

**Your studies**

---

# **SCHOOL OF SPORT, REHABILITATION AND EXERCISE SCIENCES**

---

Undergraduate

**STUDENT HANDBOOK**  
2018-19



University of Essex

## 1. Section 1: Introduction



Welcome to the School of Sport, Rehabilitation and Exercise Sciences (SRES) within the Faculty of Science and Health at the University of Essex. The school opened on the 1 August 2017 and is the seventeenth School to be established within the University, and the first new School for nearly ten years.

The School integrates the disciplines of Physiotherapy and Sports Therapy with Sports and Exercise Science and Sports Performance and Coaching. Our goal is to become a 'player' on both a national and international stage and bring an integration of the different disciplines to create cutting-edge teaching and research programmes, with real world impact. Our aim is to make a difference.

The school is situated on level 3 of the new Essex Sports Arena and has an enviably sized postgraduate room and social space, as well as a fully functioning Sports Therapy Clinic. The purpose-built sports facility houses new and expanded teaching laboratories and dedicated office spaces for all SRES staff, including the main student Office.

Our School has a diverse range of staff reflecting the range of provision we offer. Staff hold academic and professional qualifications which enable them to deliver the highest quality of applied health rehabilitation, sport and exercise science education. We were placed in the top 20% in 2014 for research quality/intensity and in the top 10% for student satisfaction in the recent (2018) NSS survey. Sports Science is also ranked first in the UK for graduate employability.

We have two research groups: SPF (Sports Performance and Fatigue) and HEAL (Health Exercise and Active Lifestyles). These groups have international expertise in pacing and competitive performance in middle-distance and endurance sport, training physiology, gait mechanics, biomedical optics, disability and Paralympic sport, performance-enhancing drugs, leadership, social support, green exercise, paediatric exercise science, cardiovascular health and rehabilitation. Members of the teaching team have also attended the Olympic Games, World Championships, European Championships and the Commonwealth Games in sports science and sports medicine support capacities, and other team members currently work at national and international level in various sports.

As a student we are keen that, when you leave our School, you will be highly employable and live by and exhibit the behaviours and values expected of a professional within the work place. Consequently, we will try and keep everything we do relevant to the real world in which you will be seeking employment.

You will have many opportunities to provide views on your experiences and we will provide feedback about the information we gather and how we have responded to your suggestions. I hope you will enjoy the time you spend with us in our School. Whether you are joining us for the first time or re-joining us after your summer break, you have made a great choice coming to the University of Essex. I am confident you will have a very positive experience and we hope you will embrace the opportunity to study in a supportive environment that values critical inquiry and the challenges of delivering sport, rehabilitation and exercise science to the highest standards.

**Professor Ian Maynard**  
**Head of School**  
**School of Sport, Rehabilitation and Exercise Sciences**

## **School of Sport, Rehabilitation and Exercise Sciences: Undergraduate Student Handbook 2018-19**

### **About your Student Handbook**

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

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

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



## Contents

<b>1.</b>	<b>Section 1: Introduction .....</b>	<b>2</b>
1.1	Term Dates.....	8
1.2	Teaching timetable .....	8
1.3	myEssex – the Student Portal.....	9
<b>2.</b>	<b>About the School of Sport, Rehabilitation and Exercise Sciences.....</b>	<b>10</b>
2.1	Academic Staff .....	10
2.2	Administrative Staff.....	14
2.3	Our location .....	16
2.4	Opening hours.....	16
2.5	Appointments with academic staff.....	16
2.6	Photocopying.....	16
2.7	Your personal tutor .....	16
2.8	Peer mentoring .....	16
2.9	Using mobile phones, smartphones, laptops and tablet PCs .....	17
2.10	Correspondence and communication .....	17
2.11	Change of address .....	17
2.12	School annual prizes .....	17
	<b>Section 2: Academic Matters .....</b>	<b>18</b>
<b>3.</b>	<b>Learning and Teaching .....</b>	<b>18</b>
3.1	Learning, teaching and independent study .....	18
3.2	What the School expects from its students and what students can expect from the School.....	18
3.3	Moodle and FASER.....	18
3.4.1	Programme specifications .....	18
3.4.2	Credits.....	18
3.4.3	Learning outcomes .....	18
3.5	Changing your degree and maximum period of study.....	19
3.6	Module enrolment.....	19
3.7	Core, compulsory and optional modules .....	20
3.8	Reading lists.....	20
3.9	Listen Again.....	20
3.10	Final Year Projects .....	20
3.11	Essex Abroad, terms abroad and opportunities .....	20
3.12	Placement information and employability modules .....	21
	Placement Year.....	21
	Assessment of placement years.....	21
	Employability modules.....	21
3.13	Job references: Requesting references from members of staff .....	21
3.14.1	Disability and emotional wellbeing .....	22
3.14.2	International students .....	22
3.14.3	Mature and part-time students .....	22
3.15	Student representation, Student Staff Liaison Committee, Student Assessment of Modules and Teaching and Student Surveys .....	23
3.16	Library services .....	24
3.17	Attendance monitoring (Count-me-in) and absence from sessions .....	24
<b>4.</b>	<b>Assessment.....</b>	<b>25</b>
4.1	Rules of Assessment.....	25
4.2	Extenuating Circumstances .....	26



4.3	Withdrawing and Intermitting .....	26
4.4	Re-marking of coursework.....	27
4.5	Moderation, second marking policies and External Examiners .....	27
4.6	Appeals, complaints, and fitness to practise .....	28
4.7	Academic Offences Policy .....	28
4.8	Ethics .....	29
<b>5.</b>	<b>Coursework .....</b>	<b>29</b>
5.1	Assignment and essay length .....	29
5.2	Word counts in coursework.....	29
5.3	Layout of written work.....	29
5.4	Coursework submission details .....	31
5.5	Return of coursework policy.....	32
5.6	Deadlines and late coursework policy.....	32
	Late submission of coursework policy.....	32
	Late submission of coursework within 7 days of the deadline ..	<b>Error! Bookmark not defined.</b>
	Long-term issues/extenuating circumstances .....	32
	Extenuating circumstances applications for BSc and MSc Physiotherapy students – additional information. ....	33
	Missed or late work for final year oral presentations .....	33
	Final Year Projects (SE309 / SE318).....	33
5.6	Essay writing support.....	34
5.7	Anonymous marking in coursework policy .....	34
5.8	Reassessment in Coursework .....	34
5.9	Resitting out of residence .....	34
5.10	Referencing.....	34
<b>6.</b>	<b>Examinations.....</b>	<b>35</b>
6.1	Examination regulations .....	35
6.2	Access to exam scripts.....	35
6.3	Calculators .....	35
6.4	General information about summer exams and examination results.....	35
6.5	Anonymous marking policy in examinations .....	35
6.6	Reassessment in examinations .....	36
6.7	Observed Structured Clinical Examinations .....	36
<b>7.</b>	<b>Referencing and good academic practice.....</b>	<b>37</b>
7.1	Why is good academic practice important at Essex? .....	37
7.2	SRES Referencing Guidelines.....	37
7.3	The University Academic Offences Policy.....	37
<b>Section 3: You Matter .....</b>		<b>38</b>
<b>8.</b>	<b>Practicalities: Getting started and IT matters.....</b>	<b>38</b>
8.1.1	Registration .....	38
8.1.2	Module enrolment.....	38
8.1.3	Award documents.....	38
8.2	Find Your Way and room numbering system .....	38
8.3	IT support.....	39
8.4	Immigration information .....	39
8.5	On-campus facilities .....	39
8.6	Graduation.....	40
<b>9.</b>	<b>Skills, Employability and Experience .....</b>	<b>40</b>
9.1	Talent Development Centre.....	40



9.2	Learning Languages at Essex .....	40
9.3	Employability and Careers Centre .....	40
9.4	CareerHub+.....	40
9.5	Frontrunners.....	41
9.6	Student Ambassadors .....	41
9.7	Volunteering .....	41
9.8	Big Essex Award .....	41
9.9	Essex Interns.....	41
<b>10.</b>	<b>You Matter: Health, Welfare, Support and Safety.....</b>	<b>41</b>
10.1	Student Services Hub .....	41
10.2	Wellbeing, counselling and confidential issues .....	42
10.3	Students' Union Advice .....	42
10.4	Health Centre .....	42
10.5	Residence Life .....	42
10.6	Religion, faith and beliefs .....	42
10.8	Nightline .....	42
10.9	Health and safety on campus .....	43
10.10	University Privacy Statement.....	43
<b>Section 4:</b>	<b>Essex Matters.....</b>	<b>44</b>
<b>11.</b>	<b>The Essex Experience .....</b>	<b>44</b>
11.1	The Essex Charter.....	44
11.2	Freedom of speech policy and 12.3 Code of Conduct.....	44
11.3	Essex Spirit, social media and What's on? .....	44
11.4	Students' Union .....	44
11.5	Alumni .....	44
11.6	What comes next?.....	45
<b>12.</b>	<b>Links and Further Useful Information for Students in the School of Health and Human Sciences</b>	<b>45</b>
12.1	School Procedures Relating to Absence and Illness for Pre-Registration/CPD students.....	45
12.2	Confidentiality Policy .....	46
12.3	Guidance re Pandemics for healthcare students at the University of Essex.....	47
12.4	Lone Working Policy – School of Sport, Rehabilitation and Exercise Sciences.....	47



Calendar for 2018-2019								
Week No	Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Welcome Week	01-Oct	02-Oct	03-Oct	04-Oct	05-Oct	06-Oct	07-Oct
2	Autumn term	08-Oct	09-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct
3	Autumn term	15-Oct	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct
4	Autumn term	22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct
5	Autumn term	29-Oct	30-Oct	31-Oct	01-Nov	02-Nov	03-Nov	04-Nov
6	Autumn term	05-Nov	06-Nov	07-Nov	08-Nov	09-Nov	10-Nov	11-Nov
7	Autumn term	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov	18-Nov
8	Autumn term	19-Nov	20-Nov	21-Nov	22-Nov	23-Nov	24-Nov	25-Nov
9	Autumn term	26-Nov	27-Nov	28-Nov	29-Nov	30-Nov	01-Dec	02-Dec
10	Autumn term	03-Dec	04-Dec	05-Dec	06-Dec	07-Dec	08-Dec	09-Dec
11	Autumn term	10-Dec	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec
12	Christmas Vac	17-Dec	18-Dec	19-Dec	20-Dec	21-Dec	22-Dec	23-Dec
13	Christmas Vac	24-Dec	25-Dec	26-Dec	27-Dec	28-Dec	29-Dec	30-Dec
14	Christmas Vac	31-Dec	01-Jan	02-Jan	03-Jan	04-Jan	05-Jan	06-Jan
15	Christmas Vac exams	07-Jan	08-Jan	09-Jan	10-Jan	11-Jan	12-Jan	13-Jan
16	Spring term	14-Jan	15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan
17	Spring term	21-Jan	22-Jan	23-Jan	24-Jan	25-Jan	26-Jan	27-Jan
18	Spring term	28-Jan	29-Jan	30-Jan	31-Jan	01-Feb	02-Feb	03-Feb
19	Spring term	04-Feb	05-Feb	06-Feb	07-Feb	08-Feb	09-Feb	10-Feb
20	Spring term	11-Feb	12-Feb	13-Feb	14-Feb	15-Feb	16-Feb	17-Feb
21	Spring term	18-Feb	19-Feb	20-Feb	21-Feb	22-Feb	23-Feb	24-Feb
22	Spring term	25-Feb	26-Feb	27-Feb	28-Feb	01-Mar	02-Mar	03-Mar
23	Spring term	04-Mar	05-Mar	06-Mar	07-Mar	08-Mar	09-Mar	10-Mar
24	Spring term	11-Mar	12-Mar	13-Mar	14-Mar	15-Mar	16-Mar	17-Mar
25	Spring term	18-Mar	19-Mar	20-Mar	21-Mar	22-Mar	23-Mar	24-Mar
26	Easter Vac	25-Mar	26-Mar	27-Mar	28-Mar	29-Mar	30-Mar	31-Mar
27	Easter Vac	01-Apr	02-Apr	03-Apr	04-Apr	05-Apr	06-Apr	07-Apr
28	Easter Vac	08-Apr	09-Apr	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr
29	Easter Vac	15-Apr	16-Apr	17-Apr	18-Apr	19-Apr	20-Apr	21-Apr
30	Summer term + early exams	22-Apr	23-Apr	24-Apr	25-Apr	26-Apr	27-Apr	28-Apr
31	Summer term + early exams	29-Apr	30-Apr	01-May	02-May	03-May	04-May	05-May
32	Summer term + early exams	06-May	07-May	08-May	09-May	10-May	11-May	12-May
33	Examinations	13-May	14-May	15-May	16-May	17-May	18-May	19-May
34	Examinations	20-May	21-May	22-May	23-May	24-May	25-May	26-May
35	Examinations	27-May	28-May	29-May	30-May	31-May	01-Jun	02-Jun
36	Examinations	03-Jun	04-Jun	05-Jun	06-Jun	07-Jun	08-Jun	09-Jun
37	Summer term	10-Jun	11-Jun	12-Jun	13-Jun	14-Jun	15-Jun	16-Jun
38	Summer term	17-Jun	18-Jun	19-Jun	20-Jun	21-Jun	22-Jun	23-Jun
39	Summer term	24-Jun	25-Jun	26-Jun	27-Jun	28-Jun	29-Jun	30-Jun
40	Summer Vac	01-Jul	02-Jul	03-Jul	04-Jul	05-Jul	06-Jul	07-Jul
41	Summer Vac	08-Jul	09-Jul	10-Jul	11-Jul	12-Jul	13-Jul	14-Jul
42	Graduation *	15-Jul*	16-Jul*	17-Jul*	18-Jul*	19-Jul*	20-Jul	21-Jul
43	Summer Vac	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul	28-Jul
44	Summer Vac	29-Jul	30-Jul	31-Jul	01-Aug	02-Aug	03-Aug	04-Aug
45	Summer Vac	05-Aug	06-Aug	07-Aug	08-Aug	09-Aug	10-Aug	11-Aug
46	Summer Vac	12-Aug	13-Aug	14-Aug	15-Aug	16-Aug	17-Aug	18-Aug
47	Summer Vac	19-Aug	20-Aug	21-Aug	22-Aug	23-Aug	24-Aug	25-Aug
48	Summer Vac	26-Aug	27-Aug	28-Aug	29-Aug	30-Aug	31-Aug	01-Sep
49	Resit Exams	02-Sep	03-Sep	04-Sep	05-Sep	06-Sep	07-Sep	08-Sep
50	Summer Vac	09-Sep	10-Sep	11-Sep	12-Sep	13-Sep	14-Sep	15-Sep
51	Summer Vac	16-Sep	17-Sep	18-Sep	19-Sep	20-Sep	21-Sep	22-Sep
52	Summer Vac	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	28-Sep	29-Sep

\* NB Graduation - Provisional, subject to change. Graduation dates apply to all three campuses

Please note Examination and Graduation dates may be subject to change

## 1.1 Term Dates

These term dates will not apply to some courses, please check your course specific handbook.

### 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 (Note: term starts on Tuesday, as Monday is a Bank Holiday)

### 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

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

## Field Courses/Summer Schools

BSc Sports and Exercise Sciences and BSc Sports Performance and Coaching Students will be required to attend summer school. This is scheduled at the end of Year 1, between weeks 36 and 39. **You should not book any holidays or trips until the date of your relevant summer school/field course has been confirmed.**

## Examination Dates

The main exam period takes place from Weeks 33-36. Exam scheduling can include Saturdays and Bank Holidays. Some exams will be scheduled outside of the main exam period. Multiple Choice Exams (MCQs) for Year 1 modules will be scheduled in Week 15 (week commencing 7 January 2019) and Week 30 (first week of the summer term). Attendance at the MCQs is compulsory and you should be aware that **Week 15 is the week before the start of the spring term.**

Please do not book any holidays or trips during the MCQ exam weeks.

## 1.2 Teaching timetable

Information about teaching timetables and your individual timetable can be found at [www.essex.ac.uk/students](http://www.essex.ac.uk/students).

**Timetable changes** are sometimes unavoidable and you should be alert for any changes, especially in the first couple of weeks of term. Your personal timetable will be updated automatically every evening. Any last-minute changes will also be emailed and posted on Moodle. When changes are made at very short notice (less than 48 hours before the teaching session) changes will also be texted to students who have provided mobile phone numbers.

## Requesting a class change

Students are automatically assigned to classes based on availability by the Central Timetabling Office and in the attempt to produce a clash free timetable for every student. In special circumstances students may request a change in their class allocations – for example, if you have childcare or caring commitments, work commitments, attendance on other courses of study or for medical reasons. Permission to change to an alternative class or lecture is agreed at school level and the right is reserved to refuse permission to



change. The above list is not exhaustive, and we understand there may be other genuine reasons for changes. The School may ask for evidence to support your change of class request. Please note class change requests are subject to availability within other classes.

### **1.3 myEssex – the Student Portal**

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

You can personalise myEssex further by adding and hiding links, adding personal contacts and by changing the look of the pages.



## 2. About the School of Sport, Rehabilitation and Exercise Sciences


### 2.1 Academic Staff

Below are details of the roles of the staff you are likely to be in contact with most frequently:

	<p><b>Head of School</b>          Professor Ian Maynard, the Head of School is informed of postgraduate matters by the Director of Education and the Programme Directors. The Head of School is responsible to the Vice-Chancellor for 'maintaining and promoting the efficiency and good order of our School'.</p>	<p>Office: ESA.3.8          e-mail: ian.maynard          Tel: 2410</p>
	<p><b>Director of Education</b>          Dr Murray Griffin is the Director of Education and has oversight of all taught courses in our School through the respective Programme Directors.</p>	<p>Office: ESA.3.9          e-mail: mgriffin          Tel: 3336</p>
	<p><b>Director of Employability</b>          Jo Etherton is the Director of Employability and has an oversight of employability issues within the School and liaises with the Director of Education on issues relating to employment.</p> <p><b>Physiotherapy Placements Lead</b>          Jo Etherton is also the Physiotherapy Placements Lead.</p>	<p>Office: ESA.3.11          e-mail: jethera          Tel: 4293</p>
	<p><b>Director of Research</b>          Professor Jo Jackson is the Director of Research and has an oversight of all research areas.</p>	<p>Office: ESA.3.27          e-mail: jo.jackson          Tel: 4277</p>
	<p><b>Senior Tutor</b>          Dr Jo Barton is the School's Senior Tutor. She provides pastoral support and advice to students who have issues that are affecting their studies. Jo can also be a point of contact if you do not want to approach your allocated personal tutor.</p>	<p>Office: ESA.3.12          e-mail: jobarton          Tel: 3774</p>

\* Room numbers will change once the School relocates to the new Sports Centre building in January 2018



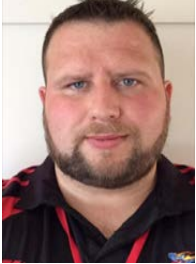
	<p><b>Study Abroad Officer</b>          Dr Kate Reed is the Study Abroad Officer. If you have any enquiries regarding undertaking a year abroad you can contact Kate.</p>	<p>Office: ESA.3.11          e-mail: reedk          Tel: 3326</p>
---	---	---

**Programme Directors**

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



	<p><b>BSc Sports and Exercise Science and BSc Sports Performance and Coaching Programme Director</b>          Dr Paul Freeman</p>	<p>Office: ESA.3.10          e-mail: pfreeman          Tel: 2179</p>
	<p><b>BSc Sports Performance and Coaching Assistant Programme Director</b>          Dr Ben Jones</p>	<p>Office: ESA.3.23          e-mail: bjonesa          Tel: 2414</p>
	<p><b>Physiotherapy Subject Lead</b>          Izzie Easton</p>	<p>Office: ESA.3.22          e-mail: eeaston          Tel: 2106</p>
	<p><b>BSc Physiotherapy</b>          Barry Pryer</p>	<p>Office: ESA.3.22          e-mail: bmpryer          Tel: 2106</p>




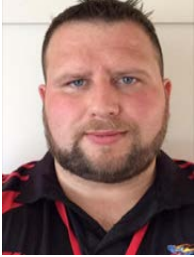


	<b>BSc Sports Therapy</b> Keith Burnett	Office: ESA.3.10 e-mail: kb16581 Tel: 2524
---	--	--

### Year Organisers

Year Organisers are able to help students with queries about academic matters for their course.

	<b>Barry Pryer</b> Year 1 Organiser (Physiotherapy)	Office: ESA.3.22 e-mail: bmpryer Tel: 2106
	<b>Dr Mike Rogerson</b> Year 1 Organiser (Sports and Exercise Science/Sports Performance and Coaching)	Office: ESA.3.12 e-mail: mrogerp Tel: 4369
	<b>Ross Knevett</b> Year 1 Organiser (Sports Therapy)	Office: ESA.3.24 e-mail: rknevett Tel: 4290
	<b>xxx</b> Year 2 Organiser (Physiotherapy)	Office: ESA.3.xx e-mail: xxx Tel: xxx



	<b>Dr Valerie Gladwell</b> Year 2 Organiser (Sports and Exercise Science/Sports Performance and Coaching)	Office: ESA.3.14 Email: vglad Tel: 2592
	<b>Keith Burnett</b> Year 2 Organiser (Sports Therapy)	Office: ESA.3.10 e-mail: kb16581 Tel: 2524
	<b>Dr Jo Barton</b> Final Year Organiser (Sports and Exercise Science/Sports Performance and Coaching)	Office: ESA.3.12 e-mail: jobarton Tel: 3774
	<b>Gavin Etheridge</b> Year 3 Organiser (Sports Therapy)	Office: ESA.3.10 e-mail: gthe Tel: 2411

### Module Supervisors

Module Supervisors are responsible for the individual modules, which make up programmes. They design the modules, teach them and examine them. They monitor student progress and talk to students about any academic issues related to their particular module.

### Module Contributors

Some modules bring in additional members of staff and clinical experts to teach some sessions on the modules.



## 2.2 Administrative Staff

	<b>School Manager</b> Mel Wiltshire is the School Manager and has overall responsibility for the administration of our School.	Office: ESA.3.15 e-mail: mahass Tel: 3350
	<b>Deputy School Manager</b> Ian Mountney is the Deputy School Manager and has oversight of School's student services function. He also deputises for School Manager in her absence.	Office: ESA.3.31 e-mail: imount Tel: 3348 (Working days: Monday, Tuesday, Wednesday, Friday)
	<b>Senior Student Administrator</b> Marie Gribbin is the Senior Student Administrator and, alongside the Student Administrator is your first point of contact for general and administrative enquires and matters relating to coursework submission and marks. Marie is involved in monitoring student attendance and progress and can also help with queries about the peer mentoring scheme.	Office: ESA.3.31 e-mail: mgribbin Tel: 3361 (Working days: Monday, Tuesday, Wednesday, Thursday)
	<b>Student Administrator</b> The Student Administrator is your first point of contact for general and administrative enquires and matters relating to coursework submission and marks. She is also involved in monitoring student attendance and progress.	Office: ESA.3.31 e-mail: sres Tel: 3354
	<b>Finance and Operations Officer</b> Hazel Cromar is the Finance and Operations Officer and supports the day-to-day operations of the School.	Office: ESA.3.31 e-mail: h.cromar Tel: 3349 (Working days: Tuesday, Wednesday, Thursday, Friday)



	<p><b>Student Engagement Project Worker</b> April Bryan is the School's Student Engagement Project Worker.</p>	<p>Office: ESA.3.31 e-mail: ab16421 Tel: 3348</p>
--	--	---

Please click on these links for a list of academic and administrative staff:

<https://www1.essex.ac.uk/sres/staff/default.aspx>

### **2.3 Our location**

Colchester Campus  
School of Sport, Rehabilitation and Exercise  
Sciences  
University of Essex  
Wivenhoe Park  
Colchester  
Essex CO4 3SQ  
United Kingdom

Direct tel: +44 (0)1206 873348  
General enquiries: [sres@essex.ac.uk](mailto:sres@essex.ac.uk)  
Website: [www.essex.ac.uk/sres](http://www.essex.ac.uk/sres)

### **2.4 Opening hours**

The School Office (Room ESA.3.31) is open from 9am - 5pm Monday – Friday during term-time. The office will be closed between 1pm and 2pm during vacation. For Academic staff please email to make an appointment.

### **2.5 Appointments with academic staff**

If you wish to contact a member of staff about a matter or to make an appointment, the best methods are to e-mail or telephone. If you should experience any difficulties in contacting a member of staff, then contact one of the administrative team.

### **2.6 Photocopying**

Students are not permitted to use staff photocopying facilities in our School. Photocopying is available at the print shop at Colchester Campus.

### **2.7 Your personal tutor**

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

#### **Need to talk to your personal tutor?**

Your personal tutor will usually inform you of their availability at the start of the course. To make an appointment please use their university email address in the first instance.

### **2.8 Peer mentoring**

The Peer Mentoring Programme aims to provide assistance and guidance to Year 1 students. All Year 1 students are allocated a mentor from Year 2 or the Final year. Mentors act primarily to signpost Year 1 students to information and support mechanisms as appropriate. Notification of the allocation of mentors will take place by email and on notice boards during Welcome Week.

The frequency of meetings is left up to the mentor and mentees. You are encouraged to benefit from the experience your mentor has to offer and to meet on a monthly basis so that any issues or concerns can be discussed. However, you may prefer to do this via e-mail. You should be aware that the role of the mentor



is not to replace your Personal Tutor or Year Organiser and you should not save up problems and expect your mentor to resolve them. The mentor programme finishes at Easter to allow all students time for revision and examinations.

Further information on the mentor role can be found here:

<http://www.essex.ac.uk/students/study-resources/mentoring/peer-mentoring/default.aspx>

## **2.9 Using mobile phones, smartphones, laptops and tablet PCs**

The school asks that students are respectful of lecturers and others when using devices. This will include as a minimum switching mobile phones to silent (the preference being to switch them off) and not accessing them in class, other than identified needs due to unforeseen circumstances or as part of the learning activity. If the former reason, this should be discussed with the lecturer prior to the start of the session. Laptops and tablets may be used for note taking with the lecturer's permission.

## **2.10 Correspondence and communication**

Our School will contact students in a variety of ways, including Moodle forum posts, e-mail and post. It is a University requirement that you check your University e-mail at least once a week during term time. General information will be sent to your University e-mail address not to your home or work-e-mail address. It is therefore very important that you check your University e-mail account regularly. Please note that you can access your University e-mail address from outside the University via your my Essex student portal. If necessary, you can have your University e-mail forwarded to an address of your choice. There are details on how to do this on this webpage [www.essex.ac.uk/it/email](http://www.essex.ac.uk/it/email). The IT Help Desk, which is in the Silberrad Centre at our Colchester Campus, can provide help if you have problems in doing this. Please see 8.3 IT support for more information.

## **2.11 Change of address**

If your address, telephone number or e-mail address changes please amend your details using 'myEssex' straight away. For part-time students this applies to both your home and work address as we frequently need to contact part-time students at their home or work address.

## **2.12 School annual prizes**

- The Human Performance Unit Project Prize: Awarded for the most outstanding final year project on a Sports Science degree.
- The Physiological Society Prize: Awarded for the highest mark in a Physiological final year project.
- BSc Physiotherapy Best Overall Performance Prize. Awarded for the highest degree mark.
- BSc Sports Therapy Best Overall Performance Prize. Awarded for the highest degree mark.

You can find information regarding these via the School Office.

## Section 2: Academic Matters

### 3. Learning and Teaching

#### 3.1 Learning, teaching and independent study

Whatever level of study you're following at Essex, you're here for an excellent education. We're committed to research-led teaching as well as your personal development. During your time here, we'll support you in demonstrating your academic potential and in developing the knowledge and skills you'll need as you embrace your future graduate career.

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

The School expects you to try your hardest, to access the available support and learning resources and to attend all timetabled learning and teaching sessions. We expect you to adhere to the rules and regulations of the university and be familiar with these, through the various opportunities available, such as: the programme handbooks, School and University internet resources etc. We expect courtesy, honesty, respect and other similar characteristics from all of you.

You can expect our School staff to offer a personal and professional service which encompasses the same individual characteristics as those of expected of you, with an addition of a working knowledge and adherence to the School and University processes and procedures which impact on and guide your learning experience whilst with us. You can expect us to support your learning while here and to guide you towards an appropriate outcome of your studies.

#### 3.3 Moodle and FASER

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

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

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

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

#### 3.4.1 Programme specifications

Programme Specifications provide key information, such as the structure and aims of your course, as well as the knowledge and skills you will develop. The learning outcomes are categorised into knowledge, intellectual, practical and key skills, and are linked to the aims, learning outcomes and assessment on the modules you take. The relevant Programme Specification for your course and stage of study will be available to you online through the *MyEssex* webpage or via this link: [www.essex.ac.uk/programmespecs/](http://www.essex.ac.uk/programmespecs/)

Full module outlines are located on the module directory: [www.essex.ac.uk/modules/](http://www.essex.ac.uk/modules/)

#### 3.4.2 Credits

The University credit-rating system for undergraduate study is based on a nationally recognised framework. The undergraduate academic year normally consists of 120 credits and each undergraduate module is assigned a number of 'workload credits', which indicate the proportion of the academic year's work that is devoted to the module. In our School, individual modules are assigned either 15, 30 or 45 credits. Each credit is equivalent to 10 hours work.

#### 3.4.3 Learning outcomes

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

when reviewing coursework feedback, and they can be used to guide you when undertaking independent study. You can find a copy of the module map showing how your course learning outcomes by clicking on the following link: <http://www.essex.ac.uk/coursefinder/>. Specific module learning outcomes are available within the individual module guides. These are available on the Moodle site relating to your course.

#### **3.4.4 Professional, Statutory and Regulatory Bodies**

For those courses that are registerable with a professional regulatory body (namely physiotherapy and sports therapy), further information is provided in your programme handbook.

### **3.5 Changing your degree and maximum period of study**

#### *Changing your course*

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

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

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

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

#### *Maximum period of study*

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

### **3.6 Module enrolment**

You need to enrol for your modules every year, even if there are no optional modules on your course. New students are invited to enrol during the summer vacation before they register. At registration they receive a confirmation of module enrolment for checking. All continuing students will receive information on module enrolment during the Easter vacation. Instructions on choosing your optional modules and confirming your compulsory modules will be provided nearer the time.

Your choice of optional modules may be subject to timetabling constraints. You can change your optional modules up to the end of Week 3 (for autumn term modules) and the end of Week 17 (for spring term modules). If you are not sure which modules to take you could attend lectures for several different modules before making your final choice.

Module choices can be made on eNROL [www.essex.ac.uk/enrol/home/home\\_phase1.asp](http://www.essex.ac.uk/enrol/home/home_phase1.asp)

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



### 3.7 Core, compulsory and optional modules

All modules within your course are assigned the one of the following statuses:

- Core – must be taken and must be passed;
- Compulsory – must be taken, but some condonement of fails may be possible;
- Optional – you have a choice of which module to take from a designated list. Some condonement of fails may be possible.

There are a maximum number of credits that can be condoned and 'core' modules cannot be condoned. You should see the Programme Specification for your course to see which modules are 'core', and refer to the Rules of Assessment for your course for any specific requirements.

### 3.8 Reading lists

Please refer to our Moodle site at: <https://moodle.essex.ac.uk/course/index.php?categoryid=14> for details on reading lists. Information will also be provided in your module handbook.

### 3.9 Listen Again

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

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

The University of Essex supports reasonable adjustment and is, therefore, committed to providing a Listen Again service for students. The Listen Again service will provide a resource of recordings of lectures delivered throughout your programme of studies. Recordings are usually available to students 24 hours after the lecture took place and continue to be available for 2 years.

Your tutor may 'edit' recordings, but you should assume that all lectures will be recorded and available as they occurred. In consequence, you should be aware when volunteering personal information relevant to the topic under discussion during the lecture that this will also be recorded and available on-line.

### 3.10 Final Year Projects

Your course may require you to submit either a final year project or dissertation. Specific information about content, outcomes and submissions requirements is available in the course module guides as they may differ in the School. You may not collect any data until you have ethical approval. See 4.9 Ethics for more details. All students enrolled on SE309 or SE318 will be required to submit their ethical approval request to FASER by a given deadline. You should ensure that your project supervisor has checked your submission. If you do not submit your ethical approval request by the given deadline, you will not be permitted to collect data and will not be permitted to do an experimental based dissertation.

### 3.11 Essex Abroad, terms abroad and opportunities

There are opportunities for eligible students to undertake a full year of study abroad in countries such as the United States (including Hawaii), Australia, Canada, Europe, Hong Kong, Japan, Latin America, the Middle East, New Zealand or Russia. The University has exchange agreements with a wide variety of universities and can help students to select the most appropriate destination. Study abroad can enhance your C.V. and it gives you valuable experience of another culture and way of life. Spending an extended period of time in another country provides an unparalleled opportunity to see a side of life which tourists never encounter. International experience is also highly valued by employers in today's global economy.

The marks from the year of study abroad are only used to improve a student's degree classification. Calculation of degree classification at the Final Year Examination Board is therefore undertaken both with and without the year abroad. There are usually no tuition charges other than what you normally pay to Essex. Also, in many cases, the cost of living elsewhere is lower than in Colchester, so you should not assume that study abroad is an expensive proposition.

The School's Study Abroad Officer for all courses is Dr Kate Reed. In conjunction with the Essex Abroad Office, she will be running an induction early in the Autumn term. Further information on study abroad, particularly in relation to insurance, accommodation, language and finance can also be found online: [www.essex.ac.uk/studyabroad/outgoing/](http://www.essex.ac.uk/studyabroad/outgoing/) or through the Essex Abroad Office.

#### How do I spend a year studying abroad?

1. Attend the study abroad meetings which are scheduled at the start of the autumn term every year (details will be communicated by email).
2. Speak to the Study Abroad Officer and the Essex Abroad Office as early as possible, but no later than the first few weeks of the autumn term in Year 2.
3. Transfer on to the study abroad version of your course.

**All students planning study abroad will need to obtain an overall degree mark of at least 50% in Year 1 in order to be eligible. Please note that places are still not guaranteed even if you have met all the criteria.**

### **3.12 Placement information and employability modules**

#### **Placement Year**

Gaining relevant work experience through voluntary or paid work in vacations is extremely valuable. You can combine this with your studies, by doing a placement year if available in your degree programme. If you would like to transfer to a placement version of your course please contact Jo Etherton ([jethera@essex.ac.uk](mailto:jethera@essex.ac.uk)) for advice. Please note that there are requirements to being able to continue on a placement version of your course.

#### **Assessment of placement years**

Placement years in the School of Sport, Rehabilitation and Exercise Sciences are assessed for credit purposes only and do not contribute to your degree outcome. See Model 1 on the relevant Rules of Assessment: [www.essex.ac.uk/dsh/ugrulesofassessment](http://www.essex.ac.uk/dsh/ugrulesofassessment)

Students due to go on placement as part of their degree course will be issued with a specific placement handbook which will contain further detailed information.

#### **Employability modules**

Employability and career development is embedded in all our degree courses, in particular as part of our Year 1 and Year 2 Skills modules: SE101 Professional Skills 1 and SE201 Professional Skills 2. Employability is also embedded into the Final Year Research Project Modules (SE309 and SE318).

Placement information for BSc Physiotherapy students is published at <http://www.essex.ac.uk/hhs/placements/default.aspx>

### **3.13 Job references: Requesting references from members of staff**

If you require a personal reference, always ask permission from a member of staff before giving their name as a referee as information about you in a reference cannot be disclosed without your knowledge or permission. 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, final year project supervisors, year organisers, core course supervisors are likely to be more suitable than lecturers that have taught you on a first year option course. 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. In the case of research students, it would be normal to expect to provide a reference for a more extended period of up to ten years. 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 and ten years for research students. If a reference is retained beyond this timeframe, our School will seek explicit consent from the student concerned. Read the outline of University policy on the writing and retention of references: [www.essex.ac.uk/dsh/studentreferences](http://www.essex.ac.uk/dsh/studentreferences).

#### **3.14.1 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)

#### **3.14.2 International students**

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

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

You can find helpful information here - [www.essex.ac.uk/students/new/international/default.aspx](http://www.essex.ac.uk/students/new/international/default.aspx)

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

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

As a mature student you'll be in very good company – around 37% of our students are mature 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)

### 3.15 Student representation, Student Staff Liaison Committee, 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.

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

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

[http://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.

#### **Health Education East of England Student Survey**

Health Education England (HEE) supports the delivery of excellent healthcare and health improvement to the patients and public of England by ensuring that the workforce of today and tomorrow has the right numbers, skills, values and behaviours, at the right time and in the right place. Although HEE no longer commissions the majority of health education and training it still provides funding to support the delivery of placements within the majority of health courses.

HEE is committed to ensuring that every learner has an excellent experience of academic learning, and practical placements and are recruited and taught by the NHS values; and that these experiences continue to improve. HEE continually monitors the quality and performance of programmes to ensure that this happens including the view from the universities, the organisations taking students for placements, and from students who are undertaking programmes. Full information in relation to the quality management of universities can be found here: <https://www.hee.nhs.uk/>

Every year, HEE run a student survey. By completing your questionnaire you are fulfilling your responsibility to provide feedback on health programmes and their associated placements and more importantly you are helping us to ensure that your programme and future programmes are the highest quality and all your learning reflects the values of the NHS. You are also given an opportunity to raise good practice and raise any concerns you may have. Learner feedback is central to the quality processes and your input is valued.

Once you have completed your programme of study at the University of Essex, you may be contacted to confirm the details of your first post. HEE provides significant funding for students trained locally and as part of ensuring value for money it is vital to find out where you are working and what role you are undertaking. Please take the opportunity to let us know your employment details.

### 3.16 Library services

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

[libwww.essex.ac.uk](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 Greg Cadge – contact him at [greg.cadge@essex.ac.uk](mailto:greg.cadge@essex.ac.uk), or use the Book a librarian form on the Library website to get in touch.

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

### 3.17 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 or other circumstances you should do so by completing the relevant form in myEssex for a **notified absence**. We will consider the reasons and may record it as an **authorised absence**. Be aware that you may need to **provide evidence**, including medical evidence if relevant.

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

For placement absences please refer to your Placement Programme Handbook

### LEAP (Learner Engagement Activity Portal)

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

LEAP calculates and shows you your average engagement for the last seven days based on your usage of each university resource (Faser, Moodle and Listen Again as well as attendance and University computer



logins). By providing you with this information, we hope to empower you to become more effective, independent learners and achieve your study goals.

Log into LEAP via Pocket Essex, My Essex or [leap.essex.ac.uk](http://leap.essex.ac.uk).

## 4. Assessment

### 4.1 Rules of Assessment

The Rules of Assessment are used to calculate your results. There is a main set of rules for 3 year and 4 year courses, but some departments also have additional variations which can be found in Appendix A. <https://www1.essex.ac.uk/students/exams-and-coursework/ppg/ug/default.aspx>

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

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

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

The rules cover:

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

Marks and degree classification

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

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

### Core, compulsory and optional modules

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

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

Most modules in each year must be passed, with only a small number of credits, if any, being allowed to be failed in the degree.

### **What do I need to do to pass my course?**

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

The following programmes have variations to the standard rules of assessment and students should refer to Appendix A here: <https://www1.essex.ac.uk/students/exams-and-coursework/ppg/ug/default.aspx> for further information.

- BSc Physiotherapy (part-time and full-time)
- BSc Sports Therapy
- MSc Physiotherapy

Your programme director will also be able to provide this information.

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

### **Exit Awards**

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

## **4.2 Extenuating Circumstances**

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

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

You need to submit your form by the deadline given here –

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

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

You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from the Students' Union Advice Centre

([www.essexstudent.com/services/advice\\_centre/](http://www.essexstudent.com/services/advice_centre/)) or the Student Services Hub

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

## **4.3 Withdrawing and Intermitting**

### **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).

#### 4.4 Re-marking of coursework

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: [www.essex.ac.uk/quality/university\\_policies/examination\\_and\\_assessment/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.

#### 4.5 Moderation, second marking policies and External Examiners

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

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

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

You can find out more about how the University uses External Examiners here: [www.essex.ac.uk/quality/external\\_examiners/default.asp](http://www.essex.ac.uk/quality/external_examiners/default.asp)

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

#### 4.6 Appeals, complaints, and fitness to practise

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

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

**You may not appeal against academic judgement.** This means that you can't appeal against the marks you have been given by a Board of Examiners without evidence of extenuating circumstances or procedural irregularity.

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

#### 4.7 Academic Offences Policy

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

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your coursework. An academic offence can take place even if you didn't mean to commit one, and examples include plagiarism, falsifying data or evidence, and communicating with another candidate in an examination.

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

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



#### 4.8 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.

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

### 5. Coursework

#### 5.1 Assignment and essay length

Please see the specific Moodle page for the module and programme handbooks.

#### 5.2 Word counts in coursework

- All coursework will have a defined word limit.
- When work is submitted the precise word count must be declared.

Part of your training in writing assignments is to produce a piece of work by a given deadline and conforming to a specified length. The work should be clear, comprehensive and concise and should answer the question. Significantly exceeding the word limit is a way of seeking an unfair advantage over other students who abide by the limits. If you exceed the word count for an assignment, marking will cease at the specified word limit.

The word count of coursework is the total number of words it contains excluding the final reference list and any appendices: **all** other text must be included in the word count (quotations, footnotes, references, tables etc.)

You may wish to include additional material in the form of appendices, but you are not required to do so. Students must note that:

- No marks are awarded for appendices unless it is clearly stated in the coursework guidance that the appendices will be marked
- The main body of the work (e.g. 2000 words) must be complete; markers will not read appendices in order to understand the main text.
- Appendices will only be looked at if referred to within the main text of the work.

#### 5.3 Layout of written work

You should be aware that Module Supervisors may refuse to mark any assignment that does not conform to the following instructions:

- All work submitted for marking must be either typed or word processed.
- All work must have at least 1.5 line spacing.
- All work should be in 11 point Arial font.
- All work submitted for marking must be referenced using the agreed system or style as identified with the Module Supervisor (see referencing section in this handbook for further information.)



- Students should note that they must not include company/ organisation logos in their assignments without prior written permission to do so. This includes the University of Essex logo. If permission has been gained, this should be included as an appendix
- All students are required to keep a copy of all their assignments.

### Formatting guidelines

- a) Latin binomials (species names) must be in italics when word processed (e.g. *Aphis fabae*) or underlined when handwritten (e.g. Aphis fabae)
- b) Figures (this term refers to all non-tabulated data: diagrams, graphs, drawings etc.)
  - i. must be numbered and referred to in the text by number e.g. Fig.1, Fig. 2 etc.
  - ii. must have a descriptive title (and legend if necessary) so that they can be understood without reference to the text  
Note: Figure numbers and titles must be positioned **below** the figure
  - iii. must have a key to any symbols used
  - iv. must be produced using appropriate software to generate graphs and diagrams (except for some year 1 worksheets as specified by the lecturer)
  - v. graphs must have labelled axes with units and may have only sparing and selective use of colour, where appropriate to improve clarity
  - vi. hand-drawings must be made with single clear lines using a hard (2H) pencil and must not use artistic shading (cross hatching to differentiate between tissue types may be appropriate)
  - vii. as appropriate, drawings must have a scale and be labelled, using ruled pencil lines (without arrowheads or other end markers) as pointers
- c) Tables
  - i. must be drawn with a ruler or using appropriate software.
  - ii. must have a descriptive title and column headings so that they are comprehensible without reference to the text.  
Note: Table numbers and titles must be positioned **above** the table
  - iii. must be numbered and referred to in the text by number e.g. Table 1, Table 2 etc.
- d) Numbers
  - i. must have units where appropriate (leave a space between the number and the unit) and should be rounded off appropriately.
  - ii. numbers from one to ten should generally be written as words in the text. Numbers greater than ten should generally be written as Arabic numerals (i.e. 11, 126 etc.).  
When making reference to figures or tables use Arabic numerals.

### Specific to structure of an SPF

- a) All SPFs should have all 7 sections: title, abstract, introduction, methods, results, discussion, references.
- b) Exceptionally, and where asked for by lecturer, an appendix may be added, giving details of calculations or other supplementary information.
- c) Abstract
  - i. must be mainly results;
  - ii. should also include a BRIEF introduction, OUTLINE of the methods and a BRIEF conclusion
  - iii. must enable reader to ascertain (where the data are quantitative) the direction of the most important differences or effects **and** their statistical significance
  - iv. must be self-contained, i.e., readable and understandable on its own, that is it must not refer to tables or figures in the text or to references



- v. can contain numerical information (means, standard errors and P values) relating to the main results.
- d) Introduction must contain some relevant background information and end with a statement of the hypothesis being investigated and/or the objectives.
- e) Methods must
  - i. be a piece of continuous prose in past tense (not a set of instructions); give outline/rationale/principle of methods used and refer reader (in the correct way) to the practical schedule or another published source for the details. If there is no practical schedule then full details must be given;
  - ii. contain details of any changes to the methods in schedule.
- f) Results
  - i. must contain information either in the form of tables and figures or as continuous prose (calculations, etc., must not be included here; see (b) above);
  - ii. any one set of numerical information must be presented either in a table or in a figure but not in both;
  - iii. relevant statistical information must be presented in the appropriate way, either in the table/on the figure or in the text but not both;
  - iv. in addition to table(s) or figure(s) there must be a piece of continuous prose (a commentary) which describes the main features of interest in each table/figure. This must include a statement of the direction of any differences, effects, correlations, etc.;
  - v. must not contain any discussion on the possible biological (or other) explanations for the results or on the wider significance of the results.
- g) Discussion must deal with all the features of the results which have been identified in results section; it must not identify new features from the results section. Amongst other things you will usually be expected to integrate your results with those from the literature, citing references correctly (see below).

#### 5.4 Coursework submission details

All assignments will be submitted via the online submission facility (FASER) unless you are specifically told otherwise. Your module leader will advise you if the assessment is not suitable for online submission. In this instance assignments should be handed in to School Office on or before the deadline. The standard submission time is 12 noon on the day of the deadline. The online submission facility is available at:

[www.essex.ac.uk/e-learning/tools/faser](http://www.essex.ac.uk/e-learning/tools/faser)

You may also access the site via your myEssex portal. Please note:

When you log on to the link, you should see a list of all your modules. If a particular module is not listed please contact your programme administrator.

- All work (essay, reference list, appendices) related to any one assignment must be submitted in one file. Only the file submitted immediately before the deadline will be treated as the formal electronic submission.
- You may only submit Word (doc, docx) or Rich Text Format (rtf) files. Microsoft Works (wps) files must not be submitted. If you create the document with Works you must convert (file, save as) the file to Rich Text Format (rtf) before submitting to the system. You should follow the presentation guidelines in your student handbook.



- FASER provides you with an ideal place to keep partially completed copies of your work. Now you have no excuse to lose any of your work before the deadline.
- Submission deadlines should be detailed in module guides but check on FASER so you have checked the exact date and time for submission of your work.
- Read the online instructions very carefully. In the event of technical problems, please contact your administrator.
- You will automatically receive an email receipt (to your University account) once you have successfully submitted your assignment. However, if you do not receive a receipt immediately this might mean you have not submitted correctly. You should try again ensuring that you have submitted to the correct assignment coded page. We have noted that on occasion some students have submitted to the test page by mistake.

FASER provides you with an ideal place to keep partially completed copies of your work. Because of this facility a request for extenuating circumstances/ request for late submission will not normally be accepted if you experience computer failure or lose any work because of a technical issue before the deadline.

You can expect the submission deadline to be published in the module handbook. Deadlines will also be FASER.

### **5.5 Return of coursework policy**

A deadline for return of unratified marks and feedback will also be given in your module handbook. The standard turnaround time is 4 weeks from the date of submission.

### **5.6 Deadlines and late coursework policy**

All coursework must be submitted by the published deadlines, which are set out in the relevant Module Handbooks. You should use this information to assist with planning your coursework throughout the year to ensure you are able to meet all your deadlines.

As far as possible, your deadlines will have been organised to avoid clashes, but inevitably some deadlines will fall on the same day, especially for students who have optional module choices. It is an important skill to learn how to prioritise tasks and manage your time. It is your responsibility to plan your work to meet your deadlines.

### **Late submission of coursework policy**

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

[www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx](http://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx)

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

### **Long-term issues/extenuating circumstances**

If you experience significant, long term extenuating circumstances that prevent you from submitting your work by the deadline or within 7 days of the deadline, you can submit your late work for feedback and you will be told what mark it would have achieved, providing the marked assignments or model answers have not already been released to students. The mark that will be recorded will be zero. Students in this position should submit an Extenuating Circumstances form to the Exam Board.



In considering how to proceed, you should seek advice from the Director of Education about the impact of your circumstances upon your ability to manage your workload, for example, it may not be in your best interests to return after a three week absence and spend all your time undertaking missed assignments.

Extenuating Circumstances can also relate to situations where you have submitted work on time but believe that exceptional life events have significantly impacted upon your ability to produce work to your normal standard.

Further details of the Extenuating Circumstances procedure can be found here: <http://www.essex.ac.uk/students/exams-and-coursework/ext-circ> and in Section 4.2 of this handbook.

### **Extenuating circumstances applications for BSc and MSc Physiotherapy students – additional information.**

If a decision about an extenuating circumstances application may result in a student having to withdraw from a programme it may be necessary to convene an extraordinary examination board if it is deemed that a decision is required before the next scheduled examination board.

Only an Examination Board will have the right to grant an additional attempt at a resit (i.e. a third or subsequent attempt) or to uncap a mark capped because it was a second attempt.

If a student has a level of academic failure that may require them to withdraw from the University, they will be able to continue to attend the University while awaiting the outcome of an Examination Board. However, they will not be permitted to go on placement unless they are able to redeem the failure.

Modules delivered by the School of Health and Social Care (modules beginning with the code HS) will be subject to the extenuating circumstances and late submission policy in the School of Health and Social Care. Students should familiarise themselves with the guidelines at:

[https://www1.essex.ac.uk/hhs/current\\_students/default.aspx](https://www1.essex.ac.uk/hhs/current_students/default.aspx)

### **Missed or late work for final year oral presentations**

Oral presentations form part of the assessment for SE305 Issues in Sports and Exercise Science, SE309 Research Project (Sports Science) and (optionally) SE314 Evidencing Practice and Continuing Professional Development. If you miss the oral presentation, reassessment opportunities can be approved, in exceptional cases. You should speak to the Module Supervisor who will discuss this with the Director of Education on your behalf. However, you will receive a mark of zero unless you submit an application to the Late Submissions Committee to have the mark instated. You should ensure that you include details and any supporting documentation to explain your reasons for not being able to attend the scheduled presentation.

### **Final Year Projects (SE309 / SE318)**

In exceptional cases when you have experienced genuine, major, unavoidable problems which are documented, project reports can be submitted later than seven days after the deadline accompanied by an application to the Late Submissions Committee. Note that if these late submissions are not approved, this will result in a mark of zero for the project report and a failed degree. You are therefore strongly urged to consult with your project supervisor or Year Organiser as early as possible before the deadline. This allows time for them to discuss your circumstances with the Director of Education who will be able to advise on the likelihood of your late application being approved.

From time to time the School Office will email you a copy of all your coursework marks for a module. These will also be available via LEAP. It is your responsibility to check that these are correct and to notify the School Office of any errors or omissions.

### 5.6 Essay writing support

There are many opportunities to access support within the university. Please refer to the Student Services Hub on the University website for further details. The University's Talent Development Centre provides specialist academic skills advisors who are on hand to give you guidance on all aspects of study skills such as assignment planning; essay writing; English language and academic style; maths, numeracy and stats support. **See 9.3 Talent Development Centre** for more information.

### 5.7 Anonymous marking in coursework policy

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

[www.essex.ac.uk/quality/university\\_policies/default.asp](http://www.essex.ac.uk/quality/university_policies/default.asp)

### 5.8 Reassessment in Coursework

If the Board of Examiners has required you to complete essays or assignments over the vacation, the Progress Team will send you a letter by email with further information. Please check your Essex email account regularly once your results have been published. The School will then send you details of the assignments which you are required to undertake. You should note that this will, in most cases, take the form of a substantial piece of work equivalent to the entire coursework component of the module. If you haven't received anything within three weeks of the results being published, you must contact your School or the Student Progress Team.

### 5.9 Resitting out of residence

Students who are offered resits out of residence (exams or coursework) will receive a letter in the autumn term with advice and guidance on study during the course of the year. You will be able to retain access to your email account, Moodle and Listen Again. While you are resitting out of residence you cannot attend any tuition, but you can contact your Module Supervisor if you wish to see whether it is possible to attend exam revision classes. Please note that this may not be possible if you will not be in the UK until the examinations due to visa restrictions.

### 5.10 Referencing

Please refer to **7. Referencing and good academic practice** for full details.

## 6. Examinations

### 6.1 Examination regulations

The General Regulations which govern examinations can be found via the website here:

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

### 6.3 Calculators

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

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

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

### 6.4 General information about summer exams and examination results

You can find your personalised exam timetable online at: [www.essex.ac.uk/examtimes/](http://www.essex.ac.uk/examtimes/)

**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 at: [www.essex.ac.uk/students/exams-and-coursework/default.aspx](http://www.essex.ac.uk/students/exams-and-coursework/default.aspx) and watch a short video at: [www.essex.ac.uk/students/exams-and-coursework/default.aspx](http://www.essex.ac.uk/students/exams-and-coursework/default.aspx)

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

### 6.5 Anonymous marking policy in examinations

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

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



### **6.6 Reassessment in examinations**

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

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

### **6.7 Observed Structured Clinical Examinations**

Several courses within SRES include assessment by Observed Structured Clinical examinations (OSCEs) for example. The rules around examinations are as for any other assessments. Examinations may be single or double marked at the time. You may have the examination recorded for the purposes of the external examiner's assessment.

## 7. Referencing and good academic practice

### 7.1 Why is good academic practice important at Essex?

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 and for help with referencing, visit the library website: <http://libwww.essex.ac.uk/referencing.htm>

### 7.2 SRES Referencing Guidelines

To find out about the referencing style used within the School of Sport, Rehabilitation and Exercise Sciences and for help with referencing, visit the library website:

<http://libwww.essex.ac.uk/referencing.htm> and select the relevant School from the drop-down box.

SRES students will be expected to use the Vancouver (Cite them Right, non-superscripted) style of referencing, and apply this correctly and consistently across their academic work.

**NB – Continuing PART-TIME BSc Physiotherapy students study some modules that are shared with School of Health and Social Care students (such modules are prefixed HS). As such, these students are expected to use the referencing style adopted by the School of Health and Social Care, Harvard (Cite them Right), for ALL modules.**

New students on the full-time BSc Physiotherapy students should use the Vancouver (Cite them Right, non-superscripted) style of referencing for all modules.

### 7.3 The University Academic Offences Policy

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

## Section 3: You Matter

### 8. Practicalities: Getting started and IT matters

#### 8.1.1 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 in the Sports Hall.

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 in the Sports Hall.

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 and graduating undergraduate students also be able to access their electronic HEAR which gives details of all marks obtained during their studies.

Further information can be found at:

[www.essex.ac.uk/students/graduation/award-documents/default.aspx](http://www.essex.ac.uk/students/graduation/award-documents/default.aspx)

### 8.2 Find Your Way and room numbering system

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

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

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

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

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

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

### 8.3 IT support

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

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

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

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

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

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

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

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

### 8.4 Immigration information

If you are a citizen of a country that is not part of the European Economic Area or Switzerland it is likely that you will require a **visa** to enter or remain in the UK to study. The type of visa you need to apply for will depend on your circumstances including what passport or travel document you hold, the length of your proposed study and where you are applying from. Find out more on the University's website at: [www.essex.ac.uk/immigration/](http://www.essex.ac.uk/immigration/)

### 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, 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/default.aspx](http://www.essex.ac.uk/students/graduation/default.aspx)

## 9. Skills, Employability and Experience

### 9.1 Talent Development Centre

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

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

### 9.2 Learning Languages at Essex

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

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

### 9.3 Employability and Careers Centre

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

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

### 9.4 CareerHub+

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

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





### 9.5 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+ at the start of the Autumn Term.

[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 and get University recognition for all your extra-curricular experience on your Higher Education Achievement Record (HEAR). Sign up and start your journey!

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

### 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

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

### 10.1 Student Services Hub

Please refer to 3.14.1 Disability and emotional wellbeing.

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. Want to know how and when to apply for accommodation? Having problems with your funding? Struggling with exam stress? Your questions matter and you'll get answers from our team of experts.

Colchester email: [askthehub@essex.ac.uk](mailto:askthehub@essex.ac.uk)

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

#### ***Money management***

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

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

### **10.3 Students' Union Advice**

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

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

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

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

Loughton students – [suaclo@essex.ac.uk](mailto:suaclo@essex.ac.uk), 01206 874034

### **10.4 Health Centre**

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

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

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

### **10.5 Residence Life**

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

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

### **10.6 Religion, faith and beliefs**

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

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

### **10.7 Harassment advisory network, dignity and respect**

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

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

### **10.8 Nightline**

Established at Essex in 1970, Nightline is a friendly help and support service run by students, for students. We work under strict confidentiality ensuring complete anonymity, and we're always willing to listen. From

tea and toast to campbeds, whether you're waiting for a taxi, need a revision break, or just want to chat, pop in or call us.

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

### **10.9 Health and safety on campus**

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

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

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

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

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

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

### **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 Charter

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

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

#### 11.2 Freedom of speech policy and 12.3 Code of Conduct

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

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

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

#### 11.3 Essex Spirit, social media and What's on?

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

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

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

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

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

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

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

[www.essex.ac.uk/events](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. We've given students the tools to set up over 100 societies for anything they want. And if you're into sport – we run more than 40 sports teams and unlike other Universities ours are free to join. You choose what drinks we serve in our bar and what products we stock in our shops, just write it on the wall and we'll do our absolute best to get it in stock for you ASAP.

Say hello 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](http://alumni.essex.ac.uk/home)

### 11.6 What comes next?

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

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

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

## 12. Links and Further Useful Information for Students in the School of Health and Human Sciences

### 12.1 School Procedures Relating to Absence and Illness for Pre-Registration/CPD students

Attendance requirements for pre-registration programmes are specified by regulatory bodies. If a student is unable to meet these requirements they may be ineligible for the award they are studying for and will be unable to become a registered practitioner. Please see programme specific information for details.

Procedure for managing late, partial or poor attendance

This procedure is designed to clarify the process for managing poor attendance for teaching events and placements. Poor attendance is defined as late or partial attendance or complete absence from a teaching event or placement.

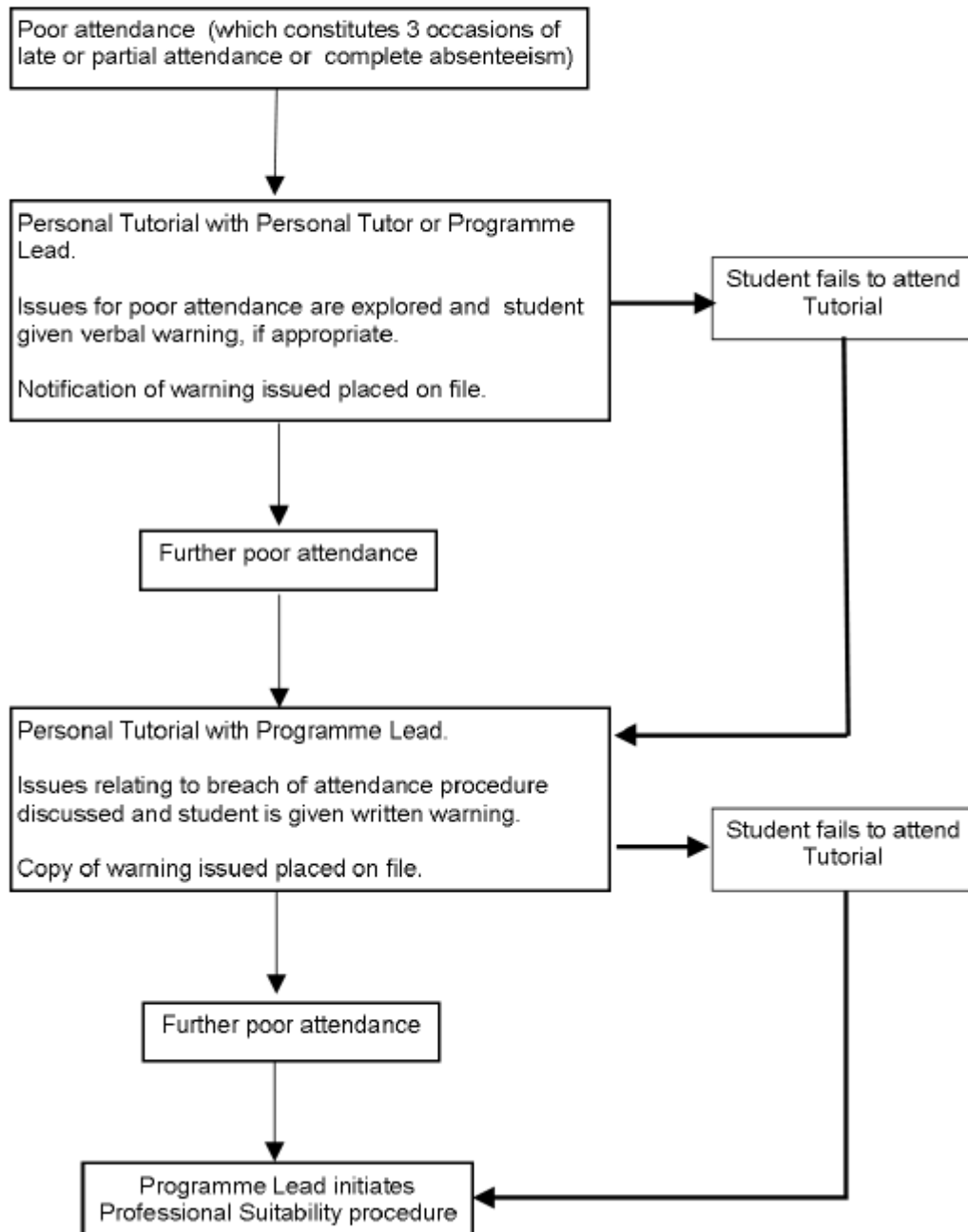
As part of attendance monitoring processes, module supervisors will report incidents of poor attendance to the student's personal tutor and the programme lead. Three occasions of poor attendance in a module (non-, late or partial attendance) without acceptable corroborating or explanatory evidence will normally be deemed unacceptable and will trigger this procedure. A tutorial will be scheduled for the earliest possible opportunity to explore the reasons for poor attendance. Students will be made aware of the possible consequences of continued poor attendance behaviour and will normally be given a verbal warning in the first instance. Notification that a verbal warning has been given will be placed on the student's file.

If a second incidence is identified, a tutorial will be scheduled with the programme lead and a written warning will be issued. A copy of the warning will be placed on the student's file.

Any further incidences or if the student fails to attend any meeting relating to their attendance, the programme lead will initiate the fitness to practice process.



### Procedure for Managing Late, Partial or Poor Attendance



#### 12.2 Confidentiality Policy

Any potential breaches in confidentiality will firstly be discussed within programme teams and referred to the Head of School for advice.



### **12.3 Guidance re Pandemics for healthcare students at the University of Essex**

Any situation regarding a pandemic is dynamic and guidance will be released as any situation progresses. The following guidance is to ensure you are aware of the expectations we would have of you if such an eventuality arose:

1. Please follow government (Department of Health), University of Essex, and regulatory body guidelines and policy.
2. Whilst undertaking your placements your supernumerary status must be maintained
3. You must continue to work (directly or indirectly) with a mentor/ practice teacher.
4. If, due to staff shortages on placement you have difficulties with spending sufficient time working with your mentor or practice educator you must contact your link lecturer/visiting tutor.
5. Students who have joined bank/ agency organisations to get paid work as HCAs may be asked to work more frequently. It is important for students to recognise that this work must not be undertaken at the expense of their studies. This paid HCA work will not count as 'practice hours'.
6. Wherever possible placements will not be interrupted or terminated, however students must follow guidance regarding attendance at hospital if they are personally experiencing symptoms. Any student requiring sick leave must inform their mentor/ placement and the programme administration team at the earliest opportunity.

Our key priority during any potential pandemic is that professional standards, regulations and health services are maintained and we play a significant role in this.

We will of course update advice and guidance as required, but please contact your link lecturer/visiting tutor if you have any further questions regarding this matter.

Reviewed August 2017

Jo Jackson  
Dean of Health

### **12.4 Lone Working Policy – School of Sport, Rehabilitation and Exercise Sciences**

#### **1. PURPOSE**

1.1 This document will outline the policy for lone working within the School of Sport, Rehabilitation and procedures that must be adhered when it is taking place within a research capacity.

#### **2. SCOPE**

2.1 This must be followed by all individuals that is conducting research within a laboratory setting within SRES. This includes but is not limited to; MSc taught and research students, PhD students and Academics

#### **3. POLICY STATEMENT**

3.1 If lone working is required to take place to facilitate research activity within a laboratory within SRES this must be clearly stated in the ethics application

3.2 Lone working must be assessed as part of the research risk assessment

3.3 A qualified first aider must be accessible during all times of testing

3.4 Laboratory documentation must be filled in whenever lone working is taking place

#### **4. PROCEDURES TO FOLLOW**

- 4.1 Highlight lone working on risk assessment and how you are going to minimise any risks to yourselves or participants while research is being undertaken.
- 4.2 If the researcher is not first aid trained themselves, they must make themselves familiar with the closest point of contact if they need assistance
- 4.3 The researcher must know how to follow the emergency procedure to raise the alarm with campus security if the emergency services are required
- 4.4 Researchers must ensure participants are aware of their closest emergency exits within the laboratory
- 4.5 The researcher must know where AED is located.
- 4.6 The lone working book located by the front door of the laboratories must be filled in, in full (who, when, where, contact information), whenever lone working is taking place