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Welcome!

Welcome to the School of Health and Social Care and thank you for choosing to study with us.

Our School of Health and Social Care (HSC) is a pioneering department committed to making a difference to local, national and international health and social care, through education, research and knowledge transfer.

Building upon its predecessor (the School of Health & Human Sciences), HSC is recognised for its excellence in education. In education quality reviews the School have received the highest quality rating for aspects of their education provision. Our graduates are recognised as independent and critical thinkers that are highly sought after by employers. We aim to continue this high reputation for excellence in education, ensuring that as the national Teaching Excellence Framework is introduced we perform to a ‘gold standard’ against the criteria set.

Some subjects taught within the school will for the first time feature in national league tables in the next few years. We aim to improve on our existing performance by identifying areas that we currently perform well to ensure this is replicated in other areas, (e.g. employability and student satisfaction). We have also identified actions to take forward where further developments can be made (e.g. continuation and good degrees), ensuring that these are addressed across the school for all subjects.

The significant growth we have seen in Health & Social Care at the University is primarily through our close working with external partners involved in NHS workforce planning. We have benefitted by being responsive and collaborating with organisations (e.g. schools, businesses, and employers) and individuals within the local community (e.g. health and social care commissioners and providers). Fostering these relationships is essential to sustain and grow our provision in the changing context and funding models in health and social care.

A key factor in maintaining existing provision and generating further growth is placement capacity. Most courses in the School require placement activity within the core delivery to gain professional and regulatory body approval. The large amount of work based learning and close partnership with placement providers has also played the central role in achieving 100% employability. This produces graduates with skills to work and lead teams, managing change in complex and ever evolving systems. Strategic planning, working with the wider university, will be utilised to secure our current excellent performance and to allow for a growth in placement capacity that is in tune with workforce and professional/ regulatory body requirements.

Our education provision is innovative, complex and often ‘non-traditional’ both in delivery and the students it attracts. We extensively use new technologies and flexible, work-based
learning approaches to prepare our students for personal and professional success. We offer postgraduate and doctoral training as well as undergraduate provision to support ‘rising stars’ and future leaders in advanced clinical decision making and health and social care delivery. We will utilise expertise from across the university community to consolidate the growth achieved thus far from taking these approaches, look for areas of potential innovation and to identify opportunities for integration and ‘more standard’ education provision.

The School of Health & Social Care has placed a key focus on reducing the division between activity within education and activity in research. The School has developed its research strategy to bring these activities closer together and to provide a structure for enhancement in research activity that maps to the education and research vision of the University. There is recognition of the significant achievements already made by the School and its staff to produce high quality, impactful, multi-disciplinary research that addresses local, national and international issues relating to health and social care policy and practice. Our research activity centers on applied health and social care research and focuses on 4 key themes:

- Mental Health & Psychological Wellbeing
- Research for Public and Patient Benefit
- Social Policy and Social Care
- Health Professions Education and Workforce Development Research

In 2017 the School was awarded a silver Athena SWAN award which recognises the commitment the School has toward equality and development of an inclusive culture promoting dignity and respect. These are, of course, qualities that are also endorsed by the values of the NHS constitution with which all staff and students of the School engage.

Key themes to achieve excellence in both education and research in health and social care are evidence based practice, public/ service user engagement, inter-professional learning and working (IPL), and continuing professional development (CPD). The School intends to build on its existing strengths, ensuring that staff and students are clear of the significance of this activity and the support that is available. This includes a review of the Workload Allocation Model for staff and the establishment of new roles within the School to co-ordinate and promote activity in CPD, IPL, and service user engagement.

The vision set out above puts HSC on target to continue to grow, enhancing excellence in education and research and sustaining the School’s financial position.

You will have many opportunities to provide views on your experiences and we will provide feedback about the information we gather and how we have responded. I hope you will enjoy the time you spend with us at our School and expect that you have a positive experience in your time with us. We hope you will embrace the opportunity to study in a supportive environment that values critical inquiry and the challenges of delivering health and social care both in the UK and internationally and wish the very best of success in your endeavours.

Vikki-Jo Scott
Dean of the School of Health and Social Care
Section 1: Introduction

1. About your Student Handbook

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

Other helpful sources of information are available at www.essex.ac.uk/myessex and https://www1.essex.ac.uk/students/. Our friendly departmental staff are also here to help and you can find their contact details in this handbook.

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

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.

1.2 Timetables

Information about teaching timetables and your individual timetable can be found at https://www1.essex.ac.uk/students/.

1.3 Pattern of the academic year

PhD, MPhil, MSD students

The majority of students will register in October or January, with a small number registering in April, depending on their course start date. Supervisory panels are held for all PGR students in May/June to discuss the progress made throughout the year. Full time PGR students will also have an interim supervisory panel in December (see section 3.5 for more information). A training needs analysis will need to be completed by the student in their first term of study.

Professional Doctorate students

First year students will register in October and attend teaching for HS945 Postgraduate Research Methods and HS995 Professional Portfolio 1 throughout the autumn, spring and summer terms.

Second year students will register in October and attend teaching for HS947 Theory and Method in Health Research, HS994 Professional Portfolio 2 and a module of their choice (students can choose between HS927 Statistical Analysis and HS948 Qualitative Research Methods) throughout the autumn, spring and summer terms.

Students in their third year and beyond need to register in October but they do not attend teaching throughout the year, but instead, focus on their thesis.

All professional doctorate students will attend a supervisory panel in May/June and interim panels will be held when required by the panel members.

1.4 Study leave and reading week

Some modules may have a reading week. This will be indicated on the module timetable.

1.5 Link to myEssex – your student portal

Use myEssex to:

• view your timetable
• update your personal details
• view your course progress
• access the notified absence from teaching form
• access Faser and Moodle
• contact the Student Services Hub
• apply for intermission, and much more

https://www.essex.ac.uk/myessex/

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

1.6 Student responsibilities
As a Postgraduate Research student, you have a responsibility to:
• Read the documentation provided, including the regulations for your degree, the Code of Practice and details of the departmental supervisory arrangements.
• Attend meetings with your supervisors and Supervisory Panels as arranged, and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
• Keep in regular contact with your supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).
• Provide updates on progress as outlined in the Progress and Appeals Procedures for Research Degree Students
• Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
• Familiarise yourself with the departmental milestones for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at your RSPB which takes place twice a year (or equivalent for part-time students). It’s important you review your milestones regularly to ensure you’ll be ready to submit your thesis by the required date.
• Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
• Familiarise yourself with the expectations and conventions regarding academic referencing other people’s work.
• Attend any research training and generic skills courses as agreed with your supervisor
• As requested, submit reports on progress to professional practice and research supervisors, Supervisory Panels, or the departmental Research Students’ Progress Board.
• Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a log book or research portfolio to be signed off by your supervisor.
• Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students’ Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.

• Discuss any supervisory problems with your supervisor or the Graduate Director. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the Postgraduate Research Education Team to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.

• You must present your thesis for examination by the end of the final term of your standard period or completion period, depending on your programme of study. A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two week period.

• If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree, unless you are permitted an exceptional further period of completion.

• Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.

• Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

In addition to the above requirements, Professional Doctorate students should:

• Attend lectures and seminars for taught modules and attend meetings with their professional practice supervisor.

• Complete the work required for your taught modules

• Maintain a professional practice portfolio which forms part of the assessment for the degree (this point does not apply to Doctorate in Clinical Psychology trainees).

1.7 Course costs in addition to tuition fees

Please contact the PGR Student Administrator for further information if required.
2. About our School

2.1 Academic staff
Please email to book an appointment with an academic member of staff.

Dr Leanne Andrews – Faculty Deputy Dean Postgraduate Research Education
E: landre@essex.ac.uk
Duties: PGR recruitment e.g. website updates, attendance at open evenings; PGR student selection; organising HSC research seminars; organising annual Staff-Student Research Conference; Doctoral student induction (for 2018-19)

Dr Ewen Speed – Director of Research
E: essspeed@essex.ac.uk
Duties: has an oversight of all research areas.

Dr Lisa Wood – Deputy Director of Research & PhD programme lead
E: ljwoodm@essex.ac.uk
Duties: Chairing RSPB meetings; chairing RSSLC meetings; completing the Annual Review of Courses Document; attending the Graduate Director meetings, dealing with PGR student queries.

Prof Peter Martin – Director of Education & Professional Doctorate programme lead
E: petem@essex.ac.uk
Duties: has oversight of all taught courses in our School through the respective Programme Leads.

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

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

A list of all academic staff can be found here:
https://www.essex.ac.uk/departments/health-and-social-care/people/academic

Research student supervisors have overall responsibility for the thesis or dissertation supervision for individual students (see section 2.5 for more details).

2.2 Administrative staff
Jade D’Mello – Senior Student Administrator
E: hscpgradmin@essex.ac.uk
Room: 2S2.4.01
Office hours: 8:30 – 4:30

A list of all administrative staff can be found here:
https://www.essex.ac.uk/departments/health-and-social-care/people/professional-services
2.3 Resources supplied and maintained by the department

**PhD Room**
Full-time PhD students have access to the PhD room on floor 5 of the HSC building. This houses desk space and PCs, lockable filing cabinets for storage of confidential research material and a printer. Please contact the PGR administrator for the door code.

**Computer access**
As well as the central PC labs for all students, postgraduate students are able to use the PCs in the open access study area on floor 5 of the HSC building. Please observe the quiet working/no food and drink policies if using this area.

**Photocopying**
Students are not permitted to use photocopying facilities in our School. Photocopying is available at the print shop at Colchester Campus or in the Albert Sloman Library and on site in The Forum Building at Southend Campus.

**Laptop**
The School has a laptop for loan to Postgraduate Research students who will be working in the field. Please book the laptop out from the PGR administrator in 2S2.4.01.

**Dictaphones**
The School also have a couple of Dictaphones for loan. Please book these out from the PGR administrator in 2S2.4.01 or the lab technicians in 2S2.4.03.

2.4 Location of departmental office and common room

**Colchester Campus**
School of Health and Social Care
Kimmy Eldridge Building
University of Essex
Wivenhoe Park
Colchester
Essex
CO4 3SQ
United Kingdom
Reception opening hours: 9am - 4.30pm Monday - Friday
Room: 2S2.4.02
Direct tel: +44 (0)1206 872854

**Southend Campus**
School of Health and Social Care
Gateway Building
University of Essex
Elmer Approach
Southend on Sea
Essex
SS1 1LW
United Kingdom
Direct Tel: +44 (0)1702 328367
(HSC is located on Floor 2 of the Gateway building)
There is a staff and student common area located on level 4 of the HSC Building in Colchester and a common room on Level 2 at Southend Campus.

There is also a University Postgraduate common room in 5.401.

2.5 Your supervisor(s)
All research students are allocated a supervisor who they will work closely with for the duration of their dissertation or thesis research. PhD, MPhil and MSD students will know who their supervisor is from the outset of their studies whereas students on the Professional Doctorate Programmes will not be allocated a thesis supervisor until the second year of study. Research students are expected to have at least one supervision session every month with their supervisor. Many students will have two supervisors; one may have expertise in the topic area whilst the other may have expertise in the methodological or clinical area. A second supervisor might not attend all supervisory meetings or read every draft of the dissertation or thesis but it is recommended that you meet with second supervisors at least once every term. Some second supervisors may be external to the University e.g. where they are providing access to clinical sample. It is important that you maintain regular communication with external supervisors throughout the period of study. It is recommended that an agreement is drawn up at the beginning of each year of study to indicate which supervisor will take responsibility for each aspect of the supervisory role.

2.6 Departmental policy on the use of smart phones, laptops and tablets
Our School asks that students are respectful of lecturers and others when using devices. This will include as a minimum switching mobile phones to silent (the preference being to switch them off) and not accessing them in class, other than identified needs due to unforeseen circumstances. This should be discussed with the Lecturer prior to the start of the session. Laptops and tablets may be used for note taking with the lecturer’s permission.

2.7 Communication
Our School will contact students in a variety of ways, including e-mail and post. It is a University requirement that you check your University e-mail at least once a week during term time. General information will be sent to your University e-mail address not to your home or work-e-mail address. It is therefore very important that you check your University e-mail account regularly. Please note that you can access your University e-mail address from outside the University via your my Essex student portal. If necessary, you can have your University e-mail forwarded to an address of your choice. There are details on how to do this in section 7.3 IT support and information.

The IT Help Desk is housed within the Silberrad Student Centre in Square 5 at our Colchester Campus and can provide help if you have problems in doing this. Our Southend Campus IT helpdesk is in The Forum Building, Floor 2.

If your home or work address, telephone number or e-mail address changes please amend your details using ‘myEssex’ immediately.
2.8 Information on funding and grants
Students should normally have secured funding before starting on the programme but if additional funds are required (e.g. for self-funded students) the Alternative PG Funding Guide is available to download in booklet form from the website https://www.postgraduate-funding.com/gateway once you have a University login. This guide suggests a range of sources of funding as well as some useful tips in how to apply for those sources of funding. Some sources of funding will cover fees and/or maintenance grants whereas others cover research related expenses e.g. conference attendance. It is well worth a look!

2.9 Departmental prizes
Doctorate in Clinical Psychology Prize

Section 2: Academic Matters

3. Learning and Teaching

3.1 Learning, teaching and the nature of doctoral studies
As a postgraduate student you are responsible for your own learning and development. This means that we expect you to be self-motivated and disciplined in your studies, but also, if you should experience any difficulties that you are proactive in raising these with your programme lead or thesis supervisor.

3.2 Expectations
Our School expects dedication to your field of study throughout your period with us. To help you achieve this we offer excellent support to all students from School staff. All students will be allocated a dissertation or thesis supervisor with whom they can discuss any difficulties with their studies as they may arise. The School also has a Doctoral Peer Support group where Doctoral students can go to meet other students in an informal setting.

3.3 Moodle and FASer

We use Moodle as our online learning environment, to enhance face-to-face teaching. It gives you access to course materials, and has built-in features to enhance learning such as discussion forums, chat facilities, quizzes 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. Coursework must be submitted to FASer by 12 noon on the deadline day.

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

3.4 Registration, absence, intermitting and change of course
All new students and returning students must register at the start of each academic year. The full process for new students includes activating your student record for the academic
year - which is held by our Postgraduate Research Education Team – getting your email account, access to IT and library services, enrolment on modules and confirming your contact details.

You should discuss any proposed change of degree title with your supervisor. Once you have decided you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form (available here: www.essex.ac.uk/ef/)

Until your final term, you may request a transfer from one mode of study to another, for example from full time to part time, including distance learning, or vice-versa. You should discuss any proposed change with your supervisor.

If you are a sponsored student, you should discuss any proposed change with your funding body and/or check its terms and conditions. If you are a Research Council funded student you should contact the Postgraduate Research Education team to discuss your request to change your mode of study.

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online Change of Mode of Study form, which will need to be approved by your department and the Dean. You can find the form at: www.essex.ac.uk/ef/

If your request is approved your period of study will be adjusted pro-rata. Please read carefully our guidance on Tier 4 and course changes here: http://www.essex.ac.uk/immigration/studies/changes

### Periods of study

<table>
<thead>
<tr>
<th>Research degree</th>
<th>Mode</th>
<th>Students first registered between 2008-09 to 2017-18</th>
<th>Students first registered from 2018-19 onwards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters by Dissertation (MA or MSc by dissertation)</td>
<td>FT</td>
<td>One year</td>
<td>Two years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Two years</td>
<td>Three years</td>
</tr>
<tr>
<td>Master of Philosophy (MPhil)</td>
<td>FT</td>
<td>Two years</td>
<td>Three years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Four years</td>
<td>Five years</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>FT</td>
<td>Three years</td>
<td>Four years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Six years</td>
<td>Seven years</td>
</tr>
<tr>
<td>Doctorate in Clinical Psychology</td>
<td>FT</td>
<td>Three years</td>
<td>Three years</td>
</tr>
<tr>
<td>Professional Doctorate</td>
<td>PT</td>
<td>Four years</td>
<td>Seven years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>After completing a minimum of six years this is agreed on a termly basis for a maximum of one year</td>
</tr>
</tbody>
</table>
There is no completion period for students on full-time Professional Doctorate programmes. If a student is not ready to submit their thesis at the end of the standard period the Dean, on the recommendation of the Research Students’ Progress Board, shall extend the standard period. The appropriate full-time fee is payable for the additional terms of the extended standard period.

3.5 Supervisory panels, examination boards and progress boards

It is necessary for all students to be aware of three important events within the academic year.

3.5.1 Supervisory panels

All research students are required by the University of Essex to attend Supervisory panels. These panels are important events, necessary to monitor your progress through the programme and assess whether your progress is satisfactory.

A Supervisory panel consists of at least two members of academic staff, one of whom is normally your supervisor the other will be the Chair of the panel. Supervisory panels are held twice a year (in December/January and May/June) for full-time students and once a year (May/June) for part-time students. Your programme administrator will write to you and ask you to attend the University at an identified time. Supervisory panels last approximately 45 minutes for professional doctorate students and 60 minutes for research students. Attendance at your Supervisory panel is compulsory. Please make every effort to attend at the time allocated or identify an alternative time with the programme administrator.

While the main purpose of Supervisory panels is to establish that you are making adequate progress, they are also an opportunity to identify and address any problems you may be having. You can expect to receive constructive comments from members of the panel. The panel will also consider how far you are meeting other expectations of research students including engaging with research activity in the school, the University and externally, all of which contribute to the development of your academic profile and help prepare you for your viva examination.

Research Student Supervisory Panels are the means through which your progress is assessed and reported on to the Research Student Progress Board (RSPB), which in turn makes reports to the Deputy Dean (Postgraduate Research Education). A summary of points discussed at the panel meeting together with recommendations will be produced by the Chair for forwarding to the Deputy Dean (Postgraduate Research Education). Any disagreement between your views and those of the panel on your progress will be noted.

Chairs are free to conduct Supervisory panels in their own style. You can expect that the panel will be nonthreatening and non-confrontational but you should demonstrate that you understand its importance and ensure that members of the panel are provided with sufficient written and oral evidence to make a recommendation on your progression.

3.5.2 Written material for supervisory panels

You will be required to submit the following documentation in advance of your Supervisory panel:

a. A report of your progress
(Template at: https://moodle.essex.ac.uk/course/view.php?id=7113) in the ‘Postgraduate Research’ section. You are strongly recommended to discuss what you write in your report with your supervisor.

b. Written work as detailed below*:
### Professional Doctorates in Health and Social Care – Year 1
- 1000 document outlining proposed area of research, detailing methodology and provisional research questions.

### Professional Doctorates in Health and Social Care – Year 2 onwards
- 3000 word document reflecting current progress on work. In year two it would be anticipated that this would take the form of a more substantive proposal, and in subsequent years it would reflect the ongoing work the student is currently engaged in (vis a vis their progress on their thesis).

### Research (PhD, MPhil, MSD) students not in completion
- **End of Year Panel** (Summer) 3000 word ‘work in progress’ document
- **Interim Panel** (December/January) Documentation as requested by the supervisor

### Clinical Psychology Trainees – Year 1
- 3000 word research proposal

### Clinical Psychology Trainees – Year 2 onwards
- 3000 word document reflecting current progress on research. In years two and three it would be anticipated that this would take the form of a draft thesis chapter.

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* Written documentation should be submitted electronically to your programme administrator no less than two weeks before the supervisory panel meeting.

### 3.5.3 Confirmation of PhD status

PhD students are registered for a standard period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students will be supervised as PhD students, but PhD status will need to be confirmed.

At the end of term 4 (or term 7 for part-time students) the confirmation panel will take place. The Board will review the evidence to confirm whether or not progress and work is at PhD level. In exceptional cases, if the departmental Research Students' Progress Board was satisfied that a student had produced work of sufficient quality and quantity to provide evidence of appropriate PhD-level progress and agreed milestones for confirmation had been met, PhD status could be confirmed at the end of Year 1 (or equivalent for part-timers).

The following criteria apply for the confirmation panels for HSC students:

The panel will review a substantial piece of work the nature of which will depend on the type of thesis, but be in the region of 10,000 words. For example, this could be an initial draft of a literature review and a detailed outline of methodology or two draft chapters for more theoretical based theses. The panel will evaluate the piece of work and take into account progress reports from both the student and their supervisor(s). In addition, the student is expected to provide a 10 minute oral presentation of their research to the panel members after which the panel members may ask questions relating to the proposed research.
The criteria for confirming PhD status are:

- Evidence of written work appropriate for PhD studies and of potential to develop to submission standard.
- Confirmation from supervisor(s) that the student is at an appropriate stage of progress for their type of thesis.
- Initiation of approval processes relevant to the project e.g., ethics, employer etc.
- In normal circumstances, students will be expected to present a paper based on their project in a departmental seminar in the academic term of or before their confirmation panel.

The confirmation panel can make the following recommendations to the Research Students’ Progress Board:

- Confirm PhD status
- Defer a decision to the next Board
- Downgrading to MPhil
- Discontinuation

When PhD status has been confirmed by the Deputy Dean (Postgraduate Research Education) (Faculty of Science and Health), the student will be sent a letter indicating that their formal registration status has been changed to PhD instead of MPhil/PhD. The minimum period will be unchanged. Students will continue to have two Supervisory panels each year (one for part-timers) and the full range of decisions regarding progress will remain open to the panel i.e. confirmation is not a guarantee that a student will be permitted to enter a completion period at the end of their minimum period or that a subsequent recommendation of downgrading or discontinuation could not be made if good progress did not continue.

If the first confirmation panel does not recommend that a student’s PhD status should be confirmed the student will automatically have the right to continue as an MPhil/PhD student until the next Supervisory panel. If, however, a student accepts the assessment that their status be downgraded or discontinued, then this change will take place immediately. In such cases, the student does not have a right of appeal. A student who is downgraded to MPhil will have revised standard and completion dates.

If the decision regarding PhD status is deferred to a second confirmation panel, or a student decides not to accept the recommendation of the first confirmation panel of downgrading or discontinuation, then a second confirmation panel will be held.

If, following the second confirmation panel, PhD status is not confirmed, then the panel will recommend to the Research Students’ Progress Board either downgrading to MPhil or discontinuation. At this point, a student has a right of appeal against that decision. The RSPB’s recommendation is made to the Dean.

Please note that these arrangements do not apply to Professional Doctorates.
3.5.4 Examination boards (Professional Doctorate Students only)

The Examination Board is the formal arena in which marks awarded to student work are ratified.

Coursework for students on doctoral programmes is assessed internally by two assessors and externally by the programme’s External Examiner. The External Examiner reports to the Examination Board on matters pertaining to individual students and the student cohort.

3.5.5 Research Student Progress Board (RSPB)

The purpose of the RSPB is to report on progress and recommend whether the student should, or should not, be permitted to progress to the next year of study.

The outcome for each student, of the Supervisory panel and (where relevant) the Examination Board is reported to a Progress Board. The Progress Board will determine whether each student should be permitted to progress to the next year of study. Should there be concern about fitness to progress the student will be invited to present extenuating circumstances to the Board (see Higher Degree Regulations). The Progress Board may stipulate special conditions where it has concerns over a student’s progress, for example that an additional Supervisory panel is held where the student will be required to demonstrate satisfactory progress with specific tasks.

<table>
<thead>
<tr>
<th>Term</th>
<th>RSPB Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn term</td>
<td>Tuesday 18 December 2018</td>
</tr>
<tr>
<td>Spring term</td>
<td>Tuesday 2 April 2019</td>
</tr>
<tr>
<td>Summer term</td>
<td>Tuesday 25 June 2019</td>
</tr>
<tr>
<td>Deferred Summer term</td>
<td>Tuesday 3 September 2019</td>
</tr>
</tbody>
</table>

3.6 PGR Milestones

Milestones documents for PGR students can be found here: https://moodle.essex.ac.uk/course/view.php?id=7113 in the ‘Postgraduate Research’ section.

Please ensure that you check the correct milestones for your mode of study.

3.7 Inclusive learning experience, quality of opportunities and diverse student needs

Whilst studying in the School of Health & Social Care we want you to feel you have a say in how the school evolves to meet the changing needs of all our students. We want you to feel that your time in the School is much more than just what happens during a lecture. The School is inclusive, a place where you can develop as a learner, a person, a practitioner and where you can build lasting relationships with staff and your peer group.

We will constantly enhance the quality of all your learning experiences through quality assurance of our programmes. Lecturers are peer assessed and we undertake systematic evaluation of our modules to which you will be asked to contribute. Our clinical placements are regularly audited to ensure student learning in practice is equal to that in the University. Alongside these internal processes many of our programmes are monitored by regulatory bodies (e.g. Nursing & Midwifery Council, Health & Care
We regard all our students studying in the School as individuals with diverse needs. We will always try to meet your individual needs or point you to where you can get additional support. We do ask, however, that you make us aware as soon as possible of any current or future problems that you may be encountering. If we work together we can usually find a best way forward.

3.7.1 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 Student Support 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

3.7.2 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 7.4 Tier 4 Information of this handbook which has further information and links.

3.7.3 Mature and part-time students
As a mature student you’ll be in very good company – around 25% of our students are mature students.

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

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

Student feedback is a vital part of the University's approach to quality assurance and enhancement. It is important that you are given the opportunity and that you take time to feedback to the University.

You can do this in a number of ways:
1. You can contact (or be elected as) a student representative who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.
3. You can find out information about Student Staff Liaison Committees (SSLCs) here: [www.essex.ac.uk/quality/student_representation/sslc.asp](http://www.essex.ac.uk/quality/student_representation/sslc.asp).

Minutes from the HSC Research Staff-Student Liaison Committees are saved on the Moodle page below in the ‘Postgraduate Research’ section. [https://moodle.essex.ac.uk/course/view.php?id=7113](https://moodle.essex.ac.uk/course/view.php?id=7113)

3.9 Library Services

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

Our Southend Campus Library & Learning Hub is located within The Forum, and offers a variety of silent and group study areas as well as access to all the resources you need for your studies, either on the shelves of the Library or online via the Library website. You can access computers in the Learning Hub, which is a pleasant and safe environment that is permanently open, with help available from the InfoPoint. You can also use the Albert Sloman Library at our Colchester Campus - and your library card gives you access to all public libraries in Essex. [libwww.essex.ac.uk/southend.htm](http://libwww.essex.ac.uk/southend.htm)

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 him at 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](http://libwww.essex.ac.uk/subject.htm)

For guidance in relation to third-party proofreading of student work: [www.essex.ac.uk/proofreading](http://www.essex.ac.uk/proofreading)
3.10 Placement information, including any information about Professional, Statutory and Regulatory body (if relevant)

The Doctorate in Clinical Psychology is the only programme that offers placements as part of the programme requirements and this is in line with Professional and Regulatory body requirements. Placement information is available within the Doctorate in Clinical Psychology programme handbook.

4. Research Skills Development

4.1 Proficio
Proficio is our innovative professional development scheme for doctoral students, and it’s unique to Essex. We believe that your academic and professional development is vital to your growth as a postgraduate research student and so we credit your Proficio account with funds that can be spent on a variety of courses. You can find out more information via https://www1.essex.ac.uk/students/study-resources/research.aspx and you can contact the Proficio team at proficio@essex.ac.uk.

4.2 Participation in research seminars
All research students are strongly encouraged to take advantage of the many research seminars which are held in the University. The School of Health and Social Care holds its own seminar series which Essex based research students are expected to attend. The seminars provide a supportive environment in which staff and students can present and discuss research issues at any stage of their research, from the germ of a research idea to final findings. Research students will be expected to present their work at appropriate stages throughout their studies in consultation with their research supervisor. Some of the seminars are set aside specifically for research students to present their work and exchange ideas with other students. Dates and venues of these and other HSC seminars will be available on our School website at: https://www.essex.ac.uk/departments/health-and-social-care/events

HSC students may find seminars held in the Department of Sociology, Department of Psychology and the Institute of Social and Economic Research (ISER) useful and are encouraged to attend. Where appropriate, PhD students may also participate in some of the activities that other departments host for their research students. If you are interested in this possibility please talk to the Deputy Director of Research or your supervisor.

4.3 Financial support for attendance at conferences or other research expenses
Doctoral students may use up to £700 of their Proficio budget towards the cost of attending conferences (see the Proficio website for details on how to apply for these funds). In addition, Doctoral students may also apply to our School's Facilitating Research Fund for help with the costs of attendance at conferences where they are presenting a paper or poster of their study or other research expenses connected with their studies at Essex. Details can be found at https://moodle.essex.ac.uk/course/view.php?id=7113 in the ‘Postgraduate Research’ section.
5. Progression and Assessment

5.1 Principal Regulations for Research Degrees and the Code of Practice for Research Degrees/Code of Practice for Professional Doctorates

www.essex.ac.uk/about/governance/regulations
https://www.essex.ac.uk/about/governance/policies

The Principal Regulations and the Codes of Practice are extremely important documents that set out both your responsibilities and the responsibilities of the University to you; take time to familiarise yourself with them. They outline the roles and responsibilities of you, your supervisor, your Supervisory Panel and the Research Students’ Progress Board.

5.2 Extenuating circumstances, withdrawing and intermitting

https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

Extenuating circumstances are circumstances beyond your control which cause your progress to be negatively impacted upon, including performing less well in your coursework, examinations or research 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.

Extenuating circumstances policy for students on taught modules

The School of Health and Social Care require that extenuating circumstances forms are submitted within seven days of the coursework assignment deadline. The extenuating circumstances policy is available on the University website here:

https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from the Students’ Union Advice Centre (www.essexstudent.com/services/advice_centre/) or the Student Services Hub (www.essex.ac.uk/students/contact/default.aspx).

You should also familiarise yourself with the late submission of coursework policy. https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx

For PGR students not undertaking taught modules

You must raise any extenuating circumstances concerns with your supervisor, and note them in your supervisory panel report.

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 supervisor and the Student Services Hub to talk to one of our advisers.

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

**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.

### 5.3 Marking Policy and re-marking of coursework (Professional Doctorates)

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/markin_polic y/default.asp

You will need to complete a form and be aware that marks can go down as well as up.

### 5.4 Submission of the thesis

**Thesis Submission Pre-Examination**

All candidates for Masters by Dissertation (MA or MSc), Master of Philosophy (MPhil), Doctor of Philosophy (PhD) and Professional Doctorate must submit two copies of their thesis for examination. Candidates being examined as staff must also submit two copies of their thesis for examination.

The two copies of your thesis should be submitted for examination in an unbound format.

They **must** be adequately secured (for example in spring-back binders or comb binding and **not** in ring binders or lever arch box files). They **must not** be overfilled and to avoid all risks of coming open and jeopardising examination, two binders **must** be used, if required.

All registration fees and debts must be paid before the thesis can be accepted for submission.

You should submit to the Silberrad Student Centre:

a) **Two** copies (one original and one good copy) of the thesis or dissertation.

b) A submission form (RD1) completed and signed by yourself.

*You are strongly advised to retain one good copy of the thesis or dissertation yourself.*

Please note that you **must** provide an electronic copy of your submitted thesis to the Postgraduate Research Education Team if your examiner requests an electronic version.
All submitted copies of the thesis belong to the University and shall be returned to the candidate following the viva.

**Thesis Submission For Award**
Following the completion of the examination process, the candidate will be notified via email that in order to gain their award they must submit one electronic version of their thesis to the online Research Repository. Following the receipt of this deposit, the candidate will be awarded their postgraduate research degree.

**Thesis Deposit**
Detailed thesis deposit instructions to the Repository can be found here: [http://www.essex.ac.uk/reo/repository/research-thesis.aspx](http://www.essex.ac.uk/reo/repository/research-thesis.aspx)

Students wishing to place a restriction on their thesis must do so in writing prior to submission of their thesis to repository@essex.ac.uk. Further information regarding restrictions can be found here: [https://www.essex.ac.uk/reo/repository/research-thesis.aspx](https://www.essex.ac.uk/reo/repository/research-thesis.aspx)

When depositing your thesis in the online Repository you will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement.

**Retention**
Your thesis will be made open access when deposited in the online Research Repository. The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.

Full details of the requirements for thesis submission can be found at [https://www.essex.ac.uk/-/media/documents/about/governance/thesis-submission-deposit.pdf](https://www.essex.ac.uk/-/media/documents/about/governance/thesis-submission-deposit.pdf)

**5.5 Examiners and the viva**
Your supervisor will not normally be present during your viva and will not normally have any contact with your examiners other than to arrange their appointment.

**5.6 Appeals, complaints and fitness to practise**
If the recommendation of your Research Students’ Progress Board is that your degree should be downgraded or your studies discontinued, and you want to appeal, you must do so within 10 working days of receiving the formal notification. You must do so in writing on the Form of Appeal which is available online at [www.essex.ac.uk/students/exams-and-coursework/ppg/pgr](http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgr).

You may also appeal against an examination decision. ‘Failed’ or ‘referred’ candidates may submit their appeal no later than 40 working days after the formal notification of the decision.

You should read carefully the Progress and Appeals Procedures for research degree students at: [www.essex.ac.uk/about/governance/policies/research-progress-appeals](http://www.essex.ac.uk/about/governance/policies/research-progress-appeals)
Making a Complaint: The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination.

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

You can find the complaints procedure and the forms here:
www.essex.ac.uk/see/complaints

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

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

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

If you aren’t sure what the conventions are, particularly in relation to referencing, you should ask your department, contact the Talent Development Centre, and also refer to 6. 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

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

6. Referencing and good academic practice

6.1 Why good academic practice is part of scholarship and why it is important at Essex
Good academic practice will stand you in good stead even after you have completed your studies with us. Whether you are going on to Professional Practice or remaining in Academia you will need to be able to maintain a professional standard. At Essex we pride ourselves on providing the highest academic standards not only within our subject areas but also in relation to transferable skills such as critical evaluation, communication and in appropriately acknowledging others’ work.

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

To find out about your departmental referencing style and for help with referencing, please speak to your programme lead.

For further information and help please go to https://moodle.essex.ac.uk/enrol/index.php?id=5844

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

6.5 Being published
If you plan to have an academic career it is very important that you publish your research in peer reviewed journals. You should speak to your supervisor about publishing as they can help you think about which aspects of your research are suitable for publication. It is important to plan your publications as early as possible in the process as this will help you identify appropriate journals and to ensure you publish your research before it is superseded – you do not want someone else publishing a very similar study before you publish your own! We recommend you use the research agreement (https://moodle.essex.ac.uk/course/view.php?id=7113 in the ‘Postgraduate Research’ section) to ensure you have an understanding with your supervisors regarding which aspects of the thesis will be written up for publication and the order of co-authors on publications (where you have more than one supervisor).
6.6 Intellectual Property Rights
Information on Intellectual Property Rights can be found here:

https://www.essex.ac.uk/-/media/documents/about/governance/guidelines-ownership-ipr-students.pdf

Section 3: You Matter

7. Practicalities: Getting started and IT matters

7.1 Registration, enrolling and transcripts
All new and returning students must register at the start of each academic year. The Postgraduate Research Education Team will inform you of your formal outcome following your viva and, when all necessary steps have been completed, close your record and send you an award confirmation letter. Your award certificate cannot be produced until the Postgraduate Research Education Team has completed the above step so if you have not received your award confirmation letter, the Graduation Office cannot produce your certificate. For more information about registration and award documents, visit our student webpages:
www.essex.ac.uk/students/new/registration
www.essex.ac.uk/students/graduation/award-documents

7.2 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 - findyourway.essex.ac.uk/

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

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

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

If the number has two elements and the second element has three digits e.g. 4.722, the room is in the Maths/Social Studies/Rab Butler/Square 1 building area. The first number shows the floor and the last three digits show the room number.
Also... if the last three digits are 700-799 the room is off Square 1, and if the last three digits are 500-599 the room is in the Square 2 area (Computer Science). For example, 5.512 is room 512, floor 5.

7.3 IT support and information
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 in Colchester. 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.

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

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

7.4 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.

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

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

7.6 Graduation
The culmination of all your hard work, Graduation ceremonies take place at our Colchester Campus each July in the Ivor Crewe Lecture Hall. All eligible students studying at our Colchester, Loughton and Southend Campuses will be invited to attend. For more information visit our graduation pages:
www.essex.ac.uk/students/graduation/default.aspx

8. Skills, Employability and Experience

8.1 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

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

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

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

https://www.essex.ac.uk/departments/language-and-linguistics
8.3 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/

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

8.5 Frontrunners
Challenge yourself. Frontrunner 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

8.6 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

8.7 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

8.8 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

8.9 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.
We know university life can throw up all kinds of concerns and questions - if you need some
information, advice or support to succeed, stay healthy and happy, we've got it covered

9.1 Student Services Hub, including contacts for disability, wellbeing, counselling and
confidential issues
If you need practical advice, a confidential conversation or general information, no matter
what the issue is, our Student Services Hub is the place to go. Ask us about health and
well-being, accommodation, money matters and much more. Your questions matter and
you'll get answers from our team of experts

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

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

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

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

9.4 Nightline
Established at Essex in 1970, Nightline is a friendly help and support service run by
students, for students. We work under strict confidentiality ensuring complete anonymity,
and we're always willing to listen. From tea and toast to camp beds, whether you're
waiting for a taxi, need a revision break, or just want to chat, pop in or call us.
9.5 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

9.6 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

9.7 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

9.8 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

9.9 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/policies/students.aspx
Section 4: Essex Matters

10. The Essex Experience

10.1 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

10.2 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

10.3 Essex Spirit, social media and other channels of communication with students
   Keep up-to-date with important news, events and offers from across the University with our Essex Spirit blog. Go to our email lists to subscribe to the fortnightly e-bulletin.
   http://blogs.essex.ac.uk/essesxspirit/
   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.
   http://www.essex.ac.uk/events

10.4 Students’ Union
   We’re famous for our Students’ Union at Essex, and for good reason. Here you’re not just a member of a normal Students’ Union, you’re part of a family. We’re here to cheer you on as you walk into exams and to help you absolutely destroy the competition in interviews and land your dream job. We’ve given students the tools to set up over 100 societies for anything they want. And if you’re into sport – we run more than 40 sports teams and unlike other Universities ours are free to join. You choose what drinks we serve in our bar and what products we stock in our shops, just write it on the wall and we’ll do our absolute best to get it in stock for you ASAP.
   Say hello at essex.su

10.5 Alumni
   Your time will fly by. But Essex is forever, not just for a few years, and you’ll be part of this place for life. When you graduate, you’ll get an alumni card, which gets you access to all
alumni events, like our popular Sports Weekend, and allows you to keep using the gym and the library, so stay in touch.

alumni.essex.ac.uk/home

10.6 What comes next?
If you have thoroughly enjoyed your experience as a research student within HSC you may consider postdoctoral study. Speak to your supervisor about developing funding applications to secure your own postdoctoral position.