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Section 1: Introduction

1. Introduction and Welcome -

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

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

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

Remember that at Essex, we don’t separate our students and academic staff, or our professional services staff from our alumni. Everyone is a member of our community for life. Our three uniquely intimate campuses encourage an inter-weaving of people, ideas and disciplines. 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.

We revise the handbook annually and any suggestions you might have to improve this source of information are welcome, please email lawpgradmin@essex.ac.uk. For administrative enquiries and questions about your course – ask one of the administrative staff in the School's General Office.

Enjoy your time at Essex.

Professor Karen Hulme
Head of School

Caveat

The information included in this handbook is correct at the time of publication, however, it is possible that changes do occur and sometimes at very short notice. In such cases, the School of Law including the Human Rights Centre reserve the right to update, modify or even withdraw specific courses/modules or staffing arrangements or methods of assessment where academic developments or unexpected contingencies render such action necessary or expedient in the judgement of the Head of the School. If there are any discrepancies between this document and the University or School documents, then official University or School documents take precedence.
1.1 Term Dates 2018-2019

- Autumn Term: 4 October 2018 - 14 December 2018
- Spring Term: 14 January 2019 - 22 March 2019
- Summer Term: 23 April 2019 - 28 June 2019

1.2 PGR Calendar 2018-2019

Supervisory Board Meetings should be arranged amongst supervisors and students and held during the Supervisory Board Rounds time frame given below.

<table>
<thead>
<tr>
<th>Supervisory Board Rounds</th>
<th>Research Students’ Progress Committee</th>
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<tbody>
<tr>
<td><strong>End of year Boards</strong></td>
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<tr>
<td>January Cohort</td>
<td>12 December 2018</td>
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<tr>
<td>26 November- 03 December 2018</td>
<td></td>
</tr>
<tr>
<td>April Cohort</td>
<td>20 March 2019</td>
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<tr>
<td>04 – 11 March 2019</td>
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</tr>
<tr>
<td>October Cohort</td>
<td>12 June 2019</td>
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<tr>
<td>28 May – 04 June 2019</td>
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<tr>
<td>Summer Term Deferred cases only</td>
<td>04 September 2019</td>
</tr>
<tr>
<td>26 August – 02 September 2019</td>
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<tr>
<td><strong>Interim Boards</strong></td>
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<tr>
<td>October Cohort</td>
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<tr>
<td>26 November- 03 December 2018</td>
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<tr>
<td>January Cohort</td>
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<tr>
<td>28 May – 04 June 2019</td>
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<tr>
<td>April Cohort</td>
<td></td>
</tr>
<tr>
<td>26 November- 03 December 2018</td>
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</tr>
<tr>
<td><strong>IMPORTANT:</strong> Students in their completion year need a board at the end of every term, unless they are about to submit their thesis before the next term starts.</td>
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</tr>
</tbody>
</table>

1.3 MyEssex

myEssex is a student web portal which offers you a structured set of links to online services and information that have been customised with your needs in mind, for example myEssex automatically provides links to information about your scheme of study and modules, as well as links to the relevant departments/schools. You can personalise myEssex further by adding and hiding links, adding personal contacts and by changing the look of the pages. For more information log on at: https://www.essex.ac.uk/myessex/

1.4 Student Responsibilities

As a Postgraduate Research student, you have a responsibility to:

- Read the documentation provided, including the regulations for your degree, this 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, the PGR Administrator, the Director of Research Students or the Head of Department. 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 minimum 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.

2 About the School of Law and the Human Rights Centre

The School of Law
At Essex we teach the law that matters. Consistent with our founding ethos, we are ‘freer, more daring and more experimental’ than a traditional law school. Your legal education has to be relevant and responsive to the needs of a changing society, so our approach is global in outlook, based on justice, and engaged with real-world problems.

The Human Rights Centre
The Human Rights Centre is housed within the School of Law and run by core staff supported by other members from across different departments at the University. All members of the Human Rights Centre research and teach in the field of human rights, and many pursue activities linked to human rights-based litigation, international organisations, international and national nongovernmental organisations, research networks and other academics courses.

Home page http://www.essex.ac.uk/hrc/

2.1 Academic Staff Information
There is a list of the academic staff based in the School and Human Rights Centre available on our webpages. As well as your appointed supervisor who may not be listed, below are details of key staff members that may be useful.

Most academic staff work from 9am-5pm Monday to Friday during term-time. However, they tend to have busy schedules so you should check their office house or email/telephone first if you need an appointment. Their availability in the vacations will normally be much more limited as they may be undertaking research or on holiday. You cannot generally expect to receive a prompt response to any emails that you send to teaching staff during vacations. If you have an urgent query during the vacations, you can contact the Law General Office.

<table>
<thead>
<tr>
<th>Professor Karen Hulme</th>
<th>Head of School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office: 5S.6.20</td>
<td></td>
</tr>
<tr>
<td>Ext: 2139</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:klhulm@essex.ac.uk">klhulm@essex.ac.uk</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professor Lorna McGregor</th>
<th>Director of the Human Rights Centre On Research Leave (AU 2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office: 5S.6.18</td>
<td></td>
</tr>
<tr>
<td>Ext: 3871</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:lmcgreg@essex.ac.uk">lmcgreg@essex.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position/Liaison Details</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dr Gus Waschefort</td>
<td></td>
</tr>
<tr>
<td>Dr Aoife Duffy</td>
<td>Deputy Capstone Coordinator</td>
</tr>
<tr>
<td>Professor Sabine Michalowski</td>
<td>Director of Research</td>
</tr>
<tr>
<td>Dr Geoff Gilbert</td>
<td>Research Ethics Officer (Autumn Term)</td>
</tr>
<tr>
<td>Dr Hedi Viterbo</td>
<td>Research Ethics Officer (Spring Term)</td>
</tr>
<tr>
<td>Elizabeth Fisher-Frank</td>
<td>Director of Student Support/School Disability Liaison Officer</td>
</tr>
<tr>
<td>Dr Karen Brennan</td>
<td>Director of Student Support/ School Disability Liaison Officer (AU) and Director of Recruitment and Membership</td>
</tr>
<tr>
<td>Dr Anil Yilmaz-Vastardis</td>
<td>Currently on Maternity Leave</td>
</tr>
</tbody>
</table>
2.2 Administrative Staff Information
The administrative team in the School are your first port of call for any non-academic matters. If they are unable to help directly they will be able to point you in the right direction.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie Tuxford</td>
<td>School Manager</td>
<td>Office: 5S.5.13 Ext: 2586 Email: <a href="mailto:jtuxford@essex.ac.uk">jtuxford@essex.ac.uk</a></td>
</tr>
<tr>
<td>Ilse Verwulgen</td>
<td>Deputy School Manager (deputises in Jamie’s absence)</td>
<td>Office: 5S.5.5 Ext: 3751 Email: <a href="mailto:ilse.verwulgen@essex.ac.uk">ilse.verwulgen@essex.ac.uk</a></td>
</tr>
<tr>
<td>Catherine Gentry</td>
<td>Executive Officer – Events and Communications</td>
<td>Office: 5S.5.27 Ext: 2567 Email: <a href="mailto:cgentry@essex.ac.uk">cgentry@essex.ac.uk</a></td>
</tr>
<tr>
<td>Kayleigh Page</td>
<td>Senior Administrator (Events and Communications)</td>
<td>Office: 5S.5.27 Ext: 2762 Email: <a href="mailto:kpage@essex.ac.uk">kpage@essex.ac.uk</a></td>
</tr>
<tr>
<td>Matthew Capes</td>
<td>Administrator (Events and Communications)</td>
<td>Office: 5S.5.27 Ext: 4736 Email: <a href="mailto:m.capes@essex.ac.uk">m.capes@essex.ac.uk</a></td>
</tr>
<tr>
<td>Mandy Gray</td>
<td>Executive Officer - Finance</td>
<td>Office: 5S.5.5 Ext: 4862 Email: <a href="mailto:mandyg@essex.ac.uk">mandyg@essex.ac.uk</a></td>
</tr>
<tr>
<td>Lorraine Pearce</td>
<td>Administrator</td>
<td>Office: 5S.5.5 Ext: 4736 Email: <a href="mailto:lorraine.pearce@essex.ac.uk">lorraine.pearce@essex.ac.uk</a></td>
</tr>
</tbody>
</table>

Events and Communications Team (lawhrcevents@essex.ac.uk)

Executive Services Team (lawfinance@essex.ac.uk)
# Education Team

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

# Student Engagement Intern

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
<th>Office</th>
<th>Ext</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td><strong>Debbie Yeboa</strong></td>
<td>Project Worker</td>
<td>Debbie works to ensure all students are supported in making the most of their time within the School of Law &amp; Human Rights Centre. She will be helping students get to know the university campus and feel part of the global diverse community we have at Essex.</td>
<td>5S.5.5</td>
<td></td>
<td><a href="mailto:projectworkerlaw@essex.ac.uk">projectworkerlaw@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
2.3 Resources supplied or maintained by the School of Law
The School of Law room for postgraduate research students is 5S.4.9. A code is required to access the PhD room, which will be given to you by an administrator in the General Law Office upon being allocated a desk. The department has responsibility to allocate desk spaces to new research students.

The School of Law and Human Rights centre asks all Postgraduate Researchers to keep the rooms in a good order. A desk in a PhD study room is **not** a store room for your personal belongings; please consider the other students who share your room with you (not disturbing other students with unnecessary talk or music).

It is our policy to try to make basic computing facilities available in the postgraduate research students’ room, and each machine is connected to the University network and the internet. You will need to register with the Computing Services if you wish to use the network facilities. There are around ten computer laboratories on campus and all of these are available to you (unless in use for teaching). A leaflet available from Computing Services points you towards the location of these laboratories. Information on Computer IT skills and Training information can be found at: [http://www.essex.ac.uk/it/about/guidelines/](http://www.essex.ac.uk/it/about/guidelines/)

The Law Common Room 5S.6.17
The Law Common room is a quiet study and social space for all our students and staff to use. The common room cannot be booked out for meetings and is therefore an open space. Please be considerate to other people using the space.

2.4 Law General Office
The School of Law and Human Rights Centre are situated in the South-East (SE) corner of Square 4, on levels 4,5,6 and 7. The Law General Office is in room 5S.5.5. The Postgraduate Research Administrator is situated in the Law General Office, and can also be contacted via email: lawpgradmin@essex.ac.uk

Opening Hours during Term Time:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>10:00am-4.00pm</td>
<td>10:00am-4.00pm</td>
<td>10:00am-12.45pm</td>
<td>10:00am-4.00pm</td>
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Vacation Opening Hours:

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2.5 Departmental Support and the role of your Supervisor

Supervisor Responsibilities
Supervisors need to familiarise themselves with the University Code of Practice (https://www.essex.ac.uk/about/governance/policies) on Postgraduate Research Degrees.

Two Supervisors are normally appointed for the duration of the student's registration for the PhD/MPhil degree and they have the following responsibilities:

(i) help with the formulation of the problem to be elaborated in the thesis
(ii) give guidance on the appropriate methodologies to be employed; including advice on attaining that standard by following the milestones;
(iii) suggest additional relevant literature to be consulted
(iv) assist the student in developing a clear timetable of work
(v) read and comment on outlines, position papers, draft chapters, etc.
(vi) maintain regular contact with their students through meetings until the thesis has been submitted
and, if this arises, during any referral period. In the case of distance learning student’s supervisors
must maintain regular contact with the student through electronic and/or other means
(vii) ensure supervisory board meetings are arranged for each student in accordance with the
requirement set out in section 1.2 of this handbook.
(viii) report on each student’s progress to the supervisory board indicating what has been achieved
and whether they meet the required milestone.

Accessibility, Contact and leave
You should normally meet with your supervisor at least monthly during the three years of supervision.
Meetings should normally last for at least half an hour. You or your supervisor may request a meeting
at other reasonable times. You and your supervisors should advise the PGR administrator and
Academic Section of any lengthy absences during vacations.

In the case of distance learning students or students who are away from the University on fieldwork,
you should maintain regular contact with your supervisor through electronic or other means.
Supervisors should inform the PGR administrator if it is not possible to establish contact.

If your supervisor is on leave and cannot provide supervision during that period, it is your supervisor’s
responsibility to ensure that replacement supervision is in place. Supervisors should keep each
student well informed in advance about any prospective periods of leave and the planned supervisory
arrangements during the leave.

Records of meetings and written work
You and your supervisors need to keep a record of dates of formal supervisions and of written work
submitted, including when feedback was provided, which can be produced later. All documents and
records from supervision meetings should be stored electronically.

Advising you the student, on progress
The supervisor provides feedback on your work and warns and advises you in writing, with a copy to
the PGR Director (Research) where work is not of the appropriate standard or is being produced too
slowly, and of steps which might be taken to remedy the situation.

Significant needs or circumstances
Please inform your supervisor promptly if there are any specific needs or circumstances likely to affect
your work progress.

Research training for PGR students
Your supervisor will help you to identify and record your training needs at the beginning of your
studies and will review them on a regular basis. You should take advantage of the range of
opportunities for developing appropriate and research skills and that a record of course/workshop
completion and attendance is kept. This may be in the form of a copy of a record maintained by the
student that has been signed off by the supervisor.

Health and safety
Familiarise yourself with guidelines on health and safety and intellectual property, for details visit the

Student support issues
For research students, the first point of contact, for student support issues will normally be the
supervisors. If for any reason you are reluctant or unable to speak to your supervisors about a
pastoral matter, you should contact the PGR Administrator, the PGR Director or the Head of the
School of Law. This represents an important opportunity for the School to identify any difficulties you
might be experiencing and to advise you in the matter. We will assist you in finding sources of further
information and help within the University, both academic and pastoral.

Staffs in the School of Law are encouraged to refer those students whose difficulties are clearly not of
an academic nature to the Student Support Office (website https://www.essex.ac.uk/life/student-
services/student-support)
2.6 Departmental Policy on the Use of Mobile Phones, Laptops and Tablets
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.

2.7 Correspondence and Communication

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

Every student is allocated a University e-mail account and this account will be used by the School of Law and Human Rights Centre administrators and also the University in order to contact you regarding important and urgent matters. It is therefore imperative that you check your University email account regularly, preferably every day. If you are unable to access your Essex email, you should contact the IT helpdesk on 01206 872345 or it.helpdesk@essex.ac.uk or visit the IT Helpdesk at the Learning Hub, Ground Floor, Silberrad Student Centre on campus.

Further details regarding your University of Essex email account can be in section 7.3 - IT support and information.

Section 2: Academic Matters

3. Learning and Teaching

3.1 Brief statement about learning, teaching and your PhD
All students are registered on the MPhil/PhD dual registration category, pending confirmation of their PhD status at the end of the third term of study (end of sixth term of study for part time students). Research students have a three year standard period (six years for part-time students). All students can take a completion period of up to 11 months, whether they are full-time or part-time. They are required to submit their thesis for examination before the end of their standard period or, if they enter completion, before the end of their completion period. The Higher Degree Regulations outline the standard and completion periods for PGR students http://www.essex.ac.uk/about/governance/regulations/.
Please refer to Principal regulations for research degrees.

3.2 Information about Moodle
3.2.1 Moodle and FASer
We use Moodle as our online learning environment, to enhance face-to-face teaching. It lets you get to course materials, and has built-in features to enhance learning such as discussion forums, chat facilities, quizzes 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/
3.2.2 PhD Portfolio on Moodle
The Portfolio based system is designed to enable students and supervisors to see what is expected at each of the key steps in the PhD. It also provides a vehicle for communication between supervisors and students. Students are allocated a space in Moodle https://moodle.essex.ac.uk/ at the start of their studies.

Students needing training to become acquainted with the system should contact your PGR Administrator training induction for Moodle will be provided at the PhD induction meeting in October for new students.

3.3 Registration, intermitting, changes to studies
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/esf/)

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/esf/

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

<table>
<thead>
<tr>
<th>Periods of study</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>Research degree</td>
<td>Mode</td>
<td>Minimum</td>
</tr>
<tr>
<td>Master of Philosophy (MPhil)</td>
<td>FT</td>
<td>Two years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Four years</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>FT</td>
<td>Three years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Six years</td>
</tr>
</tbody>
</table>

3.4 Supervision
PGR Supervisory Boards - Composition
Supervisory boards should normally consist of the supervisors, the student, plus at least one other member of academic staff who should chair the board.

3.4.1 Advice, monitoring and reports
The purpose of supervisory boards is to monitor the students’ progress and to provide them with a fresh perspective on their work; the possibility to benefit from the research experience of academics
other than the supervisor(s); and an opportunity to reflect on their progress and experience to defend
their work. It is the role of the chair of the board to prepare a formal report on the students’ progress
for the Research Students Progress Committee. At least one week before each meeting, the
supervisory board should receive a copy of the Supervisory Board Report, with the relevant sections
completed by the student on their progress with a work plan. The Supervisory Board Report is
available via the Law Research student’s resource page.

As and when required by the members of the board, students also need to submit drafts of the work
they completed to their supervisor/s.

At the end of the meeting, the supervisor and the chair should complete their sections of the report,
including any recommendations made. If there is concern about the students’ progress this must be
indicated clearly in the Supervisory Board report. A copy of the report, signed by the student, the chair
and the supervisor, should be forwarded to the PGR Administrator.

Exceptionally, if a student or supervisor is away from the University during the period when the Board
is due, the Board can be held by Skype or video-link.

Supervisory Board Reports are sent to students by email after the Research Students Progress
Committee assessed them.

3.4.2 Timetabling and frequency of supervisory board meetings
Supervisors should ensure that meetings of supervisory boards with the student are arranged at least
twice a year for full-time students and once a year for part-time students, until they have submitted
their thesis. During completion period, a supervisory board is required at the end of each term.

Failure to hold a supervisory board at the required time might result in the student’s registration being
suspended and may impact funding and visa requirements. Tier 4 students may be required to leave
the UK.

October Cohort
Supervisory boards should be held in December (interim) and in June (end of year). Students enrolled
in October 2018 need to have their confirmation board in June 2019.

January Cohort
Supervisory boards should be held in December (end of year) and June (interim board). Students
enrolled in January 2019 need to have their confirmation board in December 2019.

April Cohort
Supervisory boards should be held in March (end of year) and in December (Interim board). Students
enrolled in April 2019 need to have their confirmation board in March 2020.

Part-time
Part-time students have only one supervisory board a year. The confirmation board needs to be held
at the end of the second year of studies.

If boards cannot be held at the times specified above, the PGR Director and the PGR Administrator
should be informed by email giving the new date of the meeting and a brief explanation for the
change. Remember that delays in holding the supervisory board may have adverse effect on the
students’ registration.

Board membership and internal examining
No member of staff who has been a member of a supervisory board during the final six months before
submission of the thesis may be nominated as the internal examiner.

Confirmation Board – M1
The M1 Confirmation Board follows the first Interim Board and takes into account the overall progress
of the student. The Confirmation Board makes a recommendation to the Research Students Progress
Committee on whether to confirm a student’s PhD status primarily on the basis of a piece of written work that draws upon and engages with the primary sources for the thesis, for example a draft chapter or working paper on a particular problem. However this piece must be sufficiently analytical to demonstrate the capacity to produce work of PhD quality. This must be submitted to the members of the supervisory board and the PGR Administrator 2 weeks prior to the supervisory board meeting.

If PhD status is not confirmed at the meeting, the case will be reconsidered at the next supervisory board. The confirmation decision may only be deferred once.

The Confirmation Board can make the following recommendations to the Research Students Progress Committee:

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

If, following the second confirmation board, PhD status is not confirmed, then the board will recommend to the Research Students Progress Committee either downgrading to MPhil or discontinuation. At this point, a student has a right of appeal against that decision. The Research Students Progress Committee’s recommendation is made to the Deputy Dean (Education) in PGRE.

**Completion Board – M3**

For all research students, the supervisory board that is held at the end of a student’s standard period will consider whether they need to move into a completion period. A recommendation that a student should be allowed into completion can only be made if there is clear evidence that the student has a plan for submission, and this submission date will be agreed in conjunction with the supervisors.

**Research Students Progress Committee (RSPC)**

The purpose of the Research Students Progress Committee is to review the progress of every student through to submission or withdrawal, on the basis of the reports from the supervisory board, which should include the written report from the student. The Research Students Progress Committee is responsible for making decision on confirmation of PhD status; allowing the student to proceed to the next year of study and permitting students into completion.

**3.4.3 Composition and role**

The RSPC consists of the PGR Director, who acts as chair and three appointed academic members of staff. It reviews the progress of every student through to the award of a degree, on the basis of the reports from the supervisory board, including the written report from the student.

A recommendation to PGRE for discontinuation, downgrading or upgrading, to confirm PhD status, or to permit entry into completion can only be made by the RSPC. When the RSPC considers a recommendation from a student’s supervisory board to discontinue, downgrade, or not confirm the PhD status or not allow the student to move into completion year, its membership must include at least two members who were not on the student’s last supervisory board.

**3.4.4 Frequency and timing**

The RSPC meets three times a year, in June, December and April to review the progress of all PGR students. The progress review throughout the academic year may either take the form of a meeting of the RSPC or of a review of the progress of all research students by the PGR Director on the basis of the written reports from supervisory boards.

Reports and recommendations to the Dean

The RSPC forwards a copy of the supervisory board report on each student to the Deputy Dean (Education) recommending in each case that:

i. the student be allowed to proceed with his/her studies either unconditionally or subject to further review at a specified date if appropriate;
ii. or the student’s status should be altered (e.g. upgraded from an MPhil to a PhD; downgraded; minimum period extended);

iii. the student’s studies should be discontinued.

In all cases in which the Research Students Progress Committee does not recommend that the student can proceed to the next stage of studies, the student should be informed in writing of the Committee’s recommendation and of the opportunity to request a review thereof.

3.5 PhD Milestones

Postgraduate Research Milestones are used to ensure you are making sufficient progress during your studies and to keep you on track to submit within the standard period. At each Research Student Progress Board, your progress will be considered against the relevant milestones for your course. Your supervisor will talk you through the relevant milestones, however please ensure you refer to them on a regular basis.

Research Milestones for students who started before October 2015

Note the Milestones 2014-15 should be read along with the document titled Research Students’ Milestones – Academic Year 2014-15.

The milestone document can be accessed via the Law Research student’s resource page.

Research Milestones for students who started between October 2015 and April 2018

Note the Milestones did not change between October 2015 and April 2018. The below Milestone document is relevant for any student who started between these dates.

The Milestones 2017-18 can be accessed at The Supervisory Board Report via the Law Research student’s resource page.

Research Milestones 2018-19
Please note that these Milestones should be read along with this Handbook in particular, the provisions therein on student and supervisor responsibilities.

The milestones for 2017-18 have not been confirmed at the time this handbook went to publication and will be circulated in due course.

3.6.1 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 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


3.6.2 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 Immigration Information of this handbook which has further information and links.

3.6.3 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

3.7 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.
2. You can find more information on the Students’ Union website www.essexstudent.com/representation/coursereps/ and the University’s policy here: www.essex.ac.uk/quality/student_representation/student_rep.asp.
3. You can find out information about Student Staff Liaison Committees (SSLCs) here: www.essex.ac.uk/quality/student_representation/sslc.asp.

3.7.1 Student Staff Liaison Committees (SSLC)
The School of Law has a post-graduate staff-student liaison committee which consists of the Head of School; the PGT Director, who chairs the committee; the PGR Director; LLM course Directors; student representatives for each LLM and two PGR representatives.

The committee meets twice a year and gives the student representatives the possibility to consult directly with regard to their degree, modules or the PhD programme and to make formal complaints, proposals or provide positive feedback. The committees can then bring matters forward for consideration at the School Meeting.

The provisional dates of these meetings are to be confirmed by the Students Union.

All details relating to the SSLC will be confirmed closer to the time of the meetings.

3.7.2 PGR Student Representation at the School Meeting
PGR students have two representatives who represent students’ interests in School Meetings (meetings in which all matters concerning the School are discussed), and in the Postgraduate Staff Student Liaison Committee meeting of the School of Law. The PGR students’ representatives are elected at the beginning of the first term of each academic year. Visit the SU Course Rep Hub to find out more.

3.8 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
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 [www.essex.ac.uk/students/study-resources/research](http://www.essex.ac.uk/students/study-resources/research) and you can contact the Proficio team at proficio@essex.ac.uk.

4.1.1 £350 Fund Allocation
In addition to Proficio funding, full-time students may apply to the School for additional support up to £350 per financial year, £175 for part-time students. The financial year runs from 1st August to 31st July the following year.

Support may be provided for the costs of attending events which enhance the student’s research and development such as conferences, seminars and workshops. This funding is discretionary and applications will be considered on a case by case basis.

To apply, the student should e-mail their supervisor asking for their agreement that the event is relevant to their PhD and beneficial to their research. The student should then forward their supervisor’s confirmation to lawfinance@essex.ac.uk with a request for reimbursement of the costs. Copies of receipts/booking confirmations should be attached to the e-mail and bank details should also be provided.

4.2 Research Training: seminars and training courses

4.2.1 PhD Research Training Seminar Series
A series of seminars are offered to PhD students over a period of two or three days each year. Students are strongly encouraged to attend. Further information about the training and dates will be provided at the start of the academic year.

4.2.2 Attending Modules in the School of Law
A supervisor may recommend that you attend a module to help you with your research. You will not usually be expected to comply with the assessment rules of such a module. Even where attendance of a module was not recommended by the supervisor, you may sit in on any modules offered by the School, so long as you receive the module director’s permission. Details of modules can be obtained from the postgraduate students’ handbook or the undergraduate handbook. Both can be viewed on [http://www.essex.ac.uk/law/](http://www.essex.ac.uk/law/) It is not advisable to audit so many modules that this becomes a distraction from working on your thesis.

4.2.3 Moodle Training
The School of Law can also arrange training to students who are not familiar in using Moodle see [section 3.2](#) for details.

4.3 School of Law research events
Research activities in the School of Law are largely organised around our three research clusters. We have a research cluster in commercial law, one in human rights law and one in public law. All of these areas are defined very broadly. During term time, each cluster usually meets about once every 3 weeks, Wednesday 1-2pm. Research students are encouraged to join the research cluster most closely linked to their area of research and invitations for cluster events will be sent to research students whenever relevant. If you have any questions about which cluster would be most suitable for you, please discuss this with your supervisor or the cluster coordinators.
4.3.1 PGR Conference
In your first year you will be required to give a presentation on your proposed research at the Post-Graduate Research Conference, provisionally scheduled for the Summer term. All research students are encouraged to attend and present their research at this conference every year throughout their studies.

5. Progressions and Assessment

5.1 Principal Regulations for Research Degrees and the Code of Practice for Research Degrees
www.essex.ac.uk/about/governance/regulations
https://www.essex.ac.uk/about/governance/policies

The Principal Regulations and the Code 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 Board and the Research Student Progress Committee.

5.2 Extenuating Circumstances, withdrawing and intermitting
www.essex.ac.uk/students/exams-and-coursework/ext-circ

Extenuating circumstances are circumstances beyond your control which cause your progress to be negatively impacted upon, including progressing less well against your milestones 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 deadlines will be issued by the department ahead of the Supervisory Board.

Your extenuating circumstances will be considered alongside your Supervisory Board report by the Progress Committee, and the relevant advice will be given to you and your supervisors.

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).

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 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 Submission of the thesis
Thesis Submission Pre-Examination
All candidates for Masters by Dissertation (MA or MSc), Master of Philosophy (MPhil), Doctor of Medicine (MD), 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)

**5.3.1 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.
5.4 Appeals and complaints
If the recommendation of your Research Students Progress Committee 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.

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

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

5.5 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

5.6 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.

Indeed any research involving human subjects (particularly vulnerable subjects) must have ethical
approval. This must be approved BEFORE any research field work or interviews take place. Applying
for approval must be in at least twelve weeks before your starting date, as the application may need
to be seen by more than one ethics committee. Also be aware that if this is submitted during a university vacation period, it may take longer, as the staff involved may not be available. Further guidance and information is available from Moodle in your Phd Portfolio.

Please contact the PGR administrator with any further queries relating to Ethics.

6. Referencing and good academic practice

6.1 Good academic practice is important at Essex
It is essential that you develop good academic practice in relation to referencing and using sources effectively in your academic writing. This is one of the core skills that you will develop with the guidance of your supervisors. It demonstrates your research skills and ensures all work that is used as part of your research is properly attributed.

It is the students responsibility to ensure all sources are fully and correctly referenced in their written work. The standard referencing style in the law school is the OSCOLA system, unless your supervisors advise otherwise.

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.

6.2 Referencing and the referencing scheme
MySkills website gives advice and provides everything you need to know concerning referencing skills in academic writing. In your written work you will be required to follow the rules and conventions which relate to appropriate incorporation of source material. You may even unwittingly commit the academic ‘offence’ of plagiarism (see below for more information on plagiarism).

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

OSCOLA referencing generator can be found at: http://www.lawteacher.net/oscola-referencing/here

6.3 Information relating to the University's procedure on academic offences
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 skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising).

Referencing allows you to give credit to authors'/researchers' concepts and ideas/ideas and results, demonstrate your breadth of reading and knowledge on a subject, direct readers to your sources, and avoid plagiarism.

You should always use the best available sources of evidence, such as peer reviewed journals and recognised books.

To find out about your departmental referencing style, OSCOLA and for help with referencing, visit the library website: http://libwww.essex.ac.uk/referencing.htm
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 documents. For more about registration 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 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.

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. Open Monday to Thursday 8.30am to 6.00pm, and Friday 8.30am to 5.45pm.

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

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

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

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/login

8.5 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

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. Sign up and start your journey!
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.

www.essex.ac.uk/careers/internships

8.10 GTA Opportunities
Each academic year, the School appoints a number of GTAs to assist with the teaching of our modules. Before the end of each academic year, the School will invite applications for the following academic year's GTA positions.

Selection of GTAs and decisions about teaching allocations will be made by the GTA co-ordinator and relevant module directors in consultation with the Head of School and the Director of Education.

Before applying for a GTA position, please first discuss with your PhD supervisors how the teaching responsibilities will impact your research. The School may require the agreement of the PhD supervisors before a PhD candidate undertakes GTA work. Tier 4 student visa holders have restrictions on the number of hours they are permitted to work each week.

For more information on GTA opportunities, please contact the GTA co-ordinator or refer to the GTA Handbook:

GTA Co-ordinator - Dr Anil Yilmaz-Vastardis: ayilma@essex.ac.uk

A GTA Handbook will also be released in due course.

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, the Student Services Hub is the place to go. Ask us about health and well-being, accommodation, money matters and much more. Your questions matter and you'll get answers from our team of experts.

Colchester email: askthehub@essex.ac.uk / 01206 874000
www.essex.ac.uk/students/contact/ and www.essex.ac.uk/students/health-and-wellbeing

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.

www.essex.ac.uk/fees-and-funding/money/
http://www.essexstudent.com/advice/money/

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.

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

9.3 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

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 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

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.

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

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

www.essexstudent.com/safetybus
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/accomodation/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 centre offers free, confidential, independent and impartial advice on any issue 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
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/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 social media channels are a good source of information of what is happening in the School of Law/Human Rights Centre. Please do not contact the pages asking for information about your course; you should contact your designated administrator directly via email.

School of Law Facebook page: www.facebook.com/UOELaw/
School of Law Twitter feed: www.twitter.com/EssexLawSchool/

Human Rights Centre Facebook page: www.facebook.com/EssexHRC
Human Rights Centre Twitter feed: www.twitter.com/EssexHRC/

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