SCHOOL OF
COMPUTER SCIENCE
AND ELECTRONIC
ENGINEERING

Postgraduate taught
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About this handbook
This handbook gives you essential information about your School and the University.

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

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

Welcome to the School of Computer Science and Electronic Engineering and thank you for choosing to study with us.

I would like to extend a very warm welcome on behalf of the School of Computer Science and Electronic Engineering (CSEE) to all of you who are starting, or, perhaps returning to, their postgraduate studies. I am delighted to greet those of you who are new to the country and have chosen to undertake your studies in the UK and the University of Essex. It is a particular pleasure to lead a School with an international outlook, in a truly international University.

Wherever you are from, I am sure that you will find a new home and put down strong roots in the ancient town of Colchester.

The strength of any department is the knowledge, skill and originality of its academic staff. At Essex, you will have the chance to study with a very distinguished group of academics, experts in their respective areas of Computer Science and Electronic Engineering, who carry out high quality research with both national and international recognition for their work. You have a remarkable opportunity to study and learn under their guidance following modules that are informed by their expertise and skills. Please take this opportunity to develop your own knowledge of, and competence in, computer science or electronic engineering or any of the areas that they both support – these attributes will undoubtedly take you forward as you later embark on a fulfilling career in whichever sector your choose.

An academic department such as CSEE would not be able to operate without the invaluable support of the administrative and technical staff. They are here to help and support you in your studies and they will often be the first point of contact for some of your queries.

There has never been a better time to study in this area: the rate of technological advancement is truly amazing but the potential rewards for those who can master the technology are great. Indeed, for the last several years more than 90% of our graduates have gone straight into a graduate-level job or graduate study. I am sure that you will find this year both stimulating and challenging. I wish you every success in your studies with us and I look forward to meeting you all personally during the year.

CSEE- Making Something Wonderful

Professor Anthony Vickers
Head of School
Room: 1N1.3.2
Telephone: 2876
1.1 Term Dates, Calendar And Academic Week Numbers

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

The University uses a week numbering system that covers the 52 weeks of a calendar year, beginning with Welcome Week as Week 1. Autumn term teaching takes place during Weeks 2-11, Spring term teaching takes place during Weeks 16-25 and the Summer term is Weeks 30-39. You can find the University week Structure / calendar here: [http://www.essex.ac.uk/students/course-admin/timetables.aspx](http://www.essex.ac.uk/students/course-admin/timetables.aspx)

The official University teaching day runs from 9am to 6pm, Monday to Friday. You must be available during these times every week in term time.

1.2 Timetables

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

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/](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.
Section 2: About the School of Computer Science and Electronic Engineering

2.1 Academic Staff

Information on academic staff within the School can be found by accessing the links below:

- List of academic staff including office locations and contact details: https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/people/academic
- Details of staff research areas: http://www.essex.ac.uk/csee/research/interests.aspx

Some of the key staff you may come into contact with during your postgraduate studies include:

- Head of School: Professor Anthony Vickers
- Director of Education: Dr John Woods
- Postgraduate Director: Professor Stuart Walker
- Director of CFFEA: Dr Carmine Ventre
- CE901 Project Supervisor: Dr Michael Gardner
- Disability Liaison Officer & Inclusivity Lead: Professor Francisco Sepulveda

2.2 School Administrative Staff

If you have any queries relating to your department or course of study, please contact the School Office (Tel: 01206 872770 Email: csee-schooloffice@essex.ac.uk). Some key contacts are detailed below:

- Postgraduate Administrator: Miss Amy Turnbull 2256
- School Manager: Miss Marie Scott 3488
- Deputy School Manager: Dr Robin Watkins 2418
- Examinations and Finance Manager: Mrs Gemma Aitchison 2438

Please use the link below to access full information on School administrative staff: https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/people/professional-services

If you need help during your studies, please contact your personal tutor in the first instance (see Section 2.5).

2.3 Laboratories and Equipment Information

The School provides nine laboratories and teaching facilities for the exclusive use of Computer Science and Electronic Engineering students – including four computer laboratories, an electronics hardware laboratory and Embedder Systems Laboratory, and a robot arena. Laboratory sizes, between twelve and seventy workstations, are designed to allow one-to-one interaction between staff and students during scheduled class times. The laboratories are managed
by an experienced and dedicated team of technical support staff who can assist students with most practical aspects of the curriculum.

Additional information on the technical facilities and services available in the School is contained in the Technical Support section of the School website.

School Laboratories
Students have free access (subject to published opening hours) to the laboratories except when there is a scheduled practical class in progress. If a class is in progress general access is granted at the discretion of the class supervisor.

Support from Graduate Laboratory Assistants (GLAs) in practicals
In your practical lab sessions you and the Lecturer will sometimes be supported by Graduate Laboratory Assistants (GLAs). These may be technicians, postgraduate students or research staff from the School. The postgraduate students are trained and briefed before each practical. They are not there to carry out the work for you or to provide you with the answers, but they are there to help, to answer technical and scientific questions, and to check and aid your understanding. They will also check that you have tidied up your bench space before you leave the laboratory.

GLAs may mark some of your practical work. They receive training in marking and are given model answers and marks schemes to ensure consistency. The Lecturer retains overall control of the marking process and moderates the final marks. If you have concerns about the GLAs, either relating to their marking and feedback in your work or in the practicals, you should contact the Module Supervisor in the first instance.

2.3.1 Laboratory Opening Times

2.3 LABORATORIES AND EQUIPMENT INFORMATION

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2.3.1 Laboratory Opening Times

Laboratory opening times are given in the table ‘Teaching Laboratory Opening Times’, which appears on the following pages. Laboratories are classified as general computing (type C) or specialised laboratories (type S). Most software development modules are taught in Computer Laboratory One, Two or Three. These laboratories are open 24 hour, 7 days a week including the Christmas and New Year holiday closure period. Access to all other laboratories is restricted to the times specified.

For Health and Safety reasons, principally lone working, access to specialised laboratories requires that a technician or supervisor is present while the laboratory is open. The specialised laboratories are closed at weekends and out-of-term time. Access to specialised laboratories outside the stated hours is by prior arrangement and subject to the approval of the Systems Manager. All requests for out-of-hours access will be carefully considered, but scope for access, particularly at weekends, is limited.

During vacations, laboratories may be closed for refurbishment or due to reduced staffing levels. The School reserves the right to vary opening times for any or all of its laboratories as necessary. Students will be given advance warning of such decisions.

Please note when using laboratories with 24 hour access, that at approximately 0400 hours every day, each system may automatically restart to perform system maintenance. This includes rebooting systems which are running Linux back into Windows. The software present in the teaching laboratories is very complex and problems do sometimes occur, so as a general rule, please remember to save work on a regular basis to prevent any data loss that may result in such exceptional cases.

In addition to the School’s computer laboratories, students are entitled to use any of the Computing Service’s general access laboratories.

For network security reasons connection of private laptops in the School’s teaching laboratories to the wired network is not allowed. Please use the University wireless network for laptop network connection.

Instructions detailing how to connect to the University Wireless Network are available from the Computing Service web site: - https://www1.essex.ac.uk/it/ The recommended wireless network service is Eduroam.

Please note it is a student conduct offence to remove network cables from laboratory machines, as spare network connections in the laboratories are primarily for the use of students with disabilities.

Any problems relating to day-to-day systems administration (installation, maintenance and repair) should be reported to by email to ces-faults@essex.ac.uk. Please use this email address rather than individual staff email addresses, so that if a member of staff is absent another member of the team can help with your request.
### 2.3.2 List of Teaching Laboratory Opening Times

<table>
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<th>Room No</th>
<th>Capacity</th>
<th>Information</th>
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<td>Software Laboratory (Lab 1)</td>
<td>5.512</td>
<td>77</td>
<td>Used for general computing.</td>
</tr>
<tr>
<td>[24 hours, 7 days]</td>
<td></td>
<td></td>
<td>Technician: Jayne Bates</td>
</tr>
<tr>
<td>Software Laboratory 2 (Lab 2)</td>
<td>5.518</td>
<td>33</td>
<td>Used for general computing.</td>
</tr>
<tr>
<td>[24 hours, 7 days]</td>
<td></td>
<td></td>
<td>Technician: Bob Self</td>
</tr>
<tr>
<td>CCFEA - Laboratory (Lab 3)</td>
<td>5.517</td>
<td>25</td>
<td>Used for by CCFEA for general computing.</td>
</tr>
<tr>
<td>[24 hours, 7 days]</td>
<td></td>
<td></td>
<td>Technician: Bob Self</td>
</tr>
<tr>
<td>Networks Laboratory (Lab 4)</td>
<td>4B.530</td>
<td>52</td>
<td>CISCO networking courses and general computing.</td>
</tr>
<tr>
<td>[9am – 7pm, weekdays]</td>
<td></td>
<td></td>
<td>Technician: Simon Moore</td>
</tr>
<tr>
<td>Networks Laboratory (Lab 6)</td>
<td>4B.531</td>
<td>25</td>
<td>General computing.</td>
</tr>
<tr>
<td>[9am – 7pm, weekdays]</td>
<td></td>
<td></td>
<td>Technician: Simon Moore</td>
</tr>
<tr>
<td>Intelligent Games Research Laboratory</td>
<td>3.516</td>
<td>NA</td>
<td>Robotics and Games research laboratory. Access is limited to scheduled teaching sessions and by prior arrangement.</td>
</tr>
<tr>
<td>[Scheduled Classes]</td>
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<td></td>
</tr>
<tr>
<td>Open Access and Projects Laboratory (Lab 7)</td>
<td>3.511</td>
<td>45</td>
<td>Not timetabled. Accessible to all students for own study and project work.</td>
</tr>
<tr>
<td>[24 hours, 7 days]</td>
<td></td>
<td></td>
<td>Technician: Bob Self</td>
</tr>
<tr>
<td>Embedded Systems Laboratory (Lab 8 &amp;9)</td>
<td>1NW.2.10</td>
<td>44</td>
<td>Electronic equipment, and access to project workbenches and machines.</td>
</tr>
<tr>
<td>[9am – 5pm, weekdays]</td>
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<td></td>
<td>Technician: Malcolm Lear</td>
</tr>
<tr>
<td>Clean Room</td>
<td>1NW.1.2</td>
<td>N/A</td>
<td>Users receive training before access is allowed. Access is by prior arrangement and technician supervised.</td>
</tr>
<tr>
<td>[by appointment, weekdays]</td>
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<td></td>
<td>Technician: Adrian Boland-Thomas</td>
</tr>
<tr>
<td>Robot Arena</td>
<td>1N1.2.1</td>
<td>12</td>
<td>Robots plus workstations with a software build for robotics usage.</td>
</tr>
<tr>
<td>[9am – 5pm, weekdays]</td>
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<td></td>
<td>Technician: Robin Dowling</td>
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<td>STEM IT Laboratory (STEM 4.2A&amp;B)</td>
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<td>New Labs in the STEM Building</td>
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<td>Technician: t.b.a.</td>
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2.3.3 Technical Support and Resources

The Computer and Electronic Systems Manager, Mr Ian Dukes, has overall responsibility for technical services and facilities and is responsible for the day to day operation of the computer laboratories and associated facilities.

Members of the School's Computer Support Team are responsible for the general maintenance of the computer laboratories and computing infrastructure, including loading printers with paper and dealing with both hardware and software problems. Each member of the team has specific responsibilities (see below) in addition to their laboratory responsibilities and should be contacted with any related queries in the first instance.
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<th>Name</th>
<th>Responsibility</th>
<th>Phone</th>
<th>E-mail address</th>
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<tr>
<td>Ian Dukes</td>
<td>Computer and Electronic Systems Manager with overall responsibility for teaching laboratories</td>
<td>2474</td>
<td><a href="mailto:idukes@essex.ac.uk">idukes@essex.ac.uk</a></td>
</tr>
<tr>
<td>*Bob Self</td>
<td>Software Build and Projects</td>
<td>2908</td>
<td><a href="mailto:rpself@essex.ac.uk">rpself@essex.ac.uk</a></td>
</tr>
<tr>
<td>Simon Moore</td>
<td>Linux and Systems Programming Network Laboratory</td>
<td>2920</td>
<td><a href="mailto:moors@essex.ac.uk">moors@essex.ac.uk</a></td>
</tr>
<tr>
<td>*Jayne Bates</td>
<td>CAD and Multimedia</td>
<td>2909</td>
<td><a href="mailto:jayne@essex.ac.uk">jayne@essex.ac.uk</a></td>
</tr>
<tr>
<td>Robin Dowling</td>
<td>Robotics technician</td>
<td>4066</td>
<td><a href="mailto:dowlr@essex.ac.uk">dowlr@essex.ac.uk</a></td>
</tr>
<tr>
<td>Malcolm Lear</td>
<td>Electronics and Embedded Systems technician</td>
<td>2149</td>
<td><a href="mailto:malcolm@essex.ac.uk">malcolm@essex.ac.uk</a></td>
</tr>
<tr>
<td>Paul Vincent</td>
<td>Project Mechanical technician</td>
<td>2392</td>
<td><a href="mailto:pvincent@essex.ac.uk">pvincent@essex.ac.uk</a></td>
</tr>
</tbody>
</table>

* Part time staff

**Registration as Authorised User**

Following registration at the beginning of the Academic Year, all students automatically become authorised users of the University Computing Facilities. Authorisation to use University Computing Facilities implies that you agree to read and to abide by the *Guidelines for the Proper Use of University Computing Facilities* - a copy of which will have been given to you at registration.

The University Regulations include as breaches of discipline:

- unauthorised access to, and use of, any University computing facility
- unauthorised access to computer material
• unauthorised modification of computer material.

Students should refer to the guidelines for the use of IT facilities at: https://www1.essex.ac.uk/it/about/acceptable-use-policy/default.aspx

Care of your Laboratories

In past years, excellent co-operation from students has enabled us to keep long opening hours for the programming laboratories. The continuation of this policy is very much in your control and therefore all authorised users of the laboratories carry the Head of School's authority to look after the laboratory. You are asked to be watchful for any actual or potential misuse of the facilities. In the very rare event of any physical “incident”, please use the telephone to summon a security officer immediately (Emergency number 2222).

Please note that all teaching laboratories are monitored by a video surveillance system.

Please use the laboratories in a socially responsible way:

• Do not take food or drinks into the laboratories,
• Do not create excessive noise which will disturb others.
• Do not leave computer printouts on the desks, please use the paper recycle bins provided.

IMPORTANT NOTE

The School's computers should only be used for course related activities. Any student reported for misusing the School computer facilities runs the risk of losing access to these facilities.

Security

You are not allowed to remove any equipment, hardware or components from the laboratories. Only under very exceptional circumstances will permission be given to remove equipment, and then only by approval from the laboratory supervisor and the Computer and Electronic Systems Manager. To seek permission, a written application must be presented to both the above-mentioned persons.

Passwords

Unfortunately there are malicious and misguided people about and it is a sad fact that given the ability to read, write and delete your files, somebody may wish to do so. No system is completely secure, but you can maximise your own security by choosing an unlikely password and by protecting access to your files appropriately.

Please refer to the Computing Service Password FAQ for detailed information regarding password changing and security: https://www.essex.ac.uk/password/faq.aspx

Feedback and Special Requests

We welcome feedback on the operation of our laboratories, either by email to the laboratory supervisor or ces-faults@essex.ac.uk.
Reservations/Bookings

During term time the laboratories are usually reserved for classes in the daytime and a timetable of scheduled teaching will be posted outside each laboratory. You may use spare machines during scheduled classes, but only with the expressed permission of the laboratory supervisor. Outside of scheduled teaching times, you may use the laboratories when you wish.

Project Facilities

There is strict control on the installation and removal of software in the general computing laboratories, but there is often a requirement for administrator-level privileges when students are working on projects.

Machines are set aside for project use by the Computer Support team in the Project areas located in Laboratory 7. These machines are considered “insecure”, and are networked behind a firewall, to isolate project machines from the rest of the University network.

Systems and removable disks are allocated to students for the duration of projects. Linux or Windows can be used as required. Students who require a project disk in support of their project should contact Jayne Bates in room 5.509, adjacent to Computer Laboratory One.

Hardware Projects

Students who need to purchase electronic components for their project should place their order through the relevant laboratory technician, Robin Dowling (Robotics), or Malcolm Lear (Embedded Systems).

Please select the required components using the online catalogue provided by one of the University approved suppliers; Onecall (Farnell) or RS Components. If the component required is not available seek the advice of the technicians, who can often find a suitable supplier or recommend an alternative item. The lead time for in-stock components is typically two weeks, but some specialised components can take longer to source so remember to order well in advance.

Please note that University purchasing regulations do allow purchasing from Ebay, but only under very strict guidance and must be approved from the Computer and Electronic Systems Manager. Only in the most exceptional circumstances should students order or supply components themselves. Such cases must be approved in advance by the Computer and Electronic Systems Manager. Students are not entitled to reclaim costs for unapproved purchases.

Disk Space

Users’ home directories (M drive) are maintained on disk drives managed by the University’s Computing Service and are backed up nightly. Critical files, such as reports or your thesis, should be stored on your M drive. Less important files, typically those which you can easily recreate or download, may be backed up and stored on a USB memory stick or a writeable CD or DVD.

If you lose files from your M drive you should contact the Computing Service Help Desk (telephone extension: 2345), who can help restore lost files from the most recent backup.

There is a M drive quota of 5Tb disk storage for all students. Please make sure that you delete unwanted files regularly. The disk management utility ‘WinDirStat’, which is installed on all lab machines, is ideal for managing M drive space and identifying the best candidate files for removal.
Note that image and sound files occupy much more space than text and that certain applications (such as Internet Explorer) maintain caches of recently accessed pages automatically, which may become quite large if not cleared periodically.

See ‘Managing You M Drive’ for more information relating to home directory space management:-

http://www.essex.ac.uk/csee/documents/ManagingMDrive.pdf

Electronic Mail (e-mail)

All students may use electronic mail. Your world-wide electronic mail address is: username@essex.ac.uk. All users of electronic mail are reminded that it is not confidential; messages must be kept short and must not cause offence; it is not a right but a privilege which may be withdrawn selectively or globally without notice if misuse is suspected.

Microsoft Imagine
The School is a member of Microsoft Imagine, a service for students and staff which allows free download of most Microsoft operating systems and development tools (excluding Microsoft Office) for personal use and student projects. Office is available to students from IT Services.

You will need to register in order to use this facility, which you can do from the Microsoft Imagine web site at:-


You must register with Microsoft Imagine using your full Essex email address. Login details will be confirmed to you by Microsoft following registration.

2.3.4 Hardware Laboratory Procedures (Room 1NW2.10)

Log Books
During the laboratory sessions you must keep a log book of your work.
We expect you to develop high quality writing skills and this requires proper structuring of reports, use of English and correct use of SI notation in presenting units.

The mark returned for your work will depend upon the quality of both technical content and presentation.

**Hardware Laboratory Log Book Guidelines**

Log books of the prescribed type and quality are available during lab sessions and from Computer Technicians in room 5.510 or 1NW.2.10. You are expected to use a new book for each year of the course and to record preparatory work and observations/results from all hardware and CAD experiments, group projects and eventually your final year project.

The log book is the principal record of your time in the laboratory and it is vital that you use it in “real time” as experiments are performed. Examples of what should be in the log book include:

- Experiment title and dates undertaken.
- Name of partner(s) if not working individually.
- Record of preparatory reference material.
- List of experimental equipment including identity numbers of experiment boards for future reference.
- Observations and comments of your own that go beyond the bare minimum required by an experiment script - including such observations in a later written report will be rewarded in the assessment process, since they suggest that you really have put some intellectual effort into the work.
- Notes of everything you do, however trivial. Do not rely on memory, or loose pieces of paper!
- Raw data for material that will appear in a formal report such as graphs and circuit diagrams; these should be sufficiently clear that they can be read by someone else and by you at a later date.
- Records of measurements at the time they are made.
- Graphs plotted as you proceed using a pencil to facilitate changes; this practice makes it easy to detect erroneous readings.
- Calculations of component values in a design exercise.
- Sketches of oscilloscope traces that will later appear in a formal report. Digital screen dumps can also be obtained for inclusion in reports or log book; it might be useful also to print a hardcopy at the time to paste into the logbook.
- Observations of unusual findings.
- Tabulations of recorded data.
- Notes of all component values together with their tolerances; in particular highlight values used in any calculations.
- Where appropriate, details of measurement equipment and potential or actual sources of error.
- All results, calculations and brief conclusions when experiment is completed.

The log book should be written during the time spent in the laboratory (except possibly the brief conclusions) and contain sufficient information so that a formal report can be prepared at a later date, when you may have forgotten some of the experimental details. You should not spend time writing up your log book after performing an experiment. However, while performing preparatory work before a laboratory session (e.g. calculating component values) this information should be entered into your log book so that it is available immediately and is comprehensible for use in the laboratory.

As implied above, neatness is not a priority (although there is a lowest acceptable limit); it is the information content and ability to record relevant detail in an intelligible way while you are doing the experimental work that is more important. The judgement is more of the quality of the information and whether it is in a form which other engineers could, if necessary, retrieve.

Your log book will be assessed regularly for acceptability. There is a process where indicators from both attendance and log book assessment may be used to weight marks obtained on a formal report; thus log book performance that falls below a minimum will result in deduction of marks being made.
Background: The Need for a Log Book
Even this early in your engineering career, it is very good practice to get used to keeping a log book. It will often become a formal requirement in industry, where properly maintained laboratory notebooks have significant scientific, legal and administrative value. In engineering, there are three main reasons why a logbook should be kept:

- The log book is a personal journal which records not only your experience during the work, but also your own knowledge. It is furthermore a way of facilitating your thinking as you work on the laboratory or project.
- It is also a commentary, which can be consulted by colleagues whenever they need to understand your work or reconstruct it. Often, in a commercial environment, employees leave or are transferred to another part of the company. In such circumstances, a logbook is invaluable for those who must continue the work.
- In an industrial setting, it acts as a legal document which can provide evidence. For example, claims must often be made about the date on which an invention or development was made, and these would be supported by a logbook which, in that case, would be signed by witnesses. Also, the rules about what goes into such a logbook would be more formal than is required for your undergraduate logbooks. In industry, protection of intellectual property such as know-how and patents has always been important, and logbooks are an important means of achieving this.

2.4 School Office
The CSEE School Office is situated in room 4.514 (turn left as you enter the School from Square 2): Opening hours: Monday – Friday 10.00am to 1.00pm and 2.00pm to 4.00pm. Please feel free to come and see us any time if you have queries about your course or would like to seek advice.

Your main administrative contact in the office will be Amy Turnbull (Postgraduate Administrator) amy.turnbull@essex.ac.uk

Contact Information
Colchester Campus
Department of Computer Science and Electronic Engineering
University of Essex
Wivenhoe Park
Colchester CO4 3SQ

Direct Tel: 01206 872770
Email: csee-schooloffice@essex.ac.uk
Website: /www.essex.ac.uk/csee

2.5 Details of Departmental Support Such as Personal Tutors

If you need help during your studies, please contact your personal tutor in the first instance for advice and guidance.
All students have a Personal Tutor who you will meet soon after you have arrived, and who will meet with you regularly throughout your course. If you are a postgraduate research student your research supervisor will take on this role. If you are a PGT student, your project supervisor will take on this role. Until your PGT supervisor is allocated, the Director of Graduate Studies (Professor Stuart Walker) will be your main point of contact and support.

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.

Your Tutor will remain a point of contact for you throughout your time with us so please feel free to contact them at any time to arrange another meeting or ask any question you may have.

In addition to your Personal Tutor (see section 2.5), the School has a Disability Liaison Officer, who may be contacted by any student at any time during School hours for help or advice (see contact details below).

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Liaison Officer</td>
<td>4.516</td>
<td>01206 87 (4151)</td>
<td><a href="mailto:fsepulv@essex.ac.uk">fsepulv@essex.ac.uk</a></td>
</tr>
</tbody>
</table>

*Students seeking advice on any kind of problem, whether personal or academic, may also contact the Postgraduate Administrator, the School Manager or the Postgraduate Director. We are here to help so please contact us.*

2.6 Communication Methods

Important information is communicated to students by means of regular mail, electronic mail and on University notice boards. The University makes increasing use of electronic mail to advise students of deadlines and to communicate information on various aspects of student life. In the School of Computer Science and Electronic Engineering, e-mail is the main method of communication, and students are required to access and check their University e-mail account at least three times per week in term time, and preferably daily. Important information is also posted on the University notice boards and on school notice boards. *(See also Section 8.3)*

2.7 Departmental Prizes

The following prizes are awarded annually at the Final PGT Boards. No student will be eligible for the award of more than one prize.

**MSc Project Prize in the area of Computer Science**

A prize of £150 will be awarded to the student with the highest MSc Project Mark in one of the following MSc degree schemes:

- MSc Advanced Computer Science
- MSc Internet of Things (previously MSc Embedded Systems)
- MSc Intelligent Systems & Robotics
- MSc Advanced Web Engineering
- MSc Artificial Intelligence
- MSc Computer Engineering
- MSc Big Data and Text Analytics
• MSc Cloud Computing
• MSc Computer Games

**MSc Project Prize in the area of Telecommunications & Data Communications**
A prize of £150 will be awarded to the student with the highest MSc Project Mark in one of the following MSc degree schemes:
• MSc Electronic Engineering
• MSc Advanced Communication Systems
• MSc Computer Networks & Security

**CCFEA MSc Project Prize**
A prize of £150 will be awarded to the CCFEA student with the highest MSc Project Mark.

**The R.A. Brooker Prize**
This prize, worth £200, is donated by the Computer Science Department’s founding Professor. It is awarded by the Board of Examiners on the basis of best overall performance on one of the following degree schemes: MSc Advanced Web Engineering, MSc Advanced Computer Science, MSc Computer Networks & Security.

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**SECTION 2: ACADEMIC MATTERS**

**Section 3: Learning and Teaching**

3.1 Learning, Teaching And Independent Study

**The School’s educational aims include to:**

- Deliver an education in the chosen subject of high academic standard set in a framework of procedures to monitor and improve quality;
- Offer coherent, flexible, modular degree courses, shaped by the research strengths of the School, allowing specialisation in relevant disciplines and accessible at different levels by students with varied backgrounds and qualifications;
- Provide a choice of degree courses with curricula designed: (a) to promote the progressive development of subject knowledge and understanding and of practical and key skills; (b) to encourage the development of independence in learning;
- Deploy a range of teaching, learning and assessment modes structured to meet the requirements of the curriculum in a well-resourced environment;
- Stimulate interest in and enthusiasm for the chosen subject and encourage students to realise their academic potential;
- Help students by providing a friendly, supportive environment and clear, comprehensive information relating to degree organisation, year structure, module content and assessment methods;
- Produce graduates who can proceed either to postgraduate study particularly in appropriate subject areas, or to a range of careers, using the key skills acquired during their study.
Successful teaching and learning involves a partnership between student and staff. Whatever level of study you’re following at Essex, you’re here for an excellent education. We’re committed to research-led teaching and your personal development, and 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 Learning And Teaching Expectations

You can expect that we will:

• Work to achieve our aims;
• Provide clear and comprehensive documentation for all modules;
• Provide teaching sessions which (a) are well prepared and delivered, (b) are supported by sufficient materials and equipment and (c) for practical work, are safe;
• Notify you as far in advance as is possible of any changes to the teaching timetable;
• Return assessed work within 3 term-time weeks;
• Deal with queries you may have relating to modules within a reasonable timescale.
We expect that you will:

• Make the best use of the educational opportunities and resources available and work to achieve the stated objectives and to realise your academic potential;
• Familiarise yourself with the contents of this handbook and the documentation which accompanies each module and follow the guidance, procedures and rules described;
• Attend prescribed instruction of all types and where absence is unavoidable notify the relevant person;
• Regularly consult notice boards and your email and keep your address updated so that you do not miss important information;
• Prepare adequately for and participate actively in teaching sessions;
• Support your formal tuition with an appropriate level and intensity of student managed learning;
• Submit assessed work in the appropriate form and by the published deadlines;
• Use feedback on written work constructively, both to build on your strengths and to identify and remedy your weaknesses;
• Regularly review your academic progress (marks) and take appropriate action where and when necessary;
• Contribute to the development and improvement of the student learning experience by providing accurate and considered feedback on modules when required, and by participating in the staff-student liaison process.

Teaching and Assessment Methods
The School uses a range of teaching methods depending upon the level of the module and the type of material that is being dealt with:

• Lectures and classes play a key role in all years, conveying knowledge and facilitating understanding.
• Lab sessions are used to develop key skills, and to augment knowledge and understanding of the lecture material. They can be supported by Technicians and by trained Graduate Lab Assistants.
• Project work develops skills in planning, problem solving and research methodology.
• Students develop oral presentation skills as part of the presentation
• Outside formal contact hours, you will undertake student managed learning (e.g. studying lecture material, preparing coursework assignments, revising for exams)

You are expected to work 35-40 hours per week. The formal timetable comprises a relatively small fraction of this. You are responsible for organising your time in an effective way. Independent learning is developed by systematically increasing the proportion of time available for student-managed learning over the three years.

An important part of our teaching and your learning is the feedback that we give you on all assessed coursework; this may be comments written directly on your work, or on marks’ criteria grids and cover sheets, or it may be more general feedback when the work is returned. You should review carefully and learn from all these sources of feedback. Whilst staff may give general feedback on the progress tests, you do not receive feedback on any of the end of year exams in any year.

Academic Conduct:

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

3.3 Information on Moodle, ORB and FASER

Our online resource bank (ORB) stores important module materials such as reading lists and past exam papers.

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

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

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

3.4 Course Structures, Learning Outcomes, and Professional Bodies and Programme Specifications

3.4.1 CSEE/CFFEA Courses and Course Structures

The School of Computer Science and Electronic Engineering offers a number of postgraduate taught courses. A current list of courses can be found on the University’s website at: https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/masters

Information on course structures, including a mapping of which modules are core/compulsory and which are optional for your course can be found on the relevant programme specification at: https://www1.essex.ac.uk/programmespecs/

The information is kept as up-to-date as possible, but the School reserves the right to make changes to the provision of modules before the academic year starts.

3.4.2 Programme specifications and Modules

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/

Full module outlines are located on the module directory: https://www.essex.ac.uk/modules/, including details on the module supervisor and teaching staff, module content, learning and teaching methods and assessment methods.

Please note that each year, courses will go through an annual update process, where changes to your course structure may be made. The revised structure grids will be published on the Student MOODLE area over the Summer.
3.4.3 Professional Bodies and Societies

The majority of the School’s degrees have received formal accreditation from the Institution of Engineering and Technology (IET) and/or the BCS on behalf of the UK Engineering Council. We encourage students to join one or both of these professional bodies. Please contact Dr Adrian Clark (alien@essex.ac.uk) for further advice on applying for membership.

Further details regarding our professional accreditation can be found at: https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/accreditation

If you wish to check if your particular course carries professional accreditation, please check the course programme specification for details which can be found at https://www1.essex.ac.uk/programmespecs/

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

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

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

Please read carefully our guidance on visas and course changes here: www.essex.ac.uk/immigration/studies/changes

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/

3.6 Information About Modules Including: Choices, Core, Optional, Enrolling For Modules, the Location of the Directory, Reading Lists, Changing Modules, Changing Your Class
3.6.1 Module Enrolment and Selection/Changing Modules

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. Module enrolments are made online on eNROL: www.essex.ac.uk/enrol/home/home_phase1.asp

If you need advice about your choice of modules, you should discuss this with your personal tutor or Year Supervisor in the first instance. For advice on specific modules you should speak to the module supervisor. Your choice of optional modules may be subject to timetabling constraints.

You can change your optional modules using eNROL up to end of the second week of teaching in each term, and all changes to optional modules must be processed by these dates:

- Autumn Term Modules (end of Week 3)
- Spring Term Modules (end of Week 17)

Please note that if you are requesting changes to your optional modules during the Spring Term (week 17), you are not permitted to drop an Autumn module and replace it with a Spring term module at this stage.

3.6.2 Core, Compulsory and Optional Modules

Programme Specifications provide key information on which modules are core, compulsory and optional within your course. Your course specification is available to you online through the MyEssex webpage or via this link: www.essex.ac.uk/programmespecs/

Full module outlines are located on the module directory: https://www.essex.ac.uk/modules/, including details on the module supervisor and teaching staff, module content, learning and teaching methods and assessment methods.

3.6.3 Module Reading Lists

Please refer to https://essex.rl.talis.com/index.html for details on reading lists.

All modules are 15 credits, unless noted otherwise in the grids. The dissertation is worth one-third of the total marks awarded for the course (60 credits).

Optional Modules
For your Masters’ course, you will be required to select a number of optional modules depending on what degree course you are on. The number of modules for your course is detailed on the programme specification. In choosing optional modules, students are advised to keep a balance across both terms, but may choose modules to a maximum of 75 credits in either the autumn or spring terms. Please note that a full year 15 credit module is worth 7.5 credits in each term; a full year 30 credit module is worth 15 credits in each term.

PLEASE NOTE – Further information about degree course structures can be found on your programme specification. The information is kept as up-to-date as possible, but the School reserves the right to make changes to the provision of modules before the academic year starts. It should be noted that some module combinations may not be allowed on academic grounds or because of timetabling constraints.
3.7 Listen Again

Did you miss something? Our Listen Again digital recording service lets you listen again to lectures so you grasp every detail. Available in teaching rooms or lecture theatres where you see the sign.
listenagain.essex.ac.uk/
3.8 Postgraduate Project and Dissertation

3.8.1 CSEE MSc Project and Dissertation

Project Co-ordinator: Dr Michael Gardner
Room: 4B.526
Telephone extension: 4457
E-mail: mgardner@essex.ac.uk

Introduction
This section is addressed to all taught MSc students. An important feature of your course is that you will be expected to propose, plan, design, implement and report on, both in writing and orally, a project, to professional standards, under the supervision of a member of staff. You should read the module description for CE901 or CE902 in this Handbook. In this section there are notes on the role of the supervisor and assessment of your dissertation. Further information, which you must look out for, will be posted on the Course Materials Repository, the postgraduate notice board and by e-mail at key times throughout the year.

Method of Assessment
CE901 breakdown of assessment:
Dissertation (90%) submitted in week 48
Presentation (10%) to take place in weeks 49 or 50

Supervisor and Supervision
At the end of the autumn term, you will be assigned a supervisor, whose task will be to guide you through the process of proposing, conducting and writing up your project. Your supervisor will inform you of the timetable and other arrangements for supervision for work to be carried out during the summer immediately after the examinations. This normally involves regular meetings during normal term time and at least once every two weeks during the summer. However, you must make arrangements to cover periods when the supervisor is away from the University for any extended period, especially during the summer months.

The Project
A full proposal for your project (which you will begin in the first week of the spring term) forms part of the assessed coursework for CE902 Professional Practice and Research Methodology, and must be submitted in the last week of the spring term. You will receive guidance in the preparation of the proposal from your supervisor.

After your examinations, you will continue with the project over the summer. This will involve, over a short period of time, the implementation and testing of your project. This will involve writing software and/or building hardware (where appropriate). By careful planning you should know by the start of the project which programming language and platform you are going to use. Ensure they are available within the School so that you can demonstrate your work during the presentation.

You should set personal milestones for your project and a date by which you hope to have passed each of them. Consider your progress frequently and take advice from your supervisor.

It is good practice to keep an up-to-date diary of the project to see how you are progressing; it may be that your objectives need to be modified in the light of unforeseen problems.

The Written Dissertation
The dissertation is the most important deliverable of your project; remember this when time is rapidly being consumed by programming or hardware development. It is quite possible you may not be able to achieve all your goals. In this case, it is better to write a good dissertation on a limited set of objectives which have been accomplished rather than a poor dissertation on (many) items of unfinished work. You can always
discuss these incomplete items in a ‘conclusions and further work’ chapter. No study is ever completely finished, even at PhD level; new material becomes available all the time. When writing your dissertation you should remember that it will be read by examiners whose knowledge of your particular project may be less than your own. Your reader will not have spent the same amount of time on the project as you, so make the assumption that they are not familiar with the topic. Clarify the chapter and subsection structure early in the life of the project. Pay particular attention to a clear explanation of the general background to the project as well as your specific objectives. Avoid too much jargon and define clearly any technical terms before you use them. Check your writing thoroughly for spelling and grammar mistakes.

If English is not your first language then ask a native speaker to proof read a draft BEFORE you submit it to your supervisor. Use your supervisor for constructive comments on a complete draft of your dissertation and leave yourself plenty of time to make changes which your supervisor might suggest. Failure to do this will probably result in a lower quality dissertation with the subsequent loss of marks. The marking guidelines to be used by your assessors will be made available to you and will be discussed in supervision. Your final dissertation will be assessed by your supervisor and an independent internal assessor. The recommended length is between 10,000 and 15,000 words.

Some of the important sections of the dissertation are discussed below in the order in which they appear in the finished document. Note that this is usually not the best order in which to write them, for example, the Introduction is best written late when you have a clear overview of all the material you are introducing.

**Abstract**
The dissertation should begin with an abstract of not more than 200 words in which the objectives and achievements are briefly described. This should be included as the first page in each copy of your dissertation (after the title page).

**Contents**
The contents section displays the structure of your dissertation and contains the chapter and major subsection headings with corresponding page numbers. Do not be tempted to make the contents too detailed - it is not an index - two pages should be sufficient. Begin the contents at an early stage and keep it under continuous development. Finish it at a late stage to make sure references to page numbers are accurate.

**Introduction**
The introduction prepares the ground for the more detailed discussion in the following chapters; it should set out briefly but clearly the domain, motivation and goals of the project. Your introduction will be read thoroughly by your assessors to obtain an overview of your work. This is an opportunity to create a good initial impression of the entire dissertation.

**Main Body**
The chapters in the main body of the dissertation will depend upon the technical details of the project. Determine how many chapters are appropriate and what should be included in each. As always discuss it with your supervisor.

**Conclusions / Further work**
In this section you should state the technical achievements of your project. Suggest how you might have improved the results if you tackled the project in the light of your experience with it. Suggest how your work might be extended.

**Appendices**
All program listings, and relevant tables and diagrams must be included in the dissertation or in a separate file. Tables and figures should be included within the text; they should be numbered and given an explanatory title.
Important - using references in your dissertation

Reference to relevant published work is an important part of your dissertation. If you are summarising or discussing the work of others, it must be acknowledged in the text and the work referenced in your Bibliography. **This includes work of others you have obtained from the Internet including any code you have used.** It is plagiarism not to make such acknowledgements, accidentally or deliberately. You need to be careful; otherwise you may be in breach of University Examination Regulations 6.12 and 6.13. The section ‘Cheating (Plagiarism)’ in the ‘Academic Offences’ section of this Handbook applies particularly to project dissertations. This may require careful discussion with your supervisor.

The following information should be included in a Bibliography: author(s); article title; publication title; place of publication; publication date and page numbers. There are a number of accepted styles for a Bibliography such as Harvard, Vancouver etc. One such style (‘Harvard’) is described here.

Within the text you should refer to a published paper or book by the author’s surname followed by the year of publication, for example, Palaniappan (2008).

Where you refer to two or more papers published by the same author(s) in the same year you should add an identifying letter, e.g. Wilson and Palaniappan (2009a).

Where there are two authors they should be written as, for example, Balli and Palaniappan (2009); three or more authors need only be specified by giving the first author’s surname followed by et al e.g. Palaniappan et al (2002).

For journal articles you should specify the journal title, date, volume and page numbers; for books you should specify the title, publisher, date and place of publication.

References to material obtained from the WWW, including code incorporated in your implementation, should be checked that they are still available due to their transient nature. The date the material was accessed should be given.

The general principle is to provide sufficient information for the interested reader to identify and obtain the paper, book or report you have cited. If in doubt, as always, discuss in supervision.

A typical example of a bibliography is:

**BIBLIOGRAPHY**


Submission of the Dissertation
All submissions are to be submitted using the online submission system (FASER)

IT IS VITAL TO SUBMIT WORK ON TIME.

THE SCHOOL'S POLICY ON LATE SUBMISSION OF COURSEWORK WILL APPLY TO THIS MODULE.

Your submission should contain the following:
- a digital version of the report ideally in PDF format
- the program listings of your implementation should be uploaded as a separate zip file (full instructions will be provided during the year)

Presentation
The oral presentation allows you to show that you understand the project and your contribution to it and to demonstrate that the deliverables, as described in the dissertation, exist.

The demonstration must be carried out within the School of Computer Science and Electronic Engineering and your attention is drawn to the use of computing facilities outside the School (see ‘Laboratories and Equipment’). You will be required to present your work to your supervisor and an independent internal assessor. Your presentation should last approximately 20-30 minutes and, using whatever visual aids are appropriate, you should:

- explain the main points of your work, stating clearly your objectives and achievements;
- demonstrate any software/hardware deliverables;
- be prepared to answer questions.

As with all deliverables your presentation should be discussed with your supervisor beforehand.

CE901 Presentations will take place in weeks 49 and 50

Intellectual Property Rights and the MSc Project
Some MSc projects generate Intellectual Property. That is, they constitute a system or an invention with a market value, or the possibility of being developed into such. In many cases this will not become clear until the project is completed, or nearly completed. In some other cases a student may be aiming to provide a service or system for a potential client from the outset of their work.

It is most important that as soon as it becomes clear to a student, or their supervisor, that their project may constitute exploitable intellectual property, that they contact the School's Director of Industrial Liaison, or alternatively the Head of School.
3.8.2 Computational Finance (CFFEA) MSc Dissertation

Writing your dissertation

Make sure your dissertation is well focused, i.e. it is directed to addressing one or more specific questions. Emphasise in your work the application and use of financial and economic ideas and methods.

Be realistic about what can be achieved within your time frame. If your work has shortcomings, it is better to acknowledge and discuss these shortcomings than pretend to ignore them. If you plan to do empirical work, it is a good idea to check for data availability at a relatively early stage. For some topics data are easily available while for others data may be difficult or expensive to obtain. In some cases, it may take some time for suitable data to be found and/or obtained.

As a general rule, the clearer the motivation for the project, the deeper the understanding and the more successful the application or use of Finance and Economics oriented ideas and methods, and the more competent the analysis, the higher the mark awarded. Also, the higher the degree of originality in the work done, the higher the mark awarded. Dissertations that are mere literature surveys do not usually get high marks. In any case, the dissertation must address aspects from both computer science/engineering science and finance/economics. Therefore, demonstration of high computational and technical/mathematical expertise is expected.

It is vital that the work you submit is all your own. For further information on this subject you should look at the University's web site: www.essex.ac.uk/plagiarism/

A bibliography in the form of a list of references must be included at the end of the project. Every entry in the bibliography should be referred to at some point in the project and every citation in the project must be included in the bibliography. Further information and guidelines are provided on page 35 under the section titled “Important - using references in your dissertation”.

Students should meet their allocated supervisors regularly throughout the summer term and summer vacation. It is recognised that supervisors will not be available continuously throughout the vacation and it is the student's responsibility to ensure that the availability of the supervisor is taken into account in planning the schedule of the work.

If you do not regularly meet your supervisor, the assessors will question the originality of your work that you submit. It is possible that the Centre then decides to call you in after the submission deadline for an oral examination to assess the originality (not quality) of your work, before we start marking your MSc dissertation.

For further general information, also refer to the section CSEE MSc PROJECT AND DISSERTATION in this handbook.

Assessment

The marking structure for this module is as follows:

- 20% Layout & Presentation
- (5% - general standard; 5% - figures, tables, diagrams, etc. ; 10% - references, language and quality of writing)
- 30% Motivation & Literature
- (5% - research motivation; 5% - originality; 20% - method)
- 30% Results & Discussion
- (20% - results and evaluation; 10% - discussion)
• 20% Oral presentation or video presentation, with short viva, to take place after the summer exams and before the final submission. Dates to be confirmed.
**Presentation and Length**
The MSc dissertation should include **at least** the following components:

1. Title Page
2. Abstract (maximum 200 words).
3. Table of Contents
4. Introduction
5. Method
6. Results and Evaluation
7. Conclusion
8. Bibliography/References
9. Appendix (e.g., codes, additional material, etc.)

Formal Layout Requirements are:

- A4 page size
- 12-point typeface
- double spacing
- margins of at least 2.5cm in all directions
- must be bound, but no special binding needs to be used

The maximum word limit is **10,000 words**, including footnotes, endnotes, appendices and the bibliography, excluding program codes. It is recognised that there may be some small variations according to the number of diagrams, graphs and technical appendices included. Examiners have the discretion to penalise excessively long dissertations and over what penalty to exact. The appendix containing the code of the programs used will not be counted in the word length. It is compulsory to include the code for programs used in the submitted work.

**Submission**

<table>
<thead>
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<th>Submission Deadline</th>
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<td>Wednesday 28th August 2019</td>
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</tbody>
</table>

**IT IS VITAL TO SUBMIT WORK ON TIME.**

**THE SCHOOL’S POLICY ON LATE SUBMISSION OF COURSEWORK WILL APPLY TO THIS MODULE.**

Your submission should contain the following:
- a digital version of the report ideally in PDF format
- the program listings of your implementation should be uploaded as a separate zip file

Extensions to the deadline can only be granted for properly documented circumstances of an acute medical nature. Requests should be made by contacting the School Office in the first instance, who will forward your request to the appropriate member of academic staff. Extensions will not be granted because of any form of computer failure (e.g. disk corruption, printer breakdown) or because of congestion of the University's central computing facilities.

Submitted dissertations are not returned to students. You are strongly advised to keep a separate copy of the final version of the dissertation.
3.9 Careers and Employability

3.9.1 Careers Staff in the School

The Employability Development Directors within the School are Dr Michael Fairbank m.fairbank@essex.ac.uk, Dr Vishuu Mohan vishwanathan.mohan@essex.ac.uk & Professor Anthony Vickers vicka@essex.ac.uk

However the following staff within the Faculty also have particular responsibility for careers. You can also contact them with careers-related queries at any time:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nick Goodman</td>
<td>Senior Faculty Employability Manager</td>
</tr>
<tr>
<td>Khrieu Healy</td>
<td>Faculty Employability Officer</td>
</tr>
<tr>
<td>Dee Hardcastle</td>
<td>Faculty Careers Advisor</td>
</tr>
</tbody>
</table>

Keep your eye out for careers-related emails and also check our Facebook page for information on careers activities.

3.9.2 The Employability and Careers Centre

The Employability & Careers Centre assists students in a friendly and informal manner during their time at the University and after graduation. The Centre offers one-to-one advice on all aspects of planning your career including job hunting techniques such as making applications and interview skills. There are programmes of talks and workshops run by experienced and knowledgeable staff and employers each term. Details are available at www.essex.ac.uk/careers/.

The Employability & Careers Centre can also help students find part-time and temporary work during term time or in vacations, as well as internships and placements to develop relevant experience. It aims to help students find suitable employment opportunities either on campus or in the local area, whilst providing a quick and convenient service for employers to promote opportunities. You can find all the details on their webpages at: www.essex.ac.uk/careers

Students should look out for special events including the Jobs Market (October) and the annual Careers Fair (November).

Employability

As the proportion of the population with degrees increases, so the process of securing a graduate level job becomes more competitive. Just having a degree is no longer a guarantee of getting the job you want, so during your time at Essex, you should take every opportunity to improve your employability. The kinds of things that will help are:

- Gaining additional qualifications such as Cisco Certification.
- Gaining relevant work experience through a placement year or vacation work. If you are taking a year abroad degree it is possible to undertake a placement as part of your year abroad.
- Holding positions of responsibility in student societies, being a mentor, or being a representative on the Staff Student Liaison Committee.
- Making use of the facilities offered by the Employability and Careers Centre, for example, advice on writing your C.V. and careers workshops.
3.9.3 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. 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, or 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 graduates up to three years after they leave the University. Requests received outside of this timescale may, of course, be met if a member of staff is equipped with the necessary information 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 of the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – it is not always possible for a member of staff to write a reference immediately.

Copies of references
A copy of any reference provided will be retained within our 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: https://www1.essex.ac.uk/studentdocs/

3.10 An Inclusive and Diverse Learning Experience

3.10.1 Disability and Emotional Wellbeing

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

You can find out about the support we offer here:
www.essex.ac.uk/students/contact/help.aspx

UK students may be eligible for a Disabled Students’ Allowance grant. See our webpages for more information, including application forms and key changes:
www.essex.ac.uk/students/disability/funding.aspx

3.10.2 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/
If you are studying on a Tier 4 visa, don't forget to read section 8.4 Tier 4 Information of this handbook which has further information and links.

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

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

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

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

You can contact (or volunteer to be) a student representative who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.
www.essexstudent.com/representation/coursereps/
www.essex.ac.uk/quality/student_representation/student_rep.asp
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.

3.12 Library Services

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

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

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

3.13 Attendance Monitoring (Count-Me-In) and Absence from Sessions

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.

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

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

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

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

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

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

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

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**Section 4: Assessment**

4.1 Rules of Assessment and Credit Accumulation

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

**The Rules of Assessment** are the rules, principles and frameworks which the University uses to calculate your course progression and final results. Some departments also have variations to the main rules, which you can find listed on our website above. If you have questions about whether a variation applies to you, contact your department.
Each module you will take will have a credit value which you are awarded if you successfully complete the module. You need to obtain a certain amount of credits to be awarded your degree, and the Rules of Assessment give you more information about this.

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

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

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

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

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

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

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

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

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

The Rules of Assessment are different when you study individual modules; make sure you check the relevant Rules of Assessment for the award you’re studying towards. You will have a maximum of six years to study (this is usually five years with a sixth year for a dissertation). We measure the six years from the first module you register on towards the award. You can find out more information here: www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/modular and you should talk to your tutors about fees, and applying accumulated credit towards an award.
4.2 Extenuating Circumstances, Withdrawing and Intermittting

**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 assessment.

You need to submit your form by the deadline given here – [www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx](http://www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx)

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

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

**Thinking of leaving or taking a break from your studies?**
You may experience doubts at some point during your studies, if you’re thinking about leaving Essex, we’re here to support you and give you the advice you need to help you make an informed choice.

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

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

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

4.3 The Marking Policy and Requests for Re-Marking of Coursework and Essays

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

4.4 Moderation, Second Marking Policies and External Examiners

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

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

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

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

4.5 Appeals, Complaints and Fitness to Practice

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

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

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

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

**Making a Complaint:** The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is vital that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination.

A complaint is defined as *the expression of a specific concern about matters that affect the quality of a student's learning opportunities* (this is in line with the QAA Quality Code for Higher Education, Chapter B9: Academic Appeals and Student Complaints). The University aims to resolve complaints quickly and informally.

You can find the complaints procedure and the forms here: [www.essex.ac.uk/see/complaints](http://www.essex.ac.uk/see/complaints)

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

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

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

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

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

4.7 Ethics

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

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

Section 5: Coursework

Most modules contain assessable assignment work, which is marked and returned to the student. Please note that illegible coursework work will be awarded zero.

5.1 Coursework Submission (Including Faser) and Deadlines

Most assignments will be submitted on-line via the coursework submission system (FASER) at: http://faser.essex.ac.uk/

Alternatively an assignment may be marked in a laboratory session.

Coursework deadlines for all assignments are published on FASER. 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 a result of exceptional circumstance, it is occasionally necessary to change deadlines. In the event of any variation to the schedule, FASER will be updated and information will be published by e-mail. It is your
responsibility to check for changes to deadlines. Students should note that module supervisors are not permitted to change coursework deadlines once published.

In the event that you fail to submit your final work by the FASER deadline and you have previously submitted a draft or drafts of your assignment, the latest draft will be marked as the submitted version. If you subsequently submit within seven days of the deadline you should follow the late submissions policy.

5.2 Details of Samples of Coursework

The External Examiners are provided with electronic samples and if the coursework is a hardcopy submission then paper copy samples are taken and in exceptional circumstances the department would reserve the right to hold back samples as required.

5.3 Return of Coursework Policy

The School is committed to providing timely feedback that is designed to help you understand your strengths and weaknesses and give you the opportunity to enhance those strengths and overcome the weaknesses. Marked coursework/assignments, including feedback, will be returned to students within 20 working days of the submission deadline. A due date for feedback and grades will be provided for each piece of coursework. In exceptional circumstances there may be a delay in the return of grades and feedback. If the submission deadline is during the last three weeks of term, the marked coursework will be returned to the student at the start of the following term.

All assignment marks are recorded in a University database. With the exception of the project modules, students will receive their coursework marks by email as soon as the marks have been entered. The marks for modules which are assessed by coursework only will be provisional and subject to possible change until they have been confirmed by the meeting of the Board of Examiners. The final mark for project modules will not be released until after the meeting of the Board of Examiners. You should check your coursework marks carefully against your records, and report any discrepancy immediately to the CSEE School Office.

Module supervisors reserve the right to ask students to come to a meeting to discuss any piece of work submitted.

Effective feedback helps students to understand the mark given for a particular piece of work, and helps students to reflect on their own learning to achieve better marks in future pieces of work. A variety of methods of providing feedback are used across the University, and departments chose the most appropriate for their courses and modules. The University has an institution-wide approach to anonymous marking in coursework and wherever possible this is adhered to. However anonymity becomes impossible in project based work because of the close working relationship between academic and student.

This department operates a system of anonymous marking wherever possible. When it is not possible the express permission of the Deputy Dean of Education is sought.

The comments we provide in coursework seek to encourage students in areas where they have done well and to highlight what they could do better. We take great care to mark fairly and effectively under both anonymous and de anonymised cases.

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

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

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

The University operates a uniform policy on late submission of coursework. Work which is not submitted by the deadline will receive a mark of zero; no individual extensions will be granted. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline. The University expects you to plan and organise your work carefully and sensibly, and to schedule your time so that coursework is completed safely in advance of its deadline.

There will, very occasionally, be circumstances in which work is completed very close to the deadline and unforeseen circumstances prevent it from being submitted by the published deadline. In such a case you should take all possible steps to inform the School (via the CSEE School Office) as soon as possible, and submit a ‘Late Submission of Coursework Form’ to the CSEE School Office.

The ‘Late Submission of Coursework Form’ must be submitted within seven days (including weekends and/or bank holidays) of the deadline date. It will be considered by the School's ‘Late Submission Committee’ which meets three times during the academic year (see ‘Diary for the Academic Year 2017-18’). This Committee has the power to reinstate your marks in certain circumstances. Other academic departments have similar arrangements.

The Committee will not, however, accept circumstances such as oversleeping, or confusion over the deadline, but will take into account any positive steps you have taken to ensure submission. Further guidance concerning late submission of coursework, including guidance on what circumstances are not accepted as grounds for mark reinstatement, can be found on the University website at:

http://www2.essex.ac.uk/academic/students/ug/crswk_pol.htm

When a piece of work constitutes 100% of assessment for the course (for example, a project or a dissertation), and you feel that you have extenuating circumstances, submissions beyond seven days of the published deadline will be accepted for consideration by the relevant ‘Late Submission Committee’. You will need to submit a ‘Late Submission of Coursework Form’ and any supporting documentation along with the piece of work.

In general, work submitted beyond seven days of the deadline will be marked for formative feedback only (provided model answers have not been released).

If your application is rejected by the Late Submissions Committee, you may still submit an Extenuating Circumstances form. If the Board of Examiners accepts that the circumstances have affected your ability to submit your work, it has the power to instate your formative mark if it concludes that this is the best way to deal with your claim. More information about submission of Extenuating Circumstances forms is available via the Registry web pages at the following URL

https://www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx
5.5 Anonymous Marking Policy

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

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

5.6 Re-assessment in Coursework

A student who believes an assignment has been marked incorrectly may request a formal re-marking of an assignment provided:

1. The assignment has been single marked and has not been through a moderation process.
2. The student has already discussed the reason for the mark awarded with the module supervisor.

Such requests for remarking must be submitted within 7 days of the marks being released. A form is available from the CSEE School Office.

In response to a request, the work will be second marked by another member of academic staff and the marks will be reconciled. Students should be aware that the new mark may be higher or lower than the original mark.

5.7 Referencing in Coursework

The School of Computer Science and Electronic Engineering using the IEEE referencing Style. To find out about your departmental referencing style, IEEE and for help with referencing, visit the library website: http://libwww.essex.ac.uk/referencing.htm

Also see Section 7.
Section 6: Exams

6.1 Examination Regulations

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

Attendance at examinations is compulsory. For exams that are more than an hour long, you will not be allowed to enter the examination room if you arrive later than 55 minutes after the start of the exam. If your exam is only an hour long, you will only be admitted up to ten minutes after the start of the exam.

6.2 Access to Exam Scripts

If you want to see your exam script, you should normally make the request within four weeks 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. Please note that sight of your script is for information purposes only to provide you with feedback on your performance; it is not possible to request any remarking of your examinations.

6.3 Departmental Policy On The Use Of Dictionaries/Calculators

**Dictionaries**

Dictionaries (paper or electronic) are not permitted in any Computer Science and Electronic Engineering examinations. If you take a dictionary to an examination where it is not permitted, you will be reported on suspicion of committing an Academic Offence.

**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 Exams and Examination Results

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

**You must bring your registration card and exam entry form with you to the exam.** You will not be allowed entry without them. Remember to check your exam entry form carefully and contact the Examinations Office if there are any errors.
You can download a guide to examinations and watch a short video here: [www.essex.ac.uk/students/exams-and-coursework/](www.essex.ac.uk/students/exams-and-coursework/)

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

6.5 Anonymous Marking Policy in Examinations

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

6.6 Re-assessment In Examinations

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

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

6.7 Help With Examination Preparation

Examinations create stress for most people and, in order to help students prepare, the department offers a programme of postgraduate revision lectures in week 30 in the summer term. In addition, the Student Support Office offers a series of Examination Workshops which are run by specialist staff. Sessions cover revision, planning and exam techniques, the examinations, using the exam paper and the examination room, as well as sessions on relaxation and how to cope with stress. Staff in the Counselling Service can also provide sessions on stress management.

6.8 Scaling of Examination Results

Very occasionally, when there is a problem with the assessment for a module, the Exam Board may scale (decrease or increase) the marks of all students on a module in order to achieve a fair result. Scaling requires approval by the External Examiners. It will only be proposed after consideration of both statistical evidence and candidates’ work. An unusual mark distribution on its own is insufficient reason for scaling. It therefore follows that no mark can be considered final until a Board of Examiners has met.

6.9 Departmental Tests and Examinations

The School runs internal tests in addition to the examinations run by the University. These take a number of forms including multiple choice progress tests, time-constrained assignments or online assessments. Any student entitled to special examination arrangements should inform the School (Julie Poole: jpoole@essex.ac.uk) as soon as this has been agreed with student support in order that appropriate arrangements can be made.

Departmental Tests are usually shown on your teaching timetable. You should enquire with your Module Supervisor the form in which your test will take.

6.10 Referencing in Examinations

*Please see Section 7*
Section 7: Referencing and Good Academic Practice

7.1 Statement on Why Good Academic Practice is Part of Scholarship and why it is Important At Essex

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; (please insert department variation here) and for help with referencing, visit the library website: libwww.essex.ac.uk/referencing.htm

7.2 Where to Seek Guidance

The Talent Development Centre provides online courses and guides to help you fully understand what is required from you. You can find out about the full range of workshops and resources that are available to you by visiting https://www1.essex.ac.uk/students/study-resources/tdc/default.aspx

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

7.3 Information Relating to the University’s Policy on Plagiarism and Academic Offences

Please see section 4.6 and remember that the Academic Offences Procedure applies to all students: www.essex.ac.uk/about/governance/policies/academic-offences.aspx.
SECTION 3: YOU MATTER

Section 8: Practicalities: Getting Started and IT Matters

8.1 Registration, Enrolling and Transcripts

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

Returning students are required to complete Online Registration. In addition to this, returning students who hold Tier 4 visas are required to complete a document check in person at the University’s main registration event.
Returning students: www.essex.ac.uk/students/course-admin/registration.aspx

8.1.1 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.

8.1.2 Award Documents

As your studies draw to a close, and once your exam board has met, it takes up to five working days for your results to be confirmed. You will be sent an email to inform you when the results are live on a password protected web page. Graduating students will receive a degree certificate at Graduation.

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

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

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

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

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

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

8.3 IT Support, Wifi, Email Account, Free Ms Office, Computer Labs, M:Drive

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

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

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

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

Visit the IT Services website for helpful information, including how-to guides, answers to frequently asked questions, and links to video screencasts. www.essex.ac.uk/it
If you can’t find what you’re looking for, or if you need to talk to someone, then you can get help from the IT Helpdesk in the Silberrad Student Centre. Open Monday to Thursday 8.30am to 6.00pm, and Friday 8.30am to 5.45pm.

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

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

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

8.4 Tier 4 Immigration Information

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

8.5 On-Campus Facilities

There is a broad range of facilities to support your living and learning experience at our 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
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
Section 9: Skills, Employability and Experience

9.1 Employability and Careers Centre

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

www.essex.ac.uk/careers

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

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

www.essex.ac.uk/departments/language-and-linguistics
ecdis@essex.ac.uk

9.3 Talent Development Centre

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

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

9.4 Career Hub+

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

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

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

### 9.6 Student Ambassadors

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

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

### 9.7 Volunteering

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

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

### 9.8 Big Essex Award

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

[www.essex.ac.uk/careers/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)
10.1 Student Services Hub (support cross reference with 3.11.1)

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

Colchester: askthehub@essex.ac.uk / 01206 874000
Southend: askthehub-sc@essex.ac.uk / 01702 328444
Loughton: askthehub-lc@essex.ac.uk / 020 8508 5983

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

10.2 Wellbeing, Counselling And Confidential Issues

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

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

Money matters

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


10.3 Harassment Advisory Network, Dignity And Respect

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

www.essex.ac.uk/equality
www.essex.ac.uk/equality/harassment
www.essex.ac.uk/students/new

10.4 Faith Groups

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
10.5 Nightline

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

10.6 Health And Safety On Campus

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

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

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

www.essexstudent.com/safetybus
www.essex.ac.uk/students/campus/emergency
www.essex.ac.uk/health-safety/fire/peep

10.7 Residence Life

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

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

10.8 Health Centre

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

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

10.9 Students’ Union Advice Centre

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

www.essex.su/advice
Colchester students - suadvice@essex.ac.uk, 01206 874034
Southend students – suacsou@essex.ac.uk, 01702 328235 (term time only)
Loughton students – suaclou@essex.ac.uk, 01206 874034
10.10 University Privacy Statement

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

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

SECTION 4: ESSEX MATTERS
Section 11: The Essex Experience

11.1 The Essex Student Charter

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

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

11.2 Freedom Of Speech Policy And The Code Of Conduct

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

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

https://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/students/new/

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

www.facebook.com/uniofessex/

https://twitter.com/Uni_of_Essex

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

www.essex.ac.uk/events

11.4 Students’ Union

We’re famous for our Students’ Union at Essex, and for good reason. Here you’re not just a member of a normal Students’ Union, you’re part of a family. We’re here to cheer you on as you walk into exams and to help you absolutely destroy the competition in interviews and land your dream job. The Students’ Union is run by students for students, and you have the ability to shape what we do. From suggesting what we serve in our venues, to changing aspects of your course, we are here to represent you and work with you to make amazing things happen. There are opportunities to join 45 different Sports Clubs, to get involved with our BUCS teams which offer a wide individual championships programme of activities taking place across the year and lots of competitions take place on Wednesdays and weekends, or if you don’t want to commit to a regular team check out our Just Play programme of activities.
We have 120 existing Societies where you can meet people with similar interests, challenge yourself with something new or, if you can't find what you're looking for, start your own society! Furthermore, we have our very own letting agency SU Homes designed to offer help and support for students to find off campus accommodation. Say hello and find out more at essex.su

11.5 Alumni

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

11.6 What Comes Next?

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

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