that during the University's summer break, academics are frequently away on research or leave. Any meetings must therefore be arranged well in advance. Both students and supervisors are required to keep a record of these meetings.

These meetings are to enable the Supervisor to check on the student's progress towards the completion of the Dissertation within the submission deadline and to allow the student to raise any problems and difficulties they have encountered in this respect.

While some reading and comment on the prepared text for the Dissertation may be necessary to fulfil the supervisory function, this is not always needed. In any case it should be kept to the minimum required for this

function and should not exceed more than two thousand words of written work. The student must consult with their Supervisor as to which parts of the Dissertation the Supervisor will comment on prior to the final submission of the Dissertation. Students must also give their Supervisors adequate time to fulfil this function.

**Tier 4 students** must meet with their supervisor at least once a month, with at least 1 of these meetings in person. **Before** a Tier 4 student returns home during the dissertation period, they **must** receive permission from their supervisor and the Post-graduate Director for their programme, **and** inform the International Team.

### Dissertation Submission

Students must familiarize themselves with, and adhere to, all the School of Law / Human Rights Centre and University rules regarding the presentation and submission of their Dissertations, especially in respect of the deadline for submission of the Dissertation to the General Office.

- The Dissertation should be double-spaced
- Word processed using Arial Font size 10
- Pages must be numbered
- The Details page should include:
  - your name
  - the dissertation title
  - supervisor's name,
  - name of your course
  - the date
  - word count

The information required for the Details page can be set out as you please but must contain the above information.

When uploading, the Dissertation Feedback Sheet should be the first page, followed by the details page (second page); the third page onwards should be the dissertation

Extensions to the Dissertation submission deadline will not normally be allowed. In very exceptional cases, extensions may be granted by the School's Extension Director. A student requesting an extension to their Dissertation deadline must first consult their Supervisor and then submit a written request to [lawpgtadmin@essex.ac.uk](mailto:lawpgtadmin@essex.ac.uk), providing in detail the exceptional grounds for an extension to their Dissertation submission deadline and attaching documentary evidence to support the request. Students are reminded that student accommodation contracts end mid-September.

**Your Dissertation should be uploaded to FASER no later than the specified deadline.**

This can be done via: [FASER; myEssex or Moodle PGT resources page](#)

## **DISSERTATION SUBMISSION DEADLINE: WEDNESDAY 11 SEPTEMBER 2019**

(Unless you have an approved extension)  
No later than 10:00 hours

### Dissertation - What Happens After Submission?

After the dissertation has been submitted, it is distributed to the supervisor for marking; all dissertations will then be second-marked. When marked dissertations are returned to the General Office, all the marks, including the mark for the dissertation are reviewed by the relevant Board of Examiners. The final Board meeting will take place at the end of November 2019 (dates to be confirmed).

### Exam Boards

The Exam Boards consist of an external examiner for each LLM or MA course and representatives from the academic staff. It is chaired by a Professor or a Dean from outside of the Department. The first board (Interim Board) will normally meet towards the end of June and will consider and confirm the marks for the taught component of your course. The members of this board will also confirm the eligibility for an exit award of a PG Certificate or PG Diploma.

The Final Exam Board will normally take place at the beginning of December 2019 and will consider and confirm any marks for reassessment and dissertation marks. The Board will then consider the final outcome of the course and whether a student is eligible for a Masters or an exit award of PG Certificate or PG Diploma.

You should be aware that all marks are provisional until confirmed by the relevant Exam Board.

### Exam Board Results

Results for students are normally published within five working days after the meeting of the Exam Board, on the University website at: [www.essex.ac.uk/students/exams-and-coursework/default.aspx](http://www.essex.ac.uk/students/exams-and-coursework/default.aspx)

Students will receive an email from the Registry and will then be able to access their own results using their University login and password. *Please keep your Essex email active as this is where the email from the Registry will be sent and your postal address up-to-date so that anything that is sent through the post reaches the correct destination.*

### 5.4 Word Length for Assessed Essays/Coursework

All assessed modules will be 5,000 words including footnotes, excluding bibliography.

**DO NOT EXCEED YOUR WORD LIMIT.**

#### Exceeding the Word Limit

Coursework and dissertations found to exceed the requisite word limit will be subject to the following tapered mark reduction up to a maximum deduction of ten marks:

Words Over the Limit	Penalty		Words Over the Limit	Penalty
1 – 99	Minus 1 mark		500 – 599	Minus 6 marks
100 - 199	Minus 2 marks		600 – 699	Minus 7 marks
200 – 299	Minus 3 marks		700 – 799	Minus 8 marks
300 – 399	Minus 4 marks		800 – 899	Minus 9 marks
400 – 499	Minus 5 marks		900 – 999	Minus 10 marks

Coursework and dissertations found to be 1,000 words over the limit will be returned marked at 0. The number of words counted MUST include all footnotes and endnotes but not the bibliography or any appendices. Students must state the number of words used.

### 5.5 Coursework Submission

The School of Law/Human Rights require electronic submission only; please be aware that it may be different if you are taking a module from an outside department.

You should submit via FASER no later than 10.00 hours on your given deadline. If the deadline falls on a weekend or public holiday, you must still upload by your given deadline.

#### FASER Procedures

- Go to Moodle and click on the [Moodle PGT resources page](#)
- Click on Forms and click on the relevant folder and then select the Feedback Assignment and Cover Sheet. This must be the first page of your essay that you submit online;
- Remember to number your pages
- DO NOT put your name on the essay/coursework exam – THIS MUST BE ANONYMOUS
- Please make sure you know when your deadline is. Essays/coursework exams submitted after the electronic deadline will be subject to a [‘Late Submission’](#) penalty.

#### How do I upload?

- Go to <http://faser.essex.ac.uk> and login using your Essex username and password
- Use the link to read the plagiarism information– this message will only appear once when students first login
- Click on an assignment title
- Click on the **Files** area
- Click on the **Browse** button, search for your file and select it
- Tick the **Statement of Authorship** box before clicking **Submit file**
- **Please upload your file as a Word Document**

#### How do I watermark?

FASER watermarks by default. When an essay is submitted, the student will receive two confirmations; one to say that the essay has been submitted and one the say that the file has successfully been watermarked

The watermark is a series of numbers and letters that will appear on the left hand side of your essay in the pdf copy. These numbers and letters confirm the time of submission, the module code that the essay has been uploaded to, the FASER assignment code, student registration number and watermark serial number.

### Can I delete files?

- Go to the Assignment > Files area
- Click on your file name
- Choose **Delete** from the options

### Watermarked the wrong version?

- Go to the Assignment > Files area
- Click on your file name
- Choose **Make draft** from the options
- Submit a new (correct) document which will automatically watermark
- Once it's finished that watermarking process, you can click on your new file and choose **Download watermarked copy** from the options

For any problems please contact

**FASER Help Centre** - <https://www.essex.ac.uk/e-learning/tools/faser/student/HelpCentre>

## 5.6 Coursework Deadline Policy and Extensions

It is important to appreciate that managing your coursework and dissertation deadlines is your responsibility and an important aspect of study at postgraduate level. For general advice on managing your deadlines, please read: '*Managing your Coursework Deadlines*' (which is available on the USB stick provided at the induction meeting and on [Moodle](#)).

### 5.6.1 Late Submission of Coursework

All coursework submitted after the published deadline, will receive a mark of zero. The mark of zero shall stand unless the student submits satisfactory evidence of extenuating circumstances that indicate that the student was unable to submit the work by the deadline.

If work is submitted *up to 7 days after the deadline*, a student can submit a Late Submission Form with supporting documentary evidence (the form can be accessed via <https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx>). The form and supporting evidence should be submitted to the Graduate Administration Team - [lawpqtadmin@essex.ac.uk](mailto:lawpqtadmin@essex.ac.uk). The form and supporting evidence will be considered by a Late Submissions Committee. The Late Submissions Committee will determine whether the circumstances are such as to permit late submission deductions to be instated.

If work is submitted *more than 7 days after the deadline*, a student can submit an Extenuating Circumstances Form with appropriate supporting evidence (the form – *taught postgraduates* - and further guidance, as well as instructions on how to submit the form, can be accessed via the University website at: <https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx>). The evidence will be presented by the Graduate Administrator to the Interim/Final Exam Board; the Interim/Final Exam Board will determine whether the extenuating circumstances are such as to permit a mark to be instated.

### 5.6.2 Late Submission of the Dissertation

All dissertations submitted after the deadline will be given an indicative mark but will automatically receive a mark of zero. The mark of zero shall stand unless the student submits satisfactory evidence of extenuating circumstances indicating that the student was unable to submit the work prior to the deadline. The **Extenuating Circumstances Form** must be submitted to the General Office with appropriate supporting evidence (the form – *taught postgraduates* - and further guidance, as well as instructions on how to submit the form, can be accessed via the University website at: <https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx>). The form and supporting evidence will be presented by the Graduate Administrator to the Final Exam Board; the Final Exam Board will determine whether the extenuating circumstances are such as to permit the indicative mark to be instated.

## 5.7 Extensions to Dissertation Deadlines

**Please note: extensions may be granted for dissertation deadlines ONLY and cannot be given for any other form of coursework.**

Circumstances in which an extension may be granted:

As a guide, there are five key factors taken into consideration in determining whether an extension is justified. These are:

Unforeseeable circumstances - The circumstances leading to your application could not have reasonably been foreseen (e.g. you were involved in a serious accident);

**Impact** - The unexpected circumstances have had a real impact on you and on your ability to complete the coursework on time (e.g. you had to travel home because of bereavement);

**Timeliness** - You raised the issue when it became clear that your work would be affected (e.g. you did not wait until only a couple of days before your deadline to make an application);

**Evidence** - You have taken reasonable steps to ensure that you have evidence to support your application (e.g. for an illness you have a signed note from the attending medical practitioner with their contact details);

**Mitigation** - You have taken sufficient steps to be prepared and to manage your workload, time and resources appropriately (e.g. because of a pre-existing medical condition).

Naturally, the circumstances of each application will vary, and each application will be dealt with on a case-by-case basis and on its merits. Please use your common sense about applying for dissertation extensions. We wish to be fair, not only to you, but also to your fellow students. More significantly, we have learnt from experience that long extensions - even when entirely justified - can, in practice, cause significant problems for some students. Any decision to apply for an extension should not be taken lightly.

### **Applying for an Extension to the Dissertation Deadline:**

Please note that the School of Law and Human Rights can only grant extensions of up to one month. Extensions of more than one month must be approved by Registry, with the support of the School. The Registry is very strict in approving extensions so be aware that they may request additional supporting documents. The Registry (not the School) charges a re-registration fee for extensions of more than one month. The Registry's fee for a period of more than four weeks and less than one term is £100. This fee may be waived in certain circumstances (e.g. because of extenuating circumstances). Please note that, although the School can request a fee waiver in certain circumstances (e.g. where an extension has been granted because of serious illness), the final decision lies with the Registry Manager.

#### ▪ **To request an extension to the dissertation deadline of up to four weeks:**

You will need to complete the LAW-HRC Dissertation Extension Request Form (which can be accessed via Moodle). The LAW-HRC Dissertation Extension Request Form should then be sent as an e-mail attachment to the Graduate Administration Team - [lawpgtadmin@essex.ac.uk](mailto:lawpgtadmin@essex.ac.uk) - with appropriate supporting evidence.

#### ▪ **To request an extension to the dissertation deadline of more than four weeks:**

You will first need to complete the LAW-HRC Dissertation Extension Request Form (which can be accessed via Moodle). The LAW-HRC Dissertation Extension Request Form should then be sent as an e-mail attachment to the Graduate Administration Team - [lawpgtadmin@essex.ac.uk](mailto:lawpgtadmin@essex.ac.uk) with appropriate supporting evidence. The School will use this information to determine the extension period it will support.

You will then need to submit the electronic 'request for extension to submit dissertation' form - which can be accessed via <https://www.essex.ac.uk/esf/> - with appropriate supporting evidence.

### **Dissertation Extensions and Summer Internships:**

We encourage students to undertake internships because we find that, in most cases, the experience provides an excellent developmental opportunity. Please note that students on Tier 4 visas must speak with the University's Visa Compliance team as regards their ability to undertake an internship whilst being sponsored by the University. If you are offered the opportunity to undertake an internship, please ensure that the relevant organization provides you with an official letter offering you the internship. The letter should indicate the following:

- length of the internship,
- whether it is full or part-time (if part-time, the number of hours/days per week should be stated),
- whether it is paid or unpaid.

All of this information is crucial for us to consider whether or not you are eligible for an extension to your dissertation deadline.

The general rule applied is that you are entitled to an extension which is as long as the full-time internship, less 4 weeks. This is provided that the internship takes place over the summer period (end of May to the middle of September).

For example: if an NGO offers you a full-time internship for 8 weeks, starting 1 June and finishing 31 July, you would be entitled to an extension of 8 weeks x 1 » 8 weeks - 4 weeks = 4 weeks. This 4-week extension will be calculated from the date you are meant to submit your dissertation in the middle of September.

If your internship is part-time, the same rule applies but the length of the extension is proportionate to the time devoted to your internship.

For example: if an NGO offers you a part-time internship (2½ days per week) for 8 weeks, starting 1 June and finishing 31 July, you would be entitled to an extension of 8 weeks – 4 weeks » 4 weeks x 0.5 = 2 weeks

As stated previously, an extension of more than four weeks has to be approved by Registry. The Registry (not the School) charges a re-registration fee for extensions of more than four weeks.

#### **Dissertation Extensions and other Work/Employment:**

You can also apply for an extension to your dissertation deadline if you have full or part-time work during the summer (please be aware of possible Visa restrictions on undertaking employment). If you are offered work during this period, please ensure that the organisation provides you with an official letter/contract indicating the start and end dates of your work, whether it is full or part-time (if part-time, the number of hours/days per week should be stated), and whether it is paid or unpaid. This information is crucial for us to consider whether or not you are eligible for an extension to your dissertation deadline.

The general rule applied is that you are entitled to an extension which is as long as the period of full-time work, less 4 weeks, provided that the work takes place over the summer period (end of May to the middle of September).

For example: if you undertake full-time work for 8 weeks, starting 1 June and finishing 31 July, you would be entitled to an extension of 8 weeks - 4 weeks = 4 weeks. This 4-week extension will be calculated from the date you are meant to submit your dissertation in the middle of September.

If your work is part-time, the same rule applies but the length of the extension is proportionate to the time spent at work.

For example: if you undertake part-time work (2½ days per week) for 8 weeks, starting 1 June and finishing 31 July, you would be entitled to an extension of 8 weeks - 4 weeks » 4 weeks x 0.5 = 2 weeks

As stated previously, an extension of more than four weeks has to be approved by Registry. The Registry (not the School) charges a re-registration fee of £100 for extensions of more than four weeks.

#### **Dissertation Extensions & the HRC Clinic/Pictet Competition/Willem C. Vis Moot:**

As set out in this Handbook, there are five key factors taken into consideration in determining whether an extension is justified. These factors include: “*Unforeseeable circumstances*”; the circumstances leading to your application could not have reasonably been foreseen” and “*Mitigation* - You have taken sufficient steps to be prepared and to manage your workload, time and resources appropriately”. As with all extension requests, a request will be considered on its merits, and supporting evidence must be supplied. We recognise that time and work will have been dedicated to these activities, but we need to be fair to all of our LLM and MA students: many students engage in significant co- and extra-curricular work and/or have caring or other commitments which do not lead to extensions.

#### **Work Placement Dissertations:**

Dissertation extension requests must be submitted in the same way as all other Law-HRC PGT dissertation extension requests (please see above). Requests must be accompanied by supporting evidence (i.e. confirmation by your placement provider of the start/end dates of your placement and confirmation of the number of hours worked per week). It is your responsibility to obtain the requisite evidence. Extensions will be calculated in the same way as standard Law-HRC PGT extensions but the length of the work placement dissertation which is different than the standard dissertation is factored into the calculation.

*For example: if your placement is for 8 weeks, starting 1 June and finishing 31 July, you would be entitled to an extension of 8 weeks - 4 weeks » 4 weeks' x 0.5 = 2 weeks. This 2-week extension will be calculated from the date you are meant to submit your dissertation in the middle of September. Please be aware that Registry will charge a re-registration fee for extensions of more than four weeks.*

**PLEASE NOTE: If you have an approved extension and the submission date falls on a weekend or bank holiday, you must still upload your dissertation to FASER by the given deadline.**

## 5.8 Marking

### Coursework Marks

The pass mark for all Law and Human Rights Centre modules, both coursework and the dissertation is 50%. The pass mark for modules outside the School of Law will be in accordance with the rules for that module as decided by the appropriate Department/School. For further information, please refer to the Rules of Assessment of your degree course.

### Mark Criteria

The School of Law and Human Rights Centre adopts the following numerical scale to assess all postgraduate coursework and dissertations.

70 or above	Distinction standard
60 – 69	Merit standard
50 – 59	Pass standard
40 – 49	Fail, condonable up to 40 credits as long as overall taught course average is at least 50
Less than 40	Fail

### Grade Descriptor

<p><b>General Guidelines:</b> In line with the School's existing marking policy, marks of 39, 49, 59, 69 etc. should be avoided. For all grades, the ability of the student to communicate the relevant knowledge or arguments in a clear and coherent manner should be taken into consideration. The use of language should not necessarily be a determining factor in any mark given, but the language used should be sufficiently precise and clear so as to convey the import and meaning of the substantive knowledge in a manner that is commensurate with the over-all grade awarded, the context of the assignment (essay, exam or dissertation) and the published Learning Outcomes for the particular Course; please see: <a href="http://www.essex.ac.uk/programmespecs/">http://www.essex.ac.uk/programmespecs/</a></p>	
90-100	<p>Supreme performance, showing exceptional insight, rigour and originality. Work which equals the best which may be expected from any student. This grade will be awarded only rarely, and will be reserved for the most exceptional pieces of work. A piece of work that is of publishable quality, in an unrevised or edited form, will attract a mark of 90-100. Work of this quality will show, throughout: A complete mastery of the subject matter, reflecting deep and broad knowledge and understanding; An ability to organise, analyse and express ideas in the most original, sophisticated and discriminating manner possible; An optimal capacity for critical analysis, supremely supported by evidence and citation.</p>
80-88	<p>Outstanding performance, engaging deeply and systematically with the question set. Work of this quality will show, throughout: A comprehensive mastery of the subject matter, amply supported by evidence and citation; Reflecting deep and broad knowledge and critical insight as well as extensive reading; An ability to organise, analyse and present arguments fluently and logically with a high level of critical analysis; A highly-developed capacity for original, creative and logical thinking.</p>
70-78	<p>Excellent performance. Work meriting a <u>distinction</u> mark will have the following characteristics: Real insight into difficulties of the subject or the relationship between its parts; A high level of skill in problem solving, which demonstrates powers of critical analysis; Confidence in the delimitation of issues and in the handling of them; Originality of thought; An ability to step outside the confines of the module or its prescribed materials, without loss of relevance.</p>
60-68	<p>Very good performance. A <u>merit</u> mark can be obtained for work which: Maintains over the greater part of the performance a good level of knowledge and understanding of the principles of law dealt with; Demonstrates a good ability to apply principles effectively in the solution of factual problems and to deal with problems in an orderly and discriminating manner; Is aware of, and understands, a reasonable amount of contextual material (history, policy, analysis, academic discussion, social relevance, law reform proposals), but is not necessarily equally at home in every dimension of the module; Has a good grasp of the hierarchy of legal authority - that is, knows the weight to give to statutory provisions, decisions of different courts, juristic opinion, both separately and in relation to each other; Has a sound sense of relevance? The piece does not necessarily show originality, critical flair, brilliance in problem solving or literary elegance of a high order. An ability to offer any of these will compensate for weakness elsewhere.</p>



50-58	<p>Satisfactory performance – has met the conditions to <u>pass</u>. A Pass can be obtained for work which:          Has average knowledge of principle and authority, and either expresses it very well or shows solid understanding of it;          Commands a considerable mass of material but does not integrate it very well or express with confidence. Makes a fairly efficient attempt at problems: but commonly misses one or two points (not just the subtlest, which are for the distinction candidate to see);          Faithfully reproduces a good deal of what has been taught in class, but contributes little from independent reading or thinking;          Has quite a good formal knowledge of the hierarchy of legal authority, but is unsubtle in using it.</p>
40-48	<p>Weak performance. Work falling into this category will show some familiarity with the relevant literature and techniques, and demonstrate:          Basic grasp of the subject matter, but somewhat lacking in focus and structure;          Some effort to engage, but only a basic understanding of the topic portrayed;          Some development of argument;          No evidence or relevant citation included in answer;          Appearance of several minor errors or one major error;          Lacking evidence of capacity for original or logical thinking;          Although work in this band will be classified as a <u>fail</u> there will be evidence of some effort and engagement.</p>
5-38	<p>Poor performance. Pieces of work falling into this band are characterised by the following defects:          A failure to refer to the law (cases or statute/treaties etc.) – a piece of work awarded 30% may contain a small number of case or statutory/treaty references, a piece of work awarded 20% is unlikely to contain any such references;          Significant failure to reference the work;          Heavy reliance upon unsuitable sources. Evidence that the only research carried out for the essay is from non-peer reviewed internet sources – such as ‘Wikipedia’ or similar sources. It will often be the case that ‘research’ has been conducted by the sole means of a ‘Google’ search rather than by using proper academic means;          Failure to follow the rubric, e.g. the student misses key aspects of the question set.          20% is the lowest mark normally awarded to a piece of work – this represents a serious failure to reach the minimum standard expected of a student.          A derisory mark of 5% will be awarded where, in the view of the marker, there has been no serious attempt to answer the question</p>

### **Coursework Feedback**

- Feedback should relate to clear criteria. The feedback should explain the mark that has been awarded for the piece of work taking into account the learning outcomes for the module and/or the marking scheme, so that students understand the basis for the marks that they have been given.
- Feedback should be constructive. Feedback should help students to achieve higher marks in their future work. To do this effectively, the marker needs to explain what the student did well, what the student did badly (or omitted to do), and how the student might have improved the work to achieve a higher mark.
- Feedback should be clear and legible. It is important that students can understand the feedback that they receive. All feedback should be written in appropriate language and either word-processed or checked to ensure legibility before it is presented to a student.
- Discussion of feedback. Whatever the format of the original feedback, a student who wishes to discuss the feedback they have received should be able to request and receive this within a reasonable time.

### **Returned Coursework**

Marked coursework will usually be returned to students via FASER within four weeks of submission (not including national public holidays). If for any justifiable and unavoidable reason the School of Law or Human Rights Centre cannot meet its stated deadline, students should be informed of this and advised of the revised arrangements.

### **5.9 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](http://www.essex.ac.uk/quality/university_policies/default.asp)

This department operates a system of anonymous marking in coursework. The Quality Assurance Agency for Higher Education defines anonymous marking as the 'marking of students' submitted work without their identity being revealed to the person carrying out the marking at the time the work is marked, so that the assessment is unbiased.' Anonymity helps to ensure that conscious or unconscious prejudice does not affect marks, and that each piece of work is judged on its merits and not in relation to the marker's other impressions of a student. Anonymity should not prevent you discussing your work with academic staff, although systems for permitting this may vary depending on factors such as the nature of the exercise.

Please see **5.21 Coursework Submission** for details of how to submit your coursework.

**If you take optional modules outside your home department, you should make sure you are aware of the policy on whether coursework is marked anonymously or not and how to submit your coursework.**

### **5.10 Referencing in Coursework**

Please refer to **7. Referencing and good academic practice**

### **5.11 Reassessment in Coursework**

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

If you are required to undertake coursework reassessment for a module from a department other than Law or the Human Right Centre please familiarise yourself with that department's Reassessment Policy.

**Please note:** Unless you have submitted and the Board of Examiners has accepted extenuating circumstances, there will be a resubmission fee for each module that you are required to be reassessed in.

## 6. Examinations

### 6.1 Examination regulations

The General Regulations which govern examinations can be found online, namely under Regulations relating to Academic Affairs: [www.essex.ac.uk/governance/regulations](http://www.essex.ac.uk/governance/regulations)

Attendance at examinations is **compulsory**. 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 of the exam to the department which is responsible for that module. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module *or* give you a copy or summary of the examiners' comments on your performance.

### 6.3 Policy on the use of dictionaries

The School does allow the use of language translation dictionaries in Postgraduate exams. They must not be electronic.

### 6.4 General information about exams and examination results

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

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

### 6.6 Reassessment in examinations

You can find information relating to resitting exams at: [www.essex.ac.uk/students/exams-and-coursework/resits.aspx](http://www.essex.ac.uk/students/exams-and-coursework/resits.aspx)

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

## 7. Referencing and good academic practice

### 7.1 Good academic practice / referencing

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

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

Referencing is a key academic/scientific skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising). Referencing allows you to give credit to authors'/researchers' concepts and ideas/ideas and results, demonstrate your breadth of reading and knowledge on a subject, direct readers to your sources, and avoid plagiarism. You should always use the best available sources of evidence, such as peer reviewed journals and recognised books.

To find out about your departmental referencing style, OSCOLA and for help with referencing, visit the library website: [libwww.essex.ac.uk/referencing.htm](http://libwww.essex.ac.uk/referencing.htm)

### 7.2 Where to seek Guidance on Referencing

The style and form of referencing used in your written work is highly important. The School of Law/ Human Rights Centre recommends the OSCOLA system of referencing and advises that you use footnotes rather than endnotes or bracketed references. Further guidance on referencing can be found at the [Talent Development Centre](#)

### 7.3 The University Academic Offences Procedure

Please see section 4.6 and remember that the Academic Offences Procedure applies to all students: [www.essex.ac.uk/about/governance/policies/academic-offences.aspx](http://www.essex.ac.uk/about/governance/policies/academic-offences.aspx).

#### Students' responsibility

- To appraise him/herself of the nature of plagiarism
- To appraise him/herself of the academic offences policy of the University of Essex
- To submit work that does not contain plagiarism
- To utilise plagiarism checking systems where available

#### Our School's responsibility

1. To ensure that all School staff have a shared understanding of the nature of plagiarism and action to be taken in the event of plagiarism being uncovered (Head of School)
2. For 'standalone' modules (regardless of whether they form part of a course) - to include within each module induction, accurate information regarding plagiarism (Module Lead)
3. For modules studied as components of single course – to include within the induction, accurate information regarding plagiarism and supporting information within the VLE. A record of attendance at plagiarism induction will be maintained (Course director/Lead).
4. To include supporting information and links on our School website and on our School's Moodle Study Skills resource (Head of School)
5. To advise all students that they should expect that submissions for assessment will be subjected to a plagiarism check (TLQE/Course directors Leads)
6. To refer plagiarism to Head of School in a transparently fair and equitable manner (all markers)
7. To remind students on commencement of each term of their responsibilities regarding plagiarism (Head of School)
8. To transparently apply University Rules regarding plagiarism (Head of School)

# SECTION 3: YOU MATTER

## 8. Practicalities: Getting started and IT matters

### 8.1 Registration

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

New students: [www.essex.ac.uk/students/new/registration.aspx](http://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](http://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.

### 8.2 Find Your Way and room numbering system

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

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

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

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

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

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

### 8.3 IT support

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

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

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

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

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

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

TF.2.03, Info Point, Learning Hub in Southend. Open Monday to Friday 8.30am – 6.00pm

Library, Main House, Hatfields, Loughton. Open Monday to Friday 10.30am – 5.30pm

**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. Information on computer lab locations, opening hours, real-time availability, study group pods, software, computer servers and assistive technology please view: [www.essex.ac.uk/it/services/computers-and-software/default.aspx](http://www.essex.ac.uk/it/services/computers-and-software/default.aspx)

#### 8.4 Immigration Information

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

#### 8.5 On-campus facilities

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

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

[www.essex.ac.uk/welcome](http://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](http://www.essex.ac.uk/students/graduation)

### 9. Skills, Employability and Experience

#### 9.1 Employability and Careers Centre

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

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

#### 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](http://www.essex.ac.uk/study/why/languages)

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

The Department of Language and Linguistics offers dependants of international students and staff at the Colchester Campus, the chance to improve their English language, through our ECDIS programme, at no extra

cost. Classes are taught at three basic levels: Elementary (A1/A2), Intermediate (B1/B2) and Advanced (C1/C2) and will focus on listening, speaking, reading and writing.  
[www.essex.ac.uk/departments/language-and-linguistics](http://www.essex.ac.uk/departments/language-and-linguistics)  
[ecdis@essex.ac.uk](mailto:ecdis@essex.ac.uk)

### 9.3 Talent Development Centre

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

[www.essex.ac.uk/students/study-resources/tdc/](http://www.essex.ac.uk/students/study-resources/tdc/)

### 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](http://careerhub.essex.ac.uk/students)

### 9.5 Frontrunners

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

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

### 9.6 Student Ambassadors

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

[www.essex.ac.uk/careers/job\\_hunting/on\\_campus](http://www.essex.ac.uk/careers/job_hunting/on_campus)

### 9.7 Volunteering

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

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

### 9.8 Big Essex Award

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

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

### 9.9 Essex Interns

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

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

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

### 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](mailto:askthehub@essex.ac.uk) / 01206 874000  
Southend: [askthehub-sc@essex.ac.uk](mailto:askthehub-sc@essex.ac.uk) / 01702 328444  
Loughton: [askthehub-lc@essex.ac.uk](mailto:askthehub-lc@essex.ac.uk) / 020 8508 5983

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

### Money matters

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

<http://www.essex.ac.uk/fees-and-funding/money/>

<http://www.essexstudent.com/advice/money/>

## 10.3 Harassment report and support service, dignity and respect

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

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

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

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

## 10.4 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](http://www.essex.ac.uk/students/experience/mfc)

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

## 10.6 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](http://www.essex.ac.uk/students/experience/safety)

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

[www.essexstudent.com/safetybus](http://www.essexstudent.com/safetybus)

[www.essex.ac.uk/students/campus/emergency](http://www.essex.ac.uk/students/campus/emergency)

[www.essex.ac.uk/health-safety/fire/peep](http://www.essex.ac.uk/health-safety/fire/peep)

## 10.7 Residence Life

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

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

## 10.8 Health Centre

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

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

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

## 10.9 Students' Union Advice

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

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

Colchester students - [suadvice@essex.ac.uk](mailto:suadvice@essex.ac.uk), 01206 874034



## 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](http://www.essex.ac.uk/website-privacy)

[www.essex.ac.uk/records\\_management/request](http://www.essex.ac.uk/records_management/request)

# SECTION 4: ESSEX MATTERS

## 11. The Essex Experience

### 11.1 The Essex Student Charter

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

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

### 11.2 Freedom of speech policy and Code of Conduct

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

[www.essex.ac.uk/students/study-resources/handbooks/default.aspx](http://www.essex.ac.uk/students/study-resources/handbooks/default.aspx)

<https://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/students/new/](http://www.essex.ac.uk/students/new/)

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

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

[https://twitter.com/Uni\\_of\\_Essex](https://twitter.com/Uni_of_Essex)

Check out the School of Law's Social Media pages: Twitter @EssexLawSchool or on Facebook @UOELAW.

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

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

### 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](http://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](https://alumni.essex.ac.uk/home)

### 11.6 What Comes Next?

Choosing to be a **postgraduate research 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.

<https://www.essex.ac.uk/subjects/law#pgr>

<https://www.essex.ac.uk/subjects/human-rights#pgr>

[www.essex.ac.uk/phd](https://www.essex.ac.uk/phd)

[www.essex.ac.uk/coursefinder](https://www.essex.ac.uk/coursefinder)