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Section 1: Introduction

Welcome

Welcome to the School of Law and Human Rights Centre. The members of the School and the Centre hope you will enjoy your stay here. We hope that you will soon settle in and become familiar with how the School 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.

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

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

Administrative enquiries and questions about individual courses – ask one of the administrative staff in the Law General Office;

Problems with accommodation – contact the Accommodation Office in the first instance;

Serious personal or emotional problems – make an appointment to see the Director of Student Support in the School of Law / Human Rights Centre (Dr Karen Brennan kbrennan@essex.ac.uk and Elizabeth Fisher-Frank efisheb@essex.ac.uk) or a member of the staff in the Student Support Office.

Enjoy your time at Essex.

Professor Karen Hulme
Head of School

About your Student Handbook

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

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

At our three uniquely intimate campuses we celebrate diversity and challenge inequality. Whatever your background, race or sexual orientation, you’re part of a vibrant community that lives, learns and plays together.
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: 8 October 2018- 16 December 2018
Spring Term: 14 January 2019-24 March 2019
Summer Term: 22 April 2019- 30 June 2019

1.2 Important Dates for the School

The SLS Centenary Lecture
2nd November 2018 (Week 5)

Law Career Fair
15th November 2018 (Week 7)

Law Options Fair
To be confirmed (Week 30-32)

SNEL’s annual Law Lecture
https://www1.essex.ac.uk/law/news_and_seminars/annuallecture.aspx
To be confirmed (Week 21-23)

1.3 Academic Weeks
The University uses a week numbering system that covers the 52 weeks of a calendar year, and starts on 8 October 2018. A table setting out dates and corresponding week numbers is available at:

http://www.essex.ac.uk/students/course-admin/timetables.aspx

1.4 Timetables
You can view your timetable at: www.essex.ac.uk/dsh/timetables (you will be prompted to login using your Essex username and password). Once you have chosen all your modules and received confirmation, they will appear on your personal timetable. You may find that the first week of your timetable is blank if you do not have any course commitments in Welcome Week. You can also access your timetable on most mobile devices including smart phones and tablets

1.5 The myEssex Student Portal
myEssex is the University’s student portal that you used during your application process. Once you’re a registered student, you can also use myEssex to update your personal details, record any absences monitor your attendance and check who your personal tutor is.
About our School and Centre

The School of Law
At Essex we teach the law that matters. 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.
Home page: www.essex.ac.uk/law/

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: 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. There is also some key staff members listed below.

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>Name</th>
<th>Position</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Karen Hulme</td>
<td>Head of School</td>
<td>5S.6.20</td>
<td><a href="mailto:klhulm@essex.ac.uk">klhulm@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Matthew Stone</td>
<td>Deputy Head of School</td>
<td>5S.5.25</td>
<td><a href="mailto:mstonec@essex.ac.uk">mstonec@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Anna Hardiman-McCartney</td>
<td>Director of Education</td>
<td></td>
<td><a href="mailto:ahard@essex.ac.uk">ahard@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Darren Calley</td>
<td>Director of Undergraduate Studies</td>
<td></td>
<td><a href="mailto:dscall@essex.ac.uk">dscall@essex.ac.uk</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Office</td>
<td>Ext</td>
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</tr>
<tr>
<td>Penny Brearey-Horne</td>
<td>Director of Employability</td>
<td>5S.5.19</td>
<td>3723</td>
</tr>
<tr>
<td>Dr Karen Brennan</td>
<td>Director of Student Support/ Departmental Disability Liaison Officer</td>
<td>4SB.5.17</td>
<td>4832</td>
</tr>
<tr>
<td>Liz Fisher Frank</td>
<td>Co - Director of Student Support/ Departmental Disability Liaison Officer</td>
<td>4SB.5.13</td>
<td></td>
</tr>
<tr>
<td>Dr Audrey Guinchard</td>
<td>LG105 Legal Skills</td>
<td>5S.7.26</td>
<td>2848</td>
</tr>
<tr>
<td>Dr Mohammed Khair Alshaleel</td>
<td>Student Experience Coordinator (incl. Mooting – Commercial Law)</td>
<td>4SB.5.21</td>
<td>4713</td>
</tr>
<tr>
<td>Dr Andrea Fejos</td>
<td>Lead Progress Coordinator</td>
<td>4SB.4.7</td>
<td>2601</td>
</tr>
<tr>
<td>Dr Flora Huang</td>
<td>Progress team (SP and SU)</td>
<td>5S.4.18</td>
<td>4291</td>
</tr>
<tr>
<td>Dr Meagan Wong</td>
<td>Progress team (AU and SU)</td>
<td>4SB.5.22</td>
<td>6192</td>
</tr>
</tbody>
</table>
2.2 Professional Services 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.

The Professional services team in the School is split into three main areas;

- Education,
- Events and Communications
- and the Executive Services (which includes Finance) Team

You can see a full list of professional services staff in via our School webpages.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Details</th>
<th>Office</th>
<th>Ext</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie Tuxford</td>
<td>School Manager</td>
<td>Jamie is the School of Law and Human Rights Centre Manager and oversees the professional Services teams.</td>
<td>5S.5.13</td>
<td>2586</td>
<td><a href="mailto:jtuxford@essex.ac.uk">jtuxford@essex.ac.uk</a></td>
</tr>
<tr>
<td>Ilse Verwulgen</td>
<td>Deputy School Manager</td>
<td>Ilse primarily oversees the Education team. She also deputises for Jamie Tuxford, when he is absent from the University.</td>
<td>5S.5.5</td>
<td>3751</td>
<td><a href="mailto:ilse.verwulgen@essex.ac.uk">ilse.verwulgen@essex.ac.uk</a></td>
</tr>
<tr>
<td>Jan Paterson</td>
<td>Executive Officer - Education</td>
<td>The Executive officer 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>Elizabeth Harvey</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</td>
<td>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>
</tr>
<tr>
<td>Jamie Seakens</td>
<td>Administrator - Undergraduate</td>
<td>This Administrator will support 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>2529</td>
<td><a href="mailto:jseakens@essex.ac.uk">jseakens@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
Mei Mei Tang  
Senior Administrator – Double degree/international Mobility.  
Mei Mei looks after the double degree and international mobility students and modules in the School and Human Rights Centre. Mei Mei also assists Katrina with the administration of all PGT students.  
Office: 5S.5.5  
Ext: 4461  
Email: mei.mei.tang@essex.ac.uk

Katrina Radford  
Senior Administrator – Postgraduate Taught  
Katrina is responsible for the administration of all LLM and MA students and modules in the School of Law and Human Rights Centre.  
Office: 5S.5.5  
Ext: 2852  
Email: kr16270@essex.ac.uk

Kate Davis  
Senior Administrator – Research Students  
Kate looks after the postgraduate administration for all students in the School and Human Rights Centre.  
Office: 5S.5.5  
Ext: 2585  
Email: lawpgradmin@essex.ac.uk

Student Engagement Intern  
Debbie Yeboa  
Project Worker  
Debbie works to ensure all students are supported in making the most of their time within the School of Law & Human Rights Centre. She will be helping students get to know the university campus and feel part of the global diverse community we have at Essex.  
Office: 5S.5.5  
Ext:  
Email: projectworkerlaw@essex.ac.uk

The Events and Communications team (lawhrcevents@essex.ac.uk) also work with the Director of Student Experience and Director of Employability – providing you with information on a number of events which you can attend as well as information on placements.

2.3 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.

Opening Hours during Term Time:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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<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>
<td>10:00am-4.00pm</td>
</tr>
</tbody>
</table>

Vacation Opening Hours:

<table>
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<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:45am-12:45pm</td>
<td>9:45am-12:45pm</td>
<td>9:45am-12:45pm</td>
<td>9:45am-12:45pm</td>
<td>9:45am-12:45pm</td>
</tr>
</tbody>
</table>

- Undergraduate enquiries: lawugadmin@essex.ac.uk
- Postgraduate Taught (PGT) Enquiries: lawpgtadmin@essex.ac.uk
- Postgraduate Research Enquiries (PGR): lawpgradmin@essex.ac.uk
- Law Timetable Queries: lawttq@essex.ac.uk
- Law and Human rights centre events: lawhrcevents@essex.ac.uk
- Pre-registration enquiries: admit@essex.ac.uk
- School of Law Website: www.essex.ac.uk/law/
- Human Rights Centre Website: www.essex.ac.uk/hrc/
2.4 School Support
If you have any queries about your degree course that you cannot resolve by reading the information contained in this handbook or on the relevant School/Department website, then you should contact one of the Education team, the relevant Module Leader, or the Director of Undergraduate Studies for the most up-to-date information. For personal or emotional issues, please contact the Director of Student Support.

Need to talk to your tutor
All academic teaching staff in the School of Law and Human Rights Centre hold weekly office hours during term time these are included in the staff table or please refer to the following web pages for a schedule of their hours, following the individual members of staff’s link:
Law Staff: www.essex.ac.uk/law/staff/Staff.aspx?type=academic
HRC Staff: www.essex.ac.uk/hrc/staff/default.aspx

Head of School
The Head of School is Professor Karen Hulme, who was appointed in September 2017. The Head of School is elected by the senior staff members within the School and normally serves for a period of three years. The Head of School is responsible to the Vice-Chancellor for ‘maintaining and promoting the efficiency and good order of the School’. The Head is informed of all undergraduate affairs by the Undergraduate Director and Director of Education and is normally only consulted about urgent student matters.

Director of Education
Dr. Anna Hardiman-McCartney is the Director of Education. She is responsible for the coordination of the respective Undergraduate and Postgraduate Directors, and also the Module Directors and Tutors. Dr. Hardiman-McCartney has overall responsibility for the Undergraduate and Postgraduate degree courses within the School of Law and Human Rights Centre.

Director of Undergraduate Studies
Dr. Darren Calley is the Director of Undergraduate Studies for the School of Law. He is responsible for coordinating and monitoring undergraduate student affairs, student progress, and staff-student liaison matters.

Module Leaders
Module Leaders design and deliver the curriculum for the specific modules for the different degree schemes.

Module Tutors
Most compulsory modules and optional modules have additional members of staff assigned to the module, who assist with teaching. Tutors also monitor student attendance and progress which is reported to the Module Leader. Module tutors are also available to assist students with any academic problems.

School Manager
Mr Jamie Tuxford leads the Administration teams, maintaining close liaison with all categories of staff (academic and administrative, full and part-time) which is a vital part of his role. He also supports and works in conjunction with the Head of School and the Director of the Human Rights Centre, ensuring that an efficient and effective administrative service is provided.

2.4.1 Your Personal Tutor
All undergraduate and taught postgraduate Law and Human Rights students have a Personal Tutor. You will meet your Personal Tutor soon after you’ve arrived and throughout your course. Your Personal Tutor is someone you can talk to if you have questions about your degree course or if you encounter any difficulties that affect your studies. Your Personal Tutor may also recommend other services on campus which may be able to help advice or support you further. If you’re unsure who your personal tutor is, please check the notice boards outside the Law General Office or ask a member of the administrative team in the School of Law.
2.4.2 Your Peer Mentor
Our Peer Mentors are experienced Law students who have volunteered to help you to settle in to the School of Law and Human Rights and in to the University. Peer Mentors work in pairs and are a point of contact throughout the year to answer any questions you may have about university life and who to talk to if you experience any problems. You will meet our Peer Mentoring Team during Welcome Week and contact details for your individual Peer Mentors can be found on the School of Law and Human Rights notice boards, opposite the Law General Office.

Our Senior Peer Mentors are experienced Law students and experienced mentors. Our Senior Peer Mentors mentor students who are under the age of 18, postgraduate students, direct-entry second year students and exchange students. Contact details for the Senior Peer Mentoring team can be found on the School of Law and Human Rights notice boards, opposite the Law General Office.

Peer Mentors and Senior Peer Mentors also hold regular drop-in sessions in the Law Common Room throughout the academic year.

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

2.5 Correspondence and Communication

2.5.1 Email
Every undergraduate student is allocated a University e-mail account and this account will be used by undergraduate administrators in order to contact you regarding important and urgent matters. It is therefore imperative that you check your University e-mail account regularly, preferably every day. Further details regarding your University of Essex email account can be found in section 8.3 of this handbook.

2.5.2 Notice Boards
The School of Law has several notice boards in the main Law Corridor on level 5. There is one for each year of the LL.B. schemes. These display module information, essay deadline dates, examination rubrics, information about guest speakers and social events. There are also notice boards for careers information and job opportunities.

2.5.3 Photocopying
The University has a Copy Centre on Square 4 where students may request photocopying. Copying facilities are also available in the Albert Sloman Library and the Students’ Union.

2.5.4 Mobile Phones, Smartphones, Laptops and Tablet PCs
It is generally fine to use your mobile phone or other technology for teaching-related purposes in lectures and classes, however we respectfully ask you not to use them for personal calls, social networking and texting. Your lecturer may occasionally ask you not to use such devices.

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

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

2.6 School Annual Prizes
The following prizes are awarded annually on the basis of academic merit to students in the Essex Law School.
- Gordon Sagar Prize for the best overall performance by a First Year LLB student
- Suffolk and North Essex Law Society Prize for the best overall performance by a Second Year LLB student
- Sweet & Maxwell Law Prize for the best overall performance by a Final Year LLB student
- Achievement Award for outstanding performance by a third-year student on a joint honours degree course
- The School of Law Prize for Equity & Trusts for the best performing student in Equity & Trusts
- The Rob Wight Memorial Prize for the best performing student in Tort Law
- Southend and District Law Society Prize for the best performing student in Land Law
- Oxford University Press Prize for the best performing student in Foundations of Public Law
- Pearson Education Prize for the best performing student in Current Issues in Public Law
- The Hammonds Commercial Law Prize for the best performing student in Commercial Law
- Palgrave Law Prize for the best performing student in Family Law
- Dalloz French Law Prize – Outstanding second year student on a Maîtrise course, with the highest result (A special edition book from Dalloz)
Section 2: Academic Matters

1. Learning and Teaching

3.1 Learning, Teaching and Independent Study

Within our School of Law, you are taught principally by lectures and tutorials. For most modules, you attend two hours of lectures a week and one fortnightly tutorial. During tutorials, you have an opportunity to discuss the law, apply the law to factual problems, and develop legal arguments. Legal skills (e.g. legal research, legal writing and oral presentation) are considered to be an important part of all our teaching. In addition to attending lectures and tutorials you will be expected to spend a significant period of time each week engaged in self-directed study. You will be set reading for tutorials and will often have questions or tasks to complete in preparation too. You will also have coursework to prepare, some of which will be formative (for feedback only) and some of which will be summative (which counts towards your module mark).

You should expect to spend at least 6-7 hours on private study for each module each week during term time. We aim to help our students to become articulate, literate and cultured graduates who are valued by potential employers and will make an impact in their future roles.

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

We expect a high level of commitment and hard work from you, but in return we can promise you the best opportunity to succeed and to finish your course with a sense of achievement and confidence.

Lectures focus on crucial points of analysis and provide you with guidelines so that you can clarify and expand your understanding of your chosen subject through independent study and in classes.

Tutorials complement lectures. In modules which emphasise problem-solving skills, classes will present you with the opportunity to work through exercises. In other modules, class discussions will enable you to explore particular theories, literary works, policies or controversies.

What Students can expect from their Teachers:

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

What Teachers can expect from their Students:

- That students arrive punctually, and attend regularly, all lectures, seminar and classes. In the event of an absence an explanation is required;
- That any required reading has been completed before the relevant lecture, seminar or class;
- That a sufficient amount of time is spent each week reading and preparing for each module, including the writing of coursework;
- That students participate actively in tutorials, seminars and classes and honour commitments to produce work for a class, including presentations;
- That coursework is submitted by the deadline and that the first page of their coursework is their coversheet.
• That all coursework is properly documented, cites all sources used and is the student's own work;
• That students are familiar with the relevant subject area handbook, and the rules contained therein, particularly relating to essay writing and submission; that undergraduate students are familiar with the university’s late submission of coursework policy

3.3 Moodle and FASER

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

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

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

For information on Listen again, please see section 3.7.

3.4 Course Structures and learning outcomes
Programme Specifications
A programme specification is a concise description of a course that leads to a University award. For each course it describes: the aims and outcomes; the structure (what modules you will take); the teaching, learning and assessment methods; and any professional accreditation associated with the completion of the course. The relevant Programme Specification for your course and stage of study will be available to you when you log onto either myEssex or eNROL.

3.4.1 Qualifying Law Degrees.
Many students studying Law at Essex will wish to practice as lawyers in this country. To do this they must qualify as either a solicitor or a barrister. Gaining a university degree is only the first stage in this process. It must be followed by a year of professional training, in the form of the Legal Practice Course (LPC) for solicitors or the Bar Professional Training Course (BPTC) for barristers. This year is followed in turn by a period of supervised training: two years as a trainee at a firm of solicitors or a year as a barrister's pupil. A student is only entitled to proceed to professional training after taking their degree if the degree is a Qualifying Law Degree (QLD). In order to be a QLD, a course must include what are now known as the Foundations of Legal Knowledge. These comprise the following modules:

• LW101 Contract Law
• LW104 Criminal Law
• LW108 Foundations of Obligations
• LW109 Foundations of Property Law
• LW103 Foundations of Public Law
• LW201 Tort
• LW202 Equity and Trusts
• LW302 EU Law
• LW303 Land Law

All courses at Essex which bear the title “LLB” include these modules and are thus Qualifying Law Degrees. Where a student takes an LLB course and fails one of the Foundation subjects they may be able to pass the course and hence receive a degree but the degree they receive will not be a QLD.

(Note that for students who first enrolled prior to 2016-17, LW110 Public Law I and LW203 Public Law II are both QLD modules)

Note also that in order to count as a QLD; a degree must be completed within six years. This includes any repeated years, or periods of intermission.
3.4.2 Understanding the Structure of your Course

Our courses are characterised by choice and flexibility. Studying at Essex is about discovering yourself, so your course combines compulsory and optional modules to ensure you gain key knowledge in the discipline while having as much freedom as possible to explore your own interests.

Law students must study a number of compulsory modules and in addition may choose from a wide range of optional modules in their second and third years.

Our modules change from year to year in response to new developments and innovation, but our Module Directory for Law, http://www.essex.ac.uk/modules/Default.aspx (you will have to select Law or Human Rights Centre on the drop down menu), can show you which modules are available to our current students.

More information can be found on The School of Law / Human Rights Centre: Undergraduate Resources Moodle page: https://moodle.essex.ac.uk/course/view.php?id=5393.

3.5 Changing your degree and maximum period of study

3.5.1 Changing your course

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

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

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

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

3.5.2 Maximum period of study

Undergraduate students have a maximum period in which to complete their studies. This is set at the point at which you register, and is normally the length of your programme plus two additional years. This is to allow some flexibility in cases where you find you must intermit, or you fail a stage of study and must repeat it, or you want to transfer to a new course and must retake a stage of study. Full details of the maximum period of study permitted for University awards can be found in the section of the Rules of Assessment entitled, ‘Framework for University of Essex courses’.

3.6 Module Enrolment Weighting and Credits

The University credit-rating system for undergraduate study is based on a nationally recognised framework.

The undergraduate academic year normally consists of 120 credits and each undergraduate module is assigned a number of ‘workload credits’, which indicate the proportion of the academic year’s work that is devoted to the course. Modules are normally assigned either 30 credits (full year modules) or 15 credits (half-year modules); thus a standard three-year undergraduate degree consists of 360 credits and a standard four-year undergraduate degree consists of 480 credits.

For example, LWXXXX-5-FY is a module in the School of Law (LW) at level 5 (typically 2nd year undergraduate) which runs for the full year (FY).
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>LW</td>
<td>108</td>
<td>4 = Undergraduate</td>
<td>AU= Autumn</td>
<td>LW108-4-AU</td>
</tr>
<tr>
<td>LW</td>
<td>223</td>
<td>5 = Undergraduate</td>
<td>FY= Full Year</td>
<td>LW223-5-FY</td>
</tr>
<tr>
<td>LW</td>
<td>301</td>
<td>6 = Undergraduate</td>
<td>SP= Spring</td>
<td>LW301-6-SP</td>
</tr>
</tbody>
</table>

A module could also be available at different levels, e.g. LW101-4-SP – typically for first years LW101-5-SP – typically for 2nd years LW101-6-SP – typically for 3rd years. All full year modules are worth 30 credits, with Autumn/Spring only modules being worth 15 credits.

3.6.3 Changing Optional Modules
You will already have made an initial choice of modules. If you are in any doubt as to whether you have made the right choice, try to talk it over with your personal tutor or Course Supervisor(s). It is usually possible to change modules up to the end of the second week of the Autumn Term. If you are not sure which modules to take you could attend lectures for several different modules before making your final choice. If you do decide to change, this is what you have to do within the first two weeks of the Autumn Term. For more information, go to information on changing modules at the start of the academic year:
www.essex.ac.uk/students/course-admin/modules.aspx

3.6.4 Reasons for requesting a class change
In special circumstances students may request a change in their class allocations – for example, if you have childcare or caring commitments, work commitments, attendance on other courses of study or for medical reasons. Permission to change to an alternative class or lecture is agreed at departmental or school level and the right is reserved to refuse permission to change. The above list is not exhaustive, and we understand there may be other genuine reasons for changes. Your Department/section may ask for evidence to support your change of class request. Please note class change requests are subject to availability within other classes.

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

3.8 UG Final Year Projects - Capstone
All undergraduate students are required to complete an independent research project in their final year (you may hear this referred to as your ‘capstone project’). The project is an excellent opportunity to explore a point of personal interest in greater depth, and to showcase one’s skills to potential employers and providers of postgraduate education.

Towards the end of their penultimate year, students are asked to identify a particular issue or problem that has a bearing on the operation of law in society, and which they would be interested in researching. Help will be provided with identifying suitable research topics, and students should talk to their personal tutor for one-to-one guidance. The skills development required to undertake the project is embedded in various other compulsory modules throughout our undergraduate courses.

In the final year, the project may take up either 15 or 30 credits of the student’s curriculum, at their choice. The project is assessed primarily by an extended piece of written work, but part of the mark also derives from a presentation that each student has to give during the research process.

Students will complete their project under the supervision of an academic, and will also have the opportunity to discuss their work in a group setting with other students.

More information can be found in the Final Year Project Handbook which will be circulated in your penultimate year.

3.9 Essex Abroad
Study abroad can enhance your CV and gives you valuable experience of another culture and way of life. Spending an extended period of time in another country provides an unparalleled opportunity to see a side of life which tourists never encounter. It is also true that employers value international experience in today’s global economy.

In order to participate in the study abroad programme you must be enrolled on a course which states that it includes a Year Abroad for example, LLB Law (Including Year Abroad), Course code: M120. Students on this course spend their third year at one of a number of universities in other countries. If you are enrolled on a different course it is possible to switch to M120 at the end of your first year. Note, however, that in order to go abroad all students (whether already enrolled on M120 or on another course) must achieve a mark of at least 50% (please check this with the study abroad office for each institution) at the end of their first year.

The year abroad may be spent at a university in Europe or at a university in the United States, Australia, Canada, Hong Kong or New Zealand. To study at some of European universities you need to be fluent in the language of the country in question. There are a limited number of places at the universities outside Europe and (with the exception of Brooklyn Law School in New York) students from other schools and departments at Essex will also be applying for them, so you will be in competition with those other students to gain a place.

Note that if you choose to study in Europe and you are a citizen of a country belonging to the European Economic Area, there will be no tuition fees and you will receive a grant to help in finding reasonably priced accommodation. This is not available to students choosing to study outside Europe.

The marks received while studying abroad will count for 60 of the 420 credits which make up the LLB Law (Including Year Abroad) degree. In other words, the year abroad is treated as equivalent to two full year modules at Essex. The School has two dedicated members of staff who deal with the administration of the Study Abroad facility, the administrator is Mei Mei Tang.

All students who have opted to study abroad will be invited to an information meeting in the first term. This meeting will be an opportunity for students to ask questions and to receive further information about the requirements of the Study Abroad opportunities.

To find out more, please see: [http://www.essex.ac.uk/essexabroad/](http://www.essex.ac.uk/essexabroad/)

### 3.10 Employability

The School of Law and Human Rights Centre takes the employability of its graduates extremely seriously. All first year undergraduates are required to take LW111 Career Management Skills, followed by LW211 Career Management Skills II the year after, in order to develop their employability skills and careers awareness alongside their substantive learning in law. The modules draw upon a wide variety of different activities, and will require students to attend presentations and panel discussions, participate in careers fairs and skills sessions, and reflect on their personal career goals. The modules seek to enhance students’ employability profile in a number of aspects, including:

- personal development planning;
- identifying personal strengths and goals;
- understanding the nature of work as a barrister or solicitor;
- awareness of jobs requiring legal expertise outside the traditional legal profession;
- skills in identifying and applying for employment opportunities;
- understanding the general demands of the current jobs market;
- identifying the demands of the jobs markets in law and related professions/industries;
- how to interact with legal professionals outside an academic environment.

Further details regarding Employability can be found in section headed: Skills, Employability and Experience
Extra-curricular Opportunities

- Volunteering at the Essex Law Clinic allows you to work alongside practising solicitors to offer legal advice to clients in Colchester, and Southend, at legal help points in local courts, and to prisoners through the independent charity Prisoners’ Advice Service.
- Our University’s Frontrunners scheme gives you the chance to undertake paid work placement and training opportunities across our campuses, assisting academic Schools/departments and professional services teams with a variety of projects.
- Become part of the human rights and law societies. Run by our student Law Society, Essex Street Law gives you the chance to visit secondary schools to help pupils understand law, human rights and how they have an impact on their everyday lives.
- Our student-led commercial awareness initiative helps you understand how law relates to the world of business.
- Mooting competitions give you the chance to argue hypothetical points of law in front of a judge, helping to develop legal research skills, oral presentation techniques, and resilience under pressure.
- Additional extracurricular competitions include client interviewing and negotiation.
- Sign up for a networking skills workshop. Networking is important for law graduates across a wide range of sectors, particularly in relation to client development.
- Using your experience to mentor other students is a great way to develop your communication skills and we provide you with training and opportunities to take on this responsibility.
- Completing an internship is a great way to gain professional experience while you study.

3.11 Inclusive Learning Experience

The University is committed to providing equal opportunities for all our students regardless of where or how you study. Our diverse student population is taken into account when developing the resources, services and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations. Where appropriate, reasonable adjustments will be put in place for individual students to support them through their studies.

3.11.1 Disability and Emotional Wellbeing

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

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

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

3.11.2 International students

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

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

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

If you are studying on a Tier 4 visa, don’t forget to read section 8.4 Tier 4 Information of this handbook which has further information and links. 3.11.3 Mature and part-time students

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

You can find more information here: [www.essex.ac.uk/students/groups/mature-students.aspx](http://www.essex.ac.uk/students/groups/mature-students.aspx)
3.11.3 Mature and part-time students
As a mature student you’ll be in very good company – around 37% of our students are mature students.

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

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

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

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

Every year, we will ask you to complete the Student Assessment of Module and Teaching (SAMT). This survey will be summarised and discussed by SSLCs and will inform reports written by us for central University committees. You can do this in a number of ways:

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

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

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

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

3.14 Attendance monitoring (Count-me-in) and absence from sessions
Your attendance at lectures and classes has a significant impact on how successful you are in your studies. At Essex, we monitor attendance so we can identify students who may need guidance and support.
You’ll need to **record your attendance** at teaching events using the electronic reader in the teaching room. Just ‘tap in’ for every timetabled teaching event you attend.

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

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

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

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

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

### 3.15 LEAP (Learner Engagement Activity Portal)

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

LEAP calculates and shows you your average engagement for the last seven days based on your usage of each university resource (Faser, Moodle and Listen Again as well as attendance and University computer logins). By providing you with this information, we hope to empower you to become more effective, independent learners and achieve your study goals.

Log into LEAP via Pocket Essex, My Essex or leap.essex.ac.uk.

### 4. Assessment

#### 4.1 Rules of Assessment

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

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

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

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

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

Marks and degree classification

<table>
<thead>
<tr>
<th>Marks</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Pass/third class (3)</td>
</tr>
<tr>
<td>50</td>
<td>Lower second class (2.2)</td>
</tr>
<tr>
<td>60</td>
<td>Upper second class (2.1)</td>
</tr>
<tr>
<td>70</td>
<td>First class (1)</td>
</tr>
</tbody>
</table>

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

Core, compulsory and optional modules

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

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

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

What do I need to do to pass my course?

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

If you are thinking of undertaking a work placement or year abroad, you should check the requirements for these programmes as the School of Law operates variations on the standard Rules of Assessment for students on these courses.

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

4.2 Extenuating Circumstances, withdrawing and intermitting

www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

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

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

https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx
You will **not** get extra marks if you submit an extenuating circumstances form. Boards of Examiners use other methods to take into account extenuating circumstances, such as permitting further reassessment opportunities for uncapped marks.

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

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

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

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

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

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

**4.3 Re-marking of coursework**

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

**4.4 Moderation, second marking policies and External Examiners**

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

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

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

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

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

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

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

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

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

4.6 Academic Offences Policy

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

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

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

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

4.7 Ethics

All research involving human participants, whether undertaken by the University's staff or students, must undergo an ethics review by an appropriate body and ethical approval must be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here - www.essex.ac.uk/reo/governance/human.aspx - along with the Ethical Approval application form.
‘Human participants’ are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.

5. Coursework

In every module for which the final module mark includes the mark(s) for assessed written work, you will receive information indicating:

- The proportion of the final mark represented by coursework marks
- The number of items you are required to submit
- The title(s)
- The date and time of final submission
- Details as to the form, including the maximum word length, if any.

5.1 Coursework Submission

First, Second, Third and Final Years

Students are required to submit an electronic copy of their coursework to FASER no later than the dates specified for each module. This must be uploaded through the ‘myEssex’ student portal, via the ‘myStudy’ area, using the Online Course Submission System (FASER) – Please note that the first page of your uploaded coursework MUST BE the assignment feedback sheet which you can find on the USB stick given to you at the start of the academic year. Failure to upload a coversheet to your work could result in delays in receiving your feedback.

Your coversheet, essay and bibliography need to be uploaded as ONE document. DO NOT upload these separately. Similarly, ensure that the file name of your work is labelled with your registration number and the module code.

Coursework is marked anonymously so please DO NOT include your name ANYWHERE in your work, including in the header/footer or in the file name.

If multiple versions of your essay are uploaded before the deadline, the last valid submission will be sent for marking.

All documents uploaded to Faser need to be in a Microsoft Word format. Faser is not compatible with the Mac based Word processing programme and essays submitted in this format will not be marked as they cannot be opened. It is your responsibility to upload your work in the correct format.

For online assistance with uploading your assignment please refer to the following web page: https://www.essex.ac.uk/e-learning/tools/FASER/students/Help.aspx Please also refer to the, ‘FASER Quick Start Guide’ also available at the web page above. Once you have uploaded your assignment you will receive an email receipt which you should retain as proof of submission.

5.2 Coursework Deadline Policy

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

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

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

5.3 Late Submission
Where an assignment is submitted up to seven days late, the student may hand in their work accompanied by a Late Submission of Coursework form, which must explain the reason for the lateness. The assignment will be marked for feedback purposes, but the mark will only be awarded if the reasons are deemed legitimate by the School’s Late Submission Committee.

Please note that this Late Submission of coursework policy applies to coursework that is constituted by preparation for tutorials (whether requiring in-class or pre-class submission).

More than seven days from the deadline, work may still be handed in as long as the module lecturer has not yet provided feedback to the rest of the cohort. In such cases, the student must apply for **Extenuating Circumstances**. Extenuating circumstances are not considered until the main exam board and no marks will be instated until this point.

Where a module includes tutorial-based assessment and you cannot attend the relevant tutorial for a valid reason, you need to ask to be allocated a different tutorial by completing the necessary form provided by the Law Office. In cases where a replacement tutorial cannot be allocated (e.g. longer term absence due to sickness) the normal processes around applying late submission and extenuating circumstances apply

5.4 Non-Submission of Assessed Work
Where a student has failed to submit coursework or attend assessment, where the non-submission is worth 25% or greater on any module, the student will be required to meet with the Progress Officer. An appointment time will be set for the meeting and the student will be notified by e-mail. If the student fails to attend this meeting they will be referred to the Dean. The Progress Officer will stipulate the conditions which must be met for the student to be allowed to progress with their course of Study. Engagement will continue to be monitored.

5.4 School of Law Coursework Submission Deadlines
You will have coursework to complete throughout the academic year. It is important to plan ahead and make sure you have sufficient time to complete this to the best of your ability. Please take careful note of when your coursework is due to be submitted and plan accordingly. For details of the coursework submission dates on the modules on which you are enrolled, please log on to Faser.

5.5 Marking Guidelines
Within the School of Law, work will be marked in accordance with the School’s marking guidelines. The current version of these may be found on the Moodle page ‘School of Law/HRC UG Resources’, or are available from the School of Law General Office.

5.6 UG Coursework word limits and penalties
When an essay is set as coursework, it will have a word limit i.e. students will not be permitted to write more than a certain number of words. Marks will be deducted if the number of words used exceeds the stated limit, in accordance with School of Law policy, which may be found on the School of Law/HRC UG Resources Moodle page.
5.7 Coursework Feedback

- Feedback should relate to clear criteria. The feedback should explain the mark that has been awarded for the piece of work taking into account the learning outcomes for the module and/or the marking scheme, so that students understand the basis for the marks that they have been given.

- Feedback should be constructive. Feedback should help students to achieve higher marks in their future work. To do this effectively, the marker needs to explain what the student did well, what the student did badly (or omitted to do), and how the student might have improved the work to achieve a higher mark.

- Feedback should be clear and legible. It is important that students can understand the feedback that they receive. All feedback should be written in appropriate language and either word-processed or checked to ensure legibility before it is presented to a student.

- Discussion of feedback. Whatever the format of the original feedback, a student who wishes to discuss the feedback they have received should be able to request and receive this within a reasonable time.
5.8 Returned Coursework
Marked coursework will usually be returned to students within four weeks of submission. If for any justifiable and unavoidable reason the School of Law or Human Rights Centre cannot meet its stated deadline, students should be informed of this and advised of the revised arrangements.

5.9 Remarking of essays and assignments
Where coursework has been single marked with moderation, students have the right to request that a piece of work is re-marked if they disagree with the original mark in one or both of the following circumstances:

1. If a procedural/administrative error is suspected.
2. If their work was not included in the moderation sample.

If such coursework has received a fail mark, then it will have been included in the moderation sample automatically and therefore one is not entitled to have the work remarked unless a procedural/administrative error is suspected.

Where all coursework has been second marked, students have the right to request that a piece of work is re-marked only if they believe a procedural/administrative error has taken place.

In cases where a student is eligible to request a re-mark, they must first meet with the original marker to discuss the feedback, and must do so within two weeks of the scripts being released back to students. The student must then submit a re-mark request form no later than three weeks from that same date. In cases where a re-mark takes place the final agreed mark will stand, even if it is lower than the original mark.

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

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

5.11 Reassessment in coursework
If the Board of Examiners has required you to complete essays or assignments over the vacation, the Academic Section will send you a letter by email with further information. Please check your Essex email account regularly once your results have been published.

Your School will send you details of the assignments which you are required to undertake. If you haven’t received anything within three weeks of the results being published, you must contact your School or the Academic Section.

5.12 Referencing in Coursework
Students are required to reference their sources properly, and failure to do so can lead to an allegation of an academic offence. When submitting any piece of work (e.g. essay, report, dissertation, or thesis) you will be required to acknowledge any assistance received or any use of the work of others.

Please refer to the School of Law, ‘Guide to Writing Undergraduate Essays’ available on School of Law / Human Rights Centre: Undergraduate Resources Moodle page: https://moodle.essex.ac.uk/course/view.php?id=5393

Please refer also to the referencing and good academic practice section.

6. Examinations

6.1 Examination regulations
The General Regulations which govern examinations can be found via the website here, namely under Regulations relating to Academic Affairs:
Attendance at examinations is **compulsory**, and if you do not attend them and do not have extenuating circumstances then you are at risk of being withdrawn. See ‘Attendance Monitoring’ above for more information about absence. For exams that are more than an hour long, you will not be allowed to enter the examination room if you arrive later than 55 minutes after the start of the exam. If your exam is only an hour long, you will only be admitted up to ten minutes after the start of the exam.

### 6.2 Access to exam scripts

If you want to see your exam script, you should normally make the request within four weeks after the exam to the department which is responsible for that module. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module or give you a copy or summary of the examiners’ comments on your performance.

### 6.3 Calculators

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

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

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

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

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

**You must bring your registration card and exam entry form with you to the exam.** You will not be allowed entry without them. Remember to check your exam entry form carefully and contact the Examinations Office if there are any errors.

You can download a guide to examinations and watch a short video at: [www.essex.ac.uk/students/exams-and-coursework/default.aspx](http://www.essex.ac.uk/students/exams-and-coursework/default.aspx)

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

### 6.5 Anonymous marking policy in examinations

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

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

### 6.6 Reassessment in examinations

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

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

### 6.7 Referencing in Exams

For information on examination referencing please refer to the referencing and good academic practice section.

### 7. Referencing and Good Academic Practice
7.1 Good Academic Practice and plagiarism
Respecting authorship through good academic practice is one of the key values of higher education in the UK.
Plagiarism (the copying or use of other people’s work without proper referencing) is an academic offence which the University takes extremely seriously. Penalties for the academic offence of plagiarism may include having to rewrite the assignment for a mark capped at 40, being given a mark of zero with no opportunity to resubmit, or, in really serious repeat cases, expulsion from the University. It is therefore very important that you learn how to reference your work properly, and that you familiarise yourself with your School guidelines on referencing. If, after having read the guidelines, you are still unclear about referencing, you must talk to your tutor before you submit your assignment. Ignorance of the regulations will not be accepted as a defence against an allegation of an academic offence or negligence in referencing.

Plagiarism is discussed in the detail in the module LW105 Legal Skills, which is compulsory in your first year. Further guidance on how you can avoid plagiarism is also available online at https://www1.essex.ac.uk/students/exams-and-coursework/academic-offences.aspx and includes definitions of plagiarism, an online test and some common mistakes.

Students should be aware that all work submitted electronically will be screened with plagiarism software.

7.2 Student and staff responsibilities regarding plagiarism

Students’ responsibility

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

Our School’s responsibility

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

7.3 Information on where to seek guidance on referencing

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. Appropriate referencing will be discussed in the module LW105 Legal Skills, which is compulsory in your first year.

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

7.4 The University Academic Offences Policy
Please see section 4.6 Details of the University's Regulations relating to academic offences and the procedure for dealing with allegations of academic offences are available at: www.essex.ac.uk/about/governance/policies/academic-offences.aspx.

Section 3: You Matter

8. Practicalities: Getting started and IT matters

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

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

8.1.2 Module enrolment
Students registered on programmes of study leading to a degree may have options to select as part of their course structure. The eNROL system is an online tool to review and select available modules specific to a particular course and year of study. All new and returning students should use the online system prior to the start of each academic year. Returning students will access the system from the April preceding the next academic year. New students will access the system from the end of August. Departments will approve student selections within a few weeks of eNROL use and timetables will take module enrolment into account when planning for the next academic year. Early module enrolment will ensure students know which modules to attend and where the lectures and classes are held.

8.1.13 Award documents
As your studies draw to a close, and once your exam board has met, it takes up to five working days for your results to be confirmed. You will be sent an email to inform you when the results are live on a password protected web page. Graduating students will receive a degree certificate at Graduation and graduating undergraduate students also be able to access their electronic HEAR which gives details of all marks obtained during their studies.

Further information can be found at: www.essex.ac.uk/students/graduation/award-documents/default.aspx

8.2 Find Your Way and room numbering system
Find Your Way is our interactive campus map app. Download it to help you find any location on campus and get directions quickly and easily. There’s also a handy web version - http://findyourway.essex.ac.uk/
If you’re looking for a specific room, follow these rules.

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

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

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

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

8.3 IT support, Wi-Fi, email account, free MS office, computer labs, m:drive
Visit our website to set up your IT account and password, register an external email address and passphrase and request a reminder for a forgotten passphrase: www.essex.ac.uk/it/getaccount.

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

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

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

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

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

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

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

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

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

8.5 On-campus facilities
There is a broad range of facilities to support your living and learning experience at our Colchester Campus – including study-based services like the IT helpdesk and group study pods, but also various food and drink venues, two 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

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

9. Skills, Employability and Experience

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

www.essex.ac.uk/careers

9.2 Learning a Languages
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

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

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

9.4 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

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

9.6 **Student Ambassadors**
Be a Student Ambassador and make a difference to others and make a difference on your CV! Student Ambassadors help to promote the University and higher education. You’ll be a valued part of the Student Recruitment and Outreach teams. Keep an eye out for Student Ambassador vacancies on CareerHub+ in January.
www.essex.ac.uk/careers/job_hunting/on_campus

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

9.8 **Big Essex Award**
The University’s **employability award** gives you recognition for all your extra-curricular achievements. All of your Big Essex Award activities go onto your Higher Education Achievement Report (HEAR). Get involved and get ahead of the game. Activate your Hear and get started.
www.essex.ac.uk/careers/bige

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

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

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

Colchester: askthehub@essex.ac.uk / 01206 874000
Southend: askthehub-sc@essex.ac.uk / 01702 328444
Loughton: askthehub-lc@essex.ac.uk / 020 8508 5983
www.essex.ac.uk/students/contact/http://www.essexstudent.com/advice/money/

10.2 **Wellbeing, counselling and confidential issues**
Your Student Services Hub provides advice, information and support on a range of health and wellbeing issues.
www.essex.ac.uk/students/health 

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

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

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

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

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

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

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

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

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

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

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

[www.essexstudent.com/safetybus](http://www.essexstudent.com/safetybus)
[www.essex.ac.uk/students/campus/emergency.aspx](http://www.essex.ac.uk/students/campus/emergency.aspx)
[http://www.essex.ac.uk/health-safety/fire/peep.aspx](http://www.essex.ac.uk/health-safety/fire/peep.aspx)

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

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

### 10.8 Health Centre
If you’re studying on a course for more than six months, you’re required to register with a local doctor. Our Colchester Campus has its own health centre or you can use the NHS Choices postcode finder to find your nearest doctor.
10.9 Students’ Union Advice
Our SU Advice service offers free, confidential, independent and impartial advice on many issues that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex. You can speak to us about Academic processes and procedures, representation at University meetings, Tier 4 UK visa extensions, housing, complaints, welfare and consumer issues.

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

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

www.essex.ac.uk/website-privacy
www.essex.ac.uk/records_management/request
Section 4: Essex Matters

11. The Essex Experience

11.1 The Essex Student Charter
Our Student Charter is developed by the University of Essex and our Students’ Union as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community.
www.essex.ac.uk/students/experience/charter

11.2 Freedom of speech policy and 12.3 Code of Conduct
For regulations relating to the Code of Student Conduct, see the University’s website:
www.essex.ac.uk/students/study-resources/handbooks/default.aspx
www.essex.ac.uk/governance/regulations

11.3 Essex Spirit, social media and What's on?
Keep up-to-date with important news, events and offers from across the University with our Essex Spirit blog. Go to our email lists to subscribe to the fortnightly e-bulletin.
http://blogs.essex.ac.uk/essexspirit/
www.essex.ac.uk/news
We have more than 60 Facebook pages, including one for each department. We’re also on Twitter.
www.facebook.com/uniofessex/
https://twitter.com/Uni_of_Essex

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

11.4 Students’ Union
We’re famous for our Students’ Union at Essex, and for good reason. Here you’re not just a member of a normal Students’ Union; you’re part of a family. We’re here to cheer you on as you walk into exams and help you absolutely destroy the competition in interviews and land your dream job. The Students’ Union is run by students for students, and you have the ability to shape what we do. From suggesting what we serve in our venues, to changing aspects of your course, we are here to represent you and work with you to make amazing things happen. There are opportunities to join 45 different Sports Clubs, to get involved with our BUCS teams which offer a wide individual championships programme of activities taking place across the year and lots of competitions take place on Wednesdays and weekends, or if you don’t want to commit to a regular team check out our Just Play programme of activities.

We have 120 existing Societies where you can meet people with similar interests, challenge yourself with something new or, if you can’t find what you’re looking for, start your own society!

Furthermore, we have our very own letting agency SU Homes designed to offer help and support for students to find off campus accommodation.
Say hello and find out more at essex.su

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

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

www.essex.ac.uk/masters
www.essex.ac.uk/coursefinder