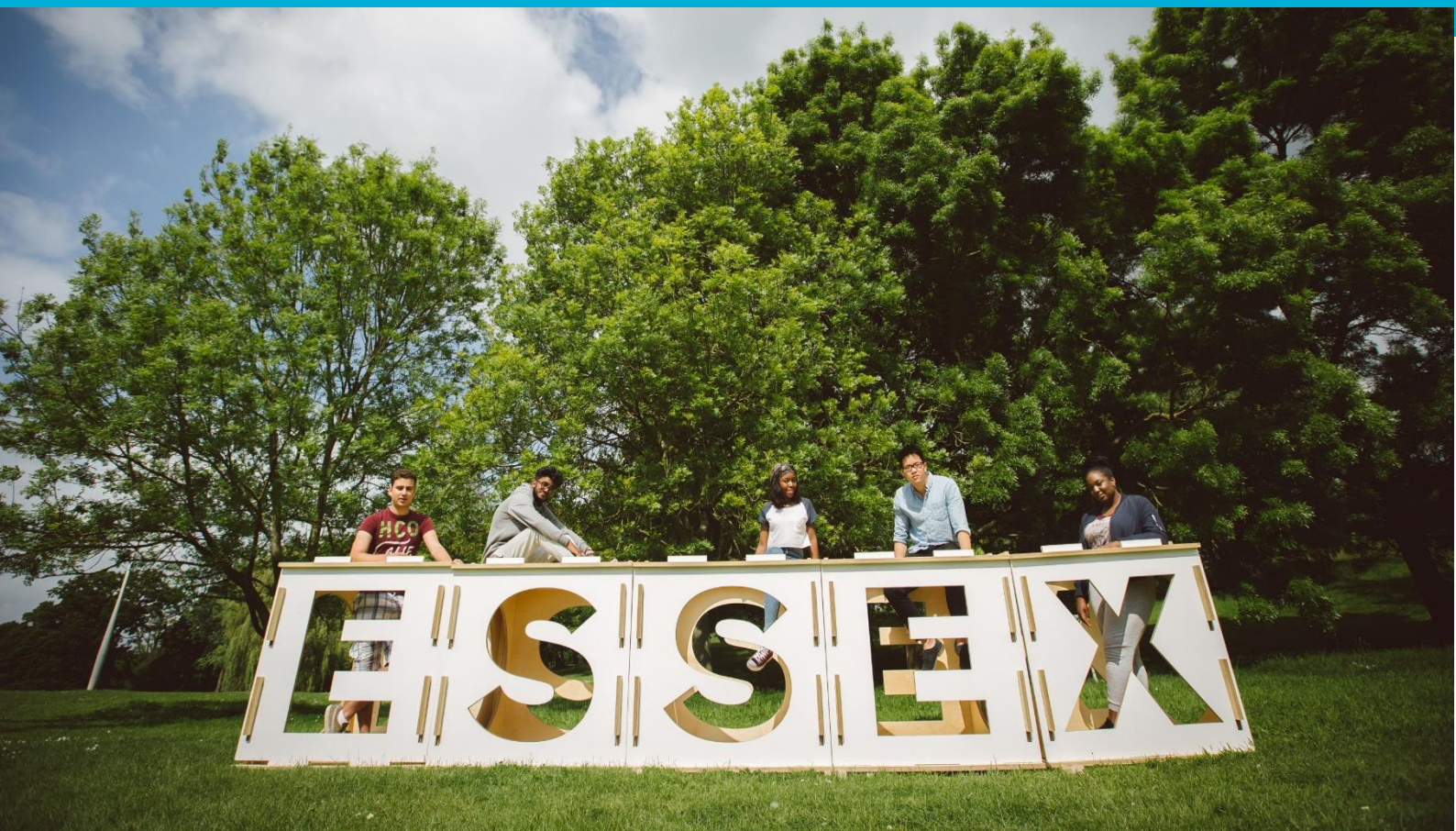




University of Essex

Your studies

School of Life Sciences PhD Student Handbook 2023-24



Welcome



A welcome message from Professor Corinne Whitby, (Graduate Research Director) and Dr Greg Brooke, (Deputy Graduate Research Director)

A warm welcome to the School of Life Sciences. We hope that you will enjoy your time here and make the most of the exciting opportunities available. You are an important and integral part of the School community, contributing to its research activities, which fall into four groups: *Protein Structure and Mechanisms of Disease*, *Genomics and Computational Biology*, *Ecology and Environmental Microbiology* and *Plant Productivity*. Each research group brings together several academic staff and their associated teams, who collaborate on projects, scholarly activity and knowledge exchange.

In the UK, academic research outputs are assessed periodically by the government in a process called Research Assessment Framework (REF). In the last REF, 85% of our research was rated as being of internationally recognised quality. This means that the School has an excellent research environment, which encourages novel ideas, critical reasoning and communication skills. Our strong focus on research means that you will be supervised by some of the leading academics in your chosen fields. You will work closely with your supervisor, technical staff, postdoctoral scientists and other postgraduate students.

Our postgraduate programmes require commitment and hard work. However, the rewards for your endeavours are that you will carry out novel research, grow into highly skilled, independent research scientists, and along the way you will develop long-lasting friendships and collaborations.

We are committed to your career development, and we will offer advice and resources to help you. It is essential that you plan ahead and take the necessary steps to develop your career and gain the necessary skills that a competitive job market demands.

We look forward to seeing you in the School and wish you all the best with your studies!

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Introduction

Your Student Handbook will tell you everything you need to know about your department, the University its academic policies and procedures, and all of the resources that are available to you.

At Essex we put the success of our students at the heart of everything we do, and want to support you to achieve outstanding outcomes. We are absolutely determined to provide you with the best Essex education and student experience we can, while safeguarding your health and wellbeing.

We celebrate diversity and challenge inequality. We are a truly diverse community where differences are celebrated, and individuality is valued. Your contribution is welcomed and encouraged based on your own thoughts and experiences. As part of our community you will have the freedom to explore, experiment, challenge your discipline and have your ideas shaped by peer and professional knowledge from all over the world. Essex is about more than just getting a degree: we have so much to offer our students!

Things might have to change and adapt over the year, so make sure that you're checking online and keeping in touch with your department for the latest updates. The [Student Directory](#) contains a wealth of other helpful sources of information which you may also find useful.

Practicalities and Getting Started

You've made it to Essex! We've outlined below the most important things you need to make sure you do as soon as possible to get your time at Essex started.

Registration (New Students)

As a new student, you must complete the [registration process](#) in order to begin your studies with us. Registration is not only a formal procedure of enrolling you into the University, but also connects you to a number of vital systems which allow you to access your online Welcome and Induction information and start your studies. Because of this, you'll be asked to complete compulsory steps, such as activating your Essex IT account, provide key information about you as part of Online Registration (including payment of fees where required), attend an in-person Right to Study Check on campus and collect your Student Registration Card. Once you've completed these steps, you'll be able to begin attending teaching and engage with your course.

You should ensure you have completed the [registration process, including payment of your fees \(where required\) by the published Latest Registration Deadline](#) for your course. If you do not do this, you may not be allowed to register and begin your course with us.

Registration (Returning Students)

As a returning student, you will need to ensure you complete [Online Registration and pay your fees \(if required to do so\)](#) at the start of each academic year to be able to continue your studies with us. It is essential that you complete all required steps, by the published [Latest Registration Deadline](#), otherwise you may not be allowed to continue your studies with us.

If you are a student undertaking studies with us with a form of immigration permission, in some instances you may be required to undertake an additional Right to Study Check, before being permitted to re-register. This may be the case if one or more of your documents have expired, or your immigration status has changed. You will be contacted by our International Services Team if you need to complete an additional check.

Right to Study

The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you aren't a UK or Irish national, your [immigration permission](#) to study in the UK will be checked via the online Right to Study system, when you first register on your course, and as necessary thereafter. Students have a duty to maintain valid UK immigration permission that allows study for the duration of their course, failure to do so may lead to withdrawal from the University under the [University's General Regulations](#).

Students with sponsored immigration permission

The University is a Student Sponsor with a track record of compliance and must ensure we remain compliant to retain our sponsor status. Students with a Student visa have [additional responsibilities](#) to the University and the Home Office. There will be conditions attached to your visa that restrict what you can do in the UK, breaking any of the conditions may mean you can't remain in the UK and complete your course. You are expected to attend in-person meetings with your Supervisor every month and this will be monitored throughout your course. If your [attendance and engagement](#) fall below expected levels or you are absent without permission for a period of time this is likely to impact on the University's ability to continue to sponsor your Student immigration permission. The International Services Team can provide [immigration information and advice](#) throughout your studies.

Explore your Campus

There is a broad range of [facilities](#) across each of our campuses to support your experience at Essex, whether in person or virtually. For the latest information, see the updates on [services on campus](#).

Get connected

Your IT account

You will need to activate [your Essex IT account](#). Once you're set up, you can access your Essex email, log in to [Moodle](#), access lab computers and Library services, [print for free](#) (subject to our fair usage policy) on campus, connect to campus wifi, and much more. When you activate your account, you will need to register an external email address and passphrase so that if you [forget your password](#), you can also reset it

using these details. If you have forgotten those, you should contact the [IT Helpdesk](#). Make sure you keep your password safe and do not share it with others. For a quick rundown of what you need when you first start, head to the [Getting Started with IT](#) guide on the Student Directory.

Campus wifi

If you are studying on any of our campuses, connect to our wifi by finding the eduroam network on your device. Use your Essex email and password to join.

Essex Apps

The University has a variety of online systems and platforms designed to enhance your learning and help make processes, such as submitting coursework, easier. We have rounded up the top platforms, portals and apps that you need to know about!

MyEssex

[MyEssex](#) is your online account and can only be accessed via an internet browser. This is different to your applicant portal – you can use MyEssex to view your timetable, update your personal details, request replacement student cards or supporting documents, monitor your course progress, let us know if you'll miss a lecture or class, contact the Student Services Hub, and much more.

PocketEssex

[Pocket Essex](#) is the University's official app for students that can be downloaded on your phone or tablet for free. It acts as a portal through to a variety of areas and resources that will be useful for you throughout your studies. PocketEssex links to many areas that MyEssex does, but also takes you through to other key resources, such as the Students' Union, FindYourWay and the Library.

Find Your Way

When on campus, we know that finding your way can be challenging to start with. Our Colchester campus in particular can be difficult to navigate with a historically complex room numbering system! [FindYourWay](#) is our interactive campus map app designed to get you from A to B on either the Colchester or Southend campuses with quick and easy directions. You can download this app on your phone or tablet for free!

Zoom

Zoom is the principal delivery mechanism used by the University for online meetings, presenting, teaching and training. This quick [start guide](#) gives you an introduction to the essentials of joining and participating in a Zoom webinar or meeting.

Working while studying

Many students choose to work part-time to supplement their income. Working during your course can also give you excellent skills and experience to boost your CV. Our [Student Services Hub](#) can help you find part-time work. There are also many opportunities to [work in paid jobs on campus](#).

You can access recommendations on working hours, as well as guidance on rates of pay and National Insurance contributions on the [Careers Services webpages](#).

If you have a Student visa, please read our information on [working in the UK for international students](#) before you start looking for a job. The country you are from and your visa type will determine whether or not you can work in the UK. If you can work, the type of work you are allowed to undertake and the number of hours you can work will be restricted.

Your personal belongings

The University does not cover costs for personal damage or loss of possessions; only in instances where the University has been negligent would a claim be viable for compensation for personal belongings. Therefore, you are strongly advised to take out personal insurance cover for your possessions. This is especially important for valuable items, such as laptops, phones and tablets.

The Essex Experience

We are proud of our inclusive and international community. Our campuses are places where every single person can feel they belong and where you can find the world in one place. We have created a [Student Charter](#) as a pledge that every student signs up to when they join us. By signing up, you promise to uphold our values and to behave in ways that strengthen and support our community. We promise to support you at every stage of your journey with us.

Embracing our Values

We are different at Essex. We are brave, we are bold, and we embrace challenges and drive change. Our values are underpinned by this very culture. While we encourage you to challenge the status quo and explore the unknown, we expect all of our students do so respectfully, intelligently and act as true ambassadors for the University. Our [Code of Student Conduct](#) outlines the rules and regulations that help us maintain our high standards of behaviour.

Equality, Diversity and Inclusion

The University recognises the value of diversity and is committed to providing equal opportunities for both students and staff. Our students and staff are treated with dignity and respect on the basis of their merits, abilities and potential, while still having the relevant impact and implications associated with race, ethnic or national origin, gender, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations, or any other identity-forming characteristics, taken into consideration as necessary to ensure equal opportunity.

The University is committed to a programme of action to ensure that this [policy](#) is fully effective.

The School of Life Sciences has a large and vibrant community of scientists working at all levels in research, teaching, management and outreach. The University was awarded the Athena SWAN Institutional Bronze Award in November 2013 in recognition of its continuing work to support gender equality in Science, Technology, Engineering and Maths (STEM) subjects and the School of Life Sciences achieved Athena SWAN Silver Departmental Award in April 2020. We believe equality, diversity

and inclusion are fundamental to our work, and the School has a [webpage on Equality and Inclusion](#).

Student communities

We pride ourselves on being a welcoming and inclusive community. We recognise the value of diversity and are committed to equality of opportunity within the University.

We offer a wide range of support to individuals and [groups of student members](#) – our student communities - who may have specific requirements, interests or responsibilities to help fulfil your potential. Whether you are an international student, a mature student, a BAME student or have any other requirements or needs, we want to welcome you with open arms. The University is committed to a programme of action to ensure that this [policy](#) is fully effective.

Environmental Sustainability

We have made commitments as a University to reduce our impacts on the environment, including reaching net zero carbon emissions by 2035. In December 2020 we declared a [climate and ecological emergency](#) and developed a [sustainability strategy](#) that sets out our ambitions up to 2026. Our Sustainability team works on a range of projects from energy efficiency to extracurricular activities to help everyone at Essex live, study and work in environmentally-friendly ways. Everyone is encouraged to do their bit, and there are simple steps you can take as a student: remember to bring a reusable cup for takeaway drinks, and a bottle that you can refill at one of our many water fountains. If you live on campus, switch off electrical items that aren't in use, and be sure to keep windows closed in colder months when the heating is on. For more information, contact the Sustainability team – sustainability@essex.ac.uk.

Essex Sport

Learning doesn't just happen in the classroom. Keeping active during your studies is a great way to meet new people, help relieve stress, maintain good physical and mental wellbeing, increase productivity, and improve your employability.

[Join](#) Essex Sport and be part of something bigger. We're a community of like-minded individuals who are dedicated to enriching your experience at University of Essex. By

fuelling your passion for all things active we help you make new friends, find new interests and be the best you. Whatever your sport, whatever your level, from fan to [professional athlete](#), we've got a place for you.

Visit the [Essex Sport](#) website or [download the app](#) to discover all the ways you can keep active during your time at Essex. In order to ensure the welfare of our community there may be changes to opening hours or what's available, so do check on the website and our [Facebook](#), [Instagram](#), [Twitter](#) for the latest information.

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 work hard to support our PGR community, and are here from day one to the moment you graduate to support you in any way we can.

The Students' Union is run by students for students, and you have the ability to shape what we do. From deciding who leads the SU by electing our entire Student Leadership team including the PGT officer, to shaping your own experiences at Essex, we are here to represent your views and work with you to make amazing things happen.

Get involved!

There are opportunities to join [Sports Clubs](#), and get involved with competitive sports in our [BUCS teams](#) or if you don't want to commit to a regular team, or would rather not play competitively, check out our [Just Play](#) programme.-

We have over [120 Societies](#) where you can meet people with similar interests, challenge yourself with something new or if you can't find what you are looking for- [Start your own](#).

We also train, recruit and support hundreds of student reps each year. These reps gather feedback to share student viewpoints on academic experiences. You can find out more about student reps including how to sign up and getting trained [here](#).

We also have our very own lettings agency ([SUHomes](#)), to offer help and support to students to find off campus accommodation.

Chart My Path

Use Chart My Path to discover over 200 extracurricular activities offered at Essex, and get recommendations personalised to you. Log into [GradIntelligence](#) to get started.

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 newsletter, delivered directly to your Essex email address.

Follow us on social media:



/uniofessex



/uniessex



/Uni_of_Essex



/uniofessex



/uniessex



/@uniessexonline

Our [Events calendar](#) brings together all the events happening across our three campuses, so you can make the most of your time at Essex.

About the School of Life Sciences

Meet the team!

A full list of all academic and professional services staff for the School of Life Sciences can be found on [our website](#).

Below is a summary of the roles of staff that you are likely to be in contact with most frequently. ¹

Graduate Research Director

Prof Corinne Whitby ext: 2062 cwhitby@essex.ac.uk Room 3SW.5.13

Deputy Graduate Research Director

Dr Greg Brooke ext: 3332 gbrooke@essex.ac.uk Room 3SW.5.07

Graduate Administrator (Research)

Marcus Buchanan lspgr@essex.ac.uk Room 3SW.4.00

Departmental Disability Liaison Officer

Dr Thomas Cameron ext: 2552 tcameron@essex.ac.uk Room 3SW.3.14

The Departmental Disability Liaison Officer (DDLO) is a direct link between you and the Student Services Hub and your department. They can help make sure that the disability service know about any adjustments you need

Your supervisor

A supervisor will have been appointed for you during the admissions process. You are expected to have regular contact with your supervisor during your studies and they should be the first port of call for any concerns/problems. We recommend that you

¹ Department/school information in this Handbook is correct at time of publication but there may be role changes within the department/school throughout the Academic Year. Students should consult staffing details held online for the most up-to-date information.

consider attending the '[Making the most of your supervisor](#)' training course, provided through Proficio.

If you have a disability, long term medical condition and/or Specific Learning Difference and have not registered with Student Wellbeing & Inclusivity Service, to discuss your support needs, please email include@essex.ac.uk.

Supervision of research students during periods of leave

Academic staff serving as supervisors of postgraduate research students will, on occasion, take periods of research leave for research purposes. During some periods of research leave, supervisors may not be in residence at the University. It is incumbent upon the supervisor, with the approval of the Graduate Director, to develop a plan for the continuing supervision of students during periods of research leave. In making such arrangements, it is the policy of the department that:

- a) Members of staff are expected to continue to carry out their role as supervisor during periods of research leave.
- b) Members of staff on research leave are not expected to attend Supervisory Panels but are expected to provide a written assessment of progress.
- c) Members of staff on research leave should make arrangements for continuing contact with their supervisees, whether through face-to-face meetings, or through some form of remote communication,
- d) In cases where a member of staff plans to be out-of-residence for an extended period during their research leave, an alternate member of staff should be named (by the Graduate Director in consultation with the supervisor) as a local contact for the supervisee student. The local contact is not meant to act as a substitute supervisor (see point (A) above) but to serve as a designated point of contact in the Department during the period when the supervisor is out-of-residence.

The Supervisory Panel (SP) and Research Students' Progress Board (RSPB)

These are the formal committee meetings at which an individual student's work, training/skills development, and progress are reviewed against the published milestones. Progress decisions are considered by the SP with a recommendation being made to the RSPB. This includes Confirmation of Status and entry to the next

stage of study or period of completion, along with extensions, downgrading and discontinuation. The final RSPB decisions and/or recommendations are reported to the relevant Faculty Dean (Postgraduate).

Your Supervisory Panel is composed of you, at least one of your supervisors and one other academic who acts as Chair. In exceptional circumstances where the sole supervisor is on study leave, an acting supervisor may attend.

The RSPB comprises senior members of academic staff and is chaired by the Graduate Director or Head of Department/School. It reviews the progress of every student through to the award of a degree, withdrawal or failure, on the basis of the reports from the Supervisory Panel, including the written report from the student.

[Principal Regulations for Research Degrees](#)

[Professional Doctorate rules of assessment](#)

Staff research interests

Professor Leo Schalkwyk has led pioneering research into gene activity and Alzheimer's disease as part of an international project led by the Universities of Essex and Exeter.

Dr Michelle Taylor embarked on an Antarctic research trip to investigate little-known marine life in the Weddell Sea

Dr Vassiliy Bavro is researching antibiotic resistance, and how bacteria manage to evade antibiotics.

In a project that brought together the ancient world and cutting-edge technology Professor Nelson Fernandez utilised ancient DNA analysis to show that a local Roman burial ground contained family burial sites

Our work covers multiple areas of research within biological sciences. [Discover more about our staff and their work.](#)

Departmental resources and facilities

A wide range of facilities and resources are available for all students to access and use as part of their study at Essex. Each department and school also have a selection for the exclusive use of their students. Below is a summary of the facilities and resources that are likely to be most useful to you.

School Common Room

The Darwin School Common Room, 4.11, is located on 4th floor and is for the use of all students/undergraduate students/postgraduate students.

Postgraduate (Research) Study Room/Lab

All postgraduate Research students can use the hot desk facilities in the Postgraduate Research room, 4.01. For desk space, please see Marcus Buchanan.

Postgraduate Lockers

Lockers are available in the Postgraduate Research room, 4.01. Please speak to Marcus Buchanan if you are interested in using a locker.

Postgraduate Training

PGR students all have access to Proficio; our innovative professional development scheme, unique to Essex. We believe that your academic and professional development is vital to your growth as a postgraduate research student and we give you funds that can be spent on a variety of courses and conferences.

As a postgraduate research student, you will be registered on the Proficio system. You will need to complete the Training Needs Analysis (TNA) on Moodle in order to unlock your Proficio funding account. The enrolment key is 'PGRstudent'.

In addition to laboratory/field work and laboratory training directly related to your research topic, research students are also required to attend a more formal, structured training programme, details of which will be circulated via email.

Printing, photocopying and scanning

All students can [print, copy and scan for free at Essex](#) subject to our fair use policy. You can even print from your mobile by sending your file to mobileprinting@essex.ac.uk using your Essex email.

Once you've located a device, simply log in using your Essex login and password, or tap with your student card to print. Whilst printing is free for all students, please think of your carbon footprint, only print if necessary and check your available quota.

Please note that there are strict laws about infringement of [copyright](#); more information can be found on the [library website](#) which explains what and how much you are permitted to copy. Usage is monitored and subject to a fair use policy.

Noticeboards

Every department and school has their own noticeboard(s) providing information on staff, courses and classes, updates, careers, events and opportunities. The Postgraduate Research noticeboard is located opposite room 4.22.

Pigeonholes

The Postgraduate Research pigeonholes are located in the Darwin School Common Room, 4.11. Please ensure to regularly check your pigeonholes.

Social Media

The School of Life Sciences has its own [Facebook page](#). Through this page you can see our latest news, upcoming events and open day information.

We also have a specific [Facebook group for PGR students](#) where you can share tips, ideas and relevant research links.

We have created a [SLACK group](#) which enables you to start discussion "threads" around particular topics, such as accommodation and general university queries. SLACK also allows you to communicate amongst each other and arrange Zoom meetings. The [SLACK group](#) includes key academic members of staff as well as the Graduate Director and Postgraduate Research Administrator.

Learning and Teaching

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.

Student Staff Partnership

The supervisor-student relationship is an interactive one where communication will take place between both with the supervisor offering advice to the student throughout the PhD. The relationship will change over the period of study, from the supervisor being more prominent in the first year with the student gradually becoming more independent. Communication will take place either face-to-face or via electronic means, to engage in discussion/review of the work and progress. These meetings will be at least once a month (and bi-monthly for part-time students).

If any difficulties arise during the course of your work or supervisory arrangements it is preferable that they are raised initially with your Supervisor. If this is not possible, speak with Marcus Buchanan who will arrange an appointment for you with the Graduate Director (Research). Problems of a more general nature, applying to several postgraduate students, may be raised at the Postgraduate Research Student Voice Group.

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

- Read the documentation provided, including the [regulations](#) for your degree, the [Code of Practice](#) and details of the departmental supervisory arrangements.
- Attend meetings with your supervisors and Supervisory Panels as arranged, and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- Keep in regular contact with your supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).
- Provide updates on progress as outlined in the [Progress and Appeals Procedures for Research Degree Students](#)
- Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- Familiarise yourself with the departmental [milestones](#) for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at your RSPB

which takes place twice a year (or equivalent for part-time students). It's important that you review your milestones regularly to ensure you'll be ready to submit your thesis by the required date.

- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
- Familiarise yourself with the expectations and conventions regarding academic referencing other people's work.
- Attend any research training and generic skills courses as agreed with your supervisor.
- As requested, submit reports on progress to professional practice and research supervisors, Supervisory Panels, or the departmental Research Students' Progress Board.
- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a logbook or research portfolio to be signed off by your supervisor.
- Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students' Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.
- Discuss any supervisory problems with your supervisor or the Head of Department. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the [Postgraduate Research Education Team](#) to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.
- You must present your thesis for examination by the end of the final term of your standard period, or by the end of the prescribed completion period.
 - A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two-week period.
- If you fail to present your thesis for examination by the deadline, you will be

deemed to have withdrawn permanently from the University and from your research degree, unless you are permitted an exceptional further period of completion.

- Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.
- Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

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

- Attend lectures and seminars for taught modules where applicable and attend meetings with your professional practice supervisor. For more information on this, please refer to the section on [taught modules](#) in this handbook.
- Complete the work required for your taught modules.
- Maintain a professional practice portfolio which forms part of the assessment for the degree.

Full details of the PGR milestones can be viewed via the [Moodle page](#).

The academic year

Postgraduate Research students are expected to work on their theses throughout the calendar year, and are not subject to the same academic year term structures as that of taught students. As a reference point, the academic year uses a week numbering system that covers the 52 weeks of a calendar year but corresponds to typical term dates. So, the start of the academic year is week 1, which is Welcome week, with teaching commencing in week 2.

Term	Week numbers
Autumn	2-11
Spring	16-25
Summer	30-39

You can view the University's week numbers with the equivalent dates in the week by

week [calendar](#). The University's [key dates](#) include an overview of the start and end of each term and exam periods.

Some programmes have slightly different term dates. In the School of Life Sciences this does not apply. However, you will find that all campus activities and events make reference to the standard academic year terms and schedule noted above.

You are expected to be available during term time to attend teaching events where applicable, and unless otherwise advised by your Department.

My programme of study

Each programme of study at the University has its own syllabus, full details of which, including the aims and learning outcomes, can be found in the University's [Programme Specifications Catalogue](#).

Your own programme structure, including your specific programme specification, can be found in the MyStudy section of your [MyEssex](#) homepage.

Making changes to your study

If you feel as though your research has changed direction and that it would be appropriate to change your degree title, please discuss this with your supervisor, as they'll be best placed to advise on the most suitable option. You may also feel it appropriate to change to a differing degree type (from PhD to MSD for example), again please discuss this with your supervisor in the first instance.

Once you have decided that you want to change your degree title, you will need to make a formal request using the online [Change of Course/Degree title form](#).

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

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

visa may not be able to change their course without first obtaining a new visa from overseas, if eligible.

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online [Change of Mode of Study form](#), which will need to be approved by your department and the Dean.

If your request is approved your period of study will be adjusted pro-rata.

Thinking of leaving or taking a break?

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. You can contact your department, supervisor or Student Services Hub to speak in confidence about your concerns, and also the [different options available to you](#) and the impact they may have.

You should also be aware of how your funding may be impacted if you choose to take a break. You can do this by contacting the Funding Team – funding@essex.ac.uk.

Periods of study

Periods of study

Research degree	Mode	Standard	Completion
Masters by Dissertation (MSD)	Full time	One year	Up to one year
	Part time	Two years	Up to one year
Master of Philosophy (MPhil)	Full time	Two years	Up to one year
	Part time	Four years	Up to one year
Doctor of Philosophy (PhD)	Full time	Three years	Up to one year
	Part time	Six years	Up to one year
Doctor of Philosophy (Integrated)	Full time	Four years	Up to one year
	Part time	Eight years	Up to one year
Professional Doctorate	Full time/Part time	See individual programmes	See individual programmes

Library & Cultural Services

The Library provides access to an extensive digital library of books, journals, databases and more to support your research. As well as a team of specialist Academic Liaison Librarians who can advise on appropriate resources for your area, there is also a Research Support team, who can advise on a variety of topics including open access, online research profiles, and how/where to publish and promote your work. Online support in these areas can be found in the Library's Research Support guide. A range of workshops and training sessions are also held throughout the year through Newcomers, a collaborative network run by Library & Cultural Services and the Research Enterprise Office that aims to support researchers, and offer training across the research lifecycle. Signing up to the Newcomers mailing list is the best way to keep up to date with the latest training and development opportunities, and it also provides a platform to network with fellow early career researchers. If you have any questions about Library services, there are a range of ways you can get in touch with the team.

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has a variety of study spaces, including a dedicated Postgraduate Study Room that is open 24/7. You'll need your student card to access this space, so be sure to bring it with you during your visit. The Library offers in-person assistance at the Helpdesk in the ground floor foyer, as well as email, telephone, and live chat support. They also provide the opportunity to book appointments with specialist staff, who can help you through your studies and into whatever you choose to do after graduation.

See the [Library website](#) for the latest information on all our libraries and the services available, including opening hours.

Art Exchange

Placing students at its core, [Art Exchange](#) is a place where art, artists and the campus community come together. Our programme of exhibitions and activities are here to get you inspired, make new friends – or simply to chill while having fun making art.

We show international art by established and emerging artists throughout the year, building up a dynamic programme by working closely with the campus community, as the art on our walls is co-created by students and responds to what matters to them.

Alongside exhibitions, our exciting programme of events and art classes and are free for students. Led by professional artists, they support students' creativity, confidence and wellbeing - as well as being great fun!

We want everyone to get involved and enjoy great art.

Lakeside Theatre

The [Lakeside Theatre](#) provides a warm, welcoming social hub of creativity at the heart of the University to foster the living learning community.

We produce a programme of diverse, dynamic and accessible live performances of theatre, music, comedy, dance, workshops, artist development and live art for audiences on and off campus. It is a learning and social experience for students that will deliver key life skills to enable them to respond to a rapidly changing world with creativity and personal and cultural confidence. Students' wellbeing remains at the forefront of what we do which is why we provide opportunities for enjoyment, inspiration and creativity.

The theatre and technical facilities are kept up to date, for student use in education and further skill building in modern practices nationally and internationally.

Study Abroad

As a postgraduate student there are a variety of opportunities through Essex Abroad to have an international experience. Providing you with the chance to enhance employability, gain valuable transferable skills and develop as individuals.

[Essex Abroad](#) have a wide range of [summer programmes](#) suitable for postgraduate students including summer schools abroad, volunteering programmes, international internships and research abroad opportunities which are open to all Essex students. These programmes vary in duration, location and cost. [Find out more](#) about Essex Abroad opportunities. For information regarding your funding during a study abroad, you should liaise with the Funding Team – funding@essex.ac.uk. Students with disabilities should also liaise with the Student Wellbeing and Inclusivity Service – include@essex.ac.uk.

The University of Essex is a founding member of the YUFE Alliance. YUFE (Young Universities for the Future of Europe) is a collaboration of 10 different European

institutions, providing you with the opportunity to study across multiple partners virtually or physically; as part of your degree or in addition to it. YUFE aims to be a leading model of a young, student-centred, non-elitist, open and inclusive European University.

As a University of Essex student, you can obtain an international experience through YUFE, taking anything from academic to language courses, or even entrepreneurship courses; allowing you to go the extra mile and stand out from the crowd. Find out more about YUFE and how to apply on our dedicated section on the [Essex Abroad YUFE webpage](#) and through the [YUFE Virtual Campus](#).

Peer Review with the Essex Student Journal

If you are interested developing the vital skill of peer reviewing academic papers, the Essex Student Journal provides the ideal opportunity to do so, with training, guidance, and support to help you become a proficient peer reviewer.

This invaluable experience will enhance your expertise as an early career researcher, developing your understanding of the academic publishing process. Peer reviewing is typically expected of researchers at all stages of their academic careers, so starting in our supportive environment will ensure you feel confident moving forward. The analytical skills you develop are transferrable to a wide variety of other professions too.

Not all universities have a Student Journal, making this a unique opportunity for you and the authors. Our multi-disciplinary journal, run by students, for students, showcases the hard work of our undergraduates and PGTs and, through a double-blind peer review process, supports them to develop their writing skills and produce high quality outputs.

If you are interested in developing your skills and helping others to do the same, find out more about joining our vibrant community of peer reviewers at the Essex Student Journal and embark on your academic peer reviewing journey with confidence.

If you have any questions, get in touch with the Journal Team via journal@essex.ac.uk.

University and departmental training events

Doctoral Welcome Conference

This is designed to introduce participants to researching at Essex and to mark the start of their doctoral journey with us.

The School Postgraduate Training Programme

This programme starts in Week 1 and continues throughout the year. Most of these training seminars and meetings are compulsory and progress is conditional on adequate attendance. They cover topics of common importance to all Life Sciences research students, and have been designated by the Research Councils as topic areas in which graduate students must receive training. There is a training programme for each year of study and include sessions on writing a Literature Review, Annual Report writing, preparation of a thesis (includes School guidelines on the preparation of a thesis), and preparing for the viva. Information on training sessions throughout the year will be emailed directly to you.

School Seminars

Research students are expected to attend the regular School Seminars held during term time. These usually take place on Thursdays from 1.00 – 2.00pm. It is important to continue to extend your general scientific education. The seminars are selected to be of wide biological interest.

School Mentoring Scheme

The School of Life Sciences is committed to supporting staff and research students at all stages of their careers. A School Mentoring Scheme has been established as a result of an action from the School's Student Voice Committee meeting and Athena SWAN Silver Department Award. This voluntary scheme is open to all academic and research staff and PhD students.

Aims of Scheme

The Mentoring Scheme aims to support individuals' at various stages of their professional or personal development. Mentors will provide support, give advice and guidance on career/ personal development and provide opportunities to reflect on progress. The scheme supports both traditional mentoring with senior staff as well as

peer mentoring and can be either long-term or short-term to suit individual needs. Through the establishment of the Mentoring Scheme we aim to:

- Support staff and students at key career transition points
- Provide guidance on career and personal development

Further information can be found on the School Mentoring Scheme Moodle page. To request a mentor or to sign up as a mentor for this scheme, please contact Marcus Buchanan ispgr@essex.ac.uk

Scientific Societies and Conferences

It is really useful to join a scientific society and become part of the wider scientific community. In addition, societies hold conferences where you can meet key researchers and hear about new work, often before it is published. You may also have the opportunity to present your own work in a talk or poster. Some societies provide funds to students to attend these conferences. Your supervisor will be able to advise on which society or societies is appropriate for you to join and further information is available on the Early Career Researcher Resources Moodle. These conferences and other meetings in the UK or abroad are considered very important parts of your scientific training. If your studies are funded by a studentship or scholarship, your sponsors will probably have allocated funds for you to participate in at least one major conference. Your supervisor will keep you informed about these conferences or meetings and may be able to provide some financial support. The School may be able to help as well and a call for requests for funds to attend a meeting or conference is made each term by Email.

Presenting your work

Throughout your period of study you will be expected to present your work orally to audiences, typically in the informal setting of your laboratory group meetings or in your Research Group meetings. The annual Graduate Forum (above) provides a more formal meeting structure for poster and oral presentations. Some PhD students in their third year may, in addition, be invited to present a seminar to a wider School audience, for example during the weekly School Seminar Programme. Presentation of your results in a poster or talk and the opportunity for discussion is an important part of participating in a conference or meeting.

Cohort Building Event

In 2017 the School held the first postgraduate cohort building event. The event brought together postgraduate students and postdoctoral scientists from all the diverse disciplines within the School to promote interdisciplinary knowledge and exchange of techniques. The event comprised of talks from each of the seven research groups, an interactive session on networking, an alumni presentation, a motivational lecture by an eminent guest speaker and the opportunity to attend a careers workshop to provide targeted careers advice. We plan to hold a similar event in due course.

The Graduate Forum

This is a compulsory one-day event held in September each year and must be attended by all research postgraduate students. First year students are required to present a poster, second years to give a 10-minute oral presentation and third years to co-ordinate the event. Students are responsible for the planning and the organisation of the Graduate Forum, including the programme for oral and poster presentations, preparation of abstract booklet, organising publicity and refreshments. There are prizes for best oral and poster presentations. There will be seminars on poster preparation and also oral presentation for second and third years respectively, in the Summer Term (see your Training Programme timetable).

Research Groups

Students will be members of one of the research groupings: Protein Structure and Mechanisms of Disease, Genomics and Computational Biology, Ecology and Environmental Microbiology and Plant Productivity. These groups have regular research meetings which students should attend. Laboratory groups, research workers and students supervised by individual members of staff, also have regular lab meetings.

Assessment and Academic Integrity

Undertaking a research degree varies for each person. Some are predominantly lab based, others require significant library research, and some must undertake taught modules. All schools and departments at the University employ a variety of assessment methods, and these will be tailored based on your research area and the course you're on.

Ethics in research

All research involving human participants and animal subjects, 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 should first read the [Guidelines for Ethical Approval of Research Involving Human Subjects](#) or [Guidelines for Ethical Approval of Research Involving Animals](#) and then submit an Ethical Approval application form via [ERAMS](#). You should be aware that ethical approval cannot be granted retrospectively so it is very important that you make your application before you start to recruit participants or collect data from them.

Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority and / or NHS Research Ethics Committee approval. You should contact the REO Research Governance Team (reo-governance@essex.ac.uk) at an early stage.

Research involving vulnerable groups may require a DBS check if you are engaging in regulated activity. More information about the DBS check process can be found on the [University's DBS webpages](#).

Risk assessments in research

If the research you are undertaking could potentially harm participants, researchers or the University (e.g. risks to physical or mental health, safeguarding or reputational, legal or financial risks) you will need to carry out a risk assessment, which you may be asked to provide as part of the ethics approval process. Your academic supervisor will be able to advise you on this.

You can book onto [Research Risk Assessment training](#) online, where there is also further information about risk assessment and managing health and safety risks.

If you are planning to carry out research abroad it is important that you research your destination, so that you are aware of [security, safety or culture issues](#) that may affect you or your research. The University has comprehensive travel insurance, which you will be able to arrange by completing the online [Travel Insurance Application Form](#).

School Safety

The University's Health, Safety and Wellbeing Policy, sets out the health and safety responsibilities of all University employees according to their job role. The responsibilities of employees and managers are also summarised in the Employee Guide to the Health, Safety and Wellbeing Policy. Both documents can be found either on the safety notice board adjacent to the main entrance, from David Knight or via the [Life Sciences Intranet](#).

The School has produced specific guidance and, where appropriate, safety standards and codes of practice for a range of activities. Further information can be found on the [Life Sciences safety intranet site](#).

Safety glasses

There is a School rule (supported by legislation) requiring you to wear safety glasses in all laboratories. Some areas have a risk assessment which says that glasses need not be worn, for example, when using a microscope; these areas will be made known to you when you are in the lab.

SO PLEASE NOTE – the general rule is that you must wear safety glasses in the laboratory.

Ordering and Stores

You can obtain items (e.g. stationery, pipettes etc.) from the Stores on the second floor (Room 2.07). The purchase of other materials and equipment using School order forms should be made in consultation with your supervisor or the technician in charge of your laboratory.

[Up-to-date opening hours and information](#).

Use of equipment

Many items of equipment are heavily used and their use must be reserved in advance on an appropriate booking sheet. Only people whose names have been approved in

writing may use the autoclaves. Please inform your supervisor of any faulty equipment by email.

Repairs

If you find any equipment that is broken or not functioning properly you should complete a repair form on [the Intranet](#). Failing this you should notify the technician in charge of your laboratory. You should never try to repair equipment yourself.

Late working

The normal working hours of the School are 8.00 am until 6.00pm, Monday to Friday.

Those working in the School outside working hours must have a late working pass.

Researchers working after 10.00 pm and before 7.00 am must obtain written permission from their supervisors and notify the David Knight, Technical Services Manager, in advance.

Such permission may only be given for periods of 7 days.

You will only be issued a late working pass when you have been fully trained in the laboratory. To obtain this a passport size photograph should be attached to the [Late Working Pass Application](#). There is a photo machine outside Students Union Bar. You will also be given a copy of Late Working Pass Procedures which must be followed. Passes will be issued by David Knight, the Technical Services Manager in room 4.02, and must be carried at all times and produced when asked by a [Security Officer](#).

Please also email Marcus Buchanan (lspgr@essex.ac.uk) to ensure you are added to the SALTO door access for the Life Sciences building.

Laboratory Notebook

All PGR students receive one complimentary laboratory notebook per academic year. The laboratory notebook facilitates the keeping of a valid record of your research work. Accurate records will allow you to prove when a particular idea was generated. It will also allow you to register details of each experiment and when they were done. This Notebook belongs to the student/researcher and the supervisor or head of laboratory. The School requires that you adhere to a set of guidelines in completion of the Notebook and these will be circulated via email.

All PGR students have a supervisor or supervisors. Your most important academic contact in the School is your supervisor. Your supervisors will guide you in your studies including your training in the laboratory. Students meet with their supervisors on a regular basis. The frequency of meeting will vary with different projects and also at different stages of your studies but is likely to be weekly or fortnightly. Meetings and discussions with supervisors should be recorded in your laboratory notebook. Consultation with your supervisors is particularly important when you are writing up your thesis. The supervisors should see all chapters with time to make comments and suggest revisions before your deadline for submission.

A full description of the responsibilities of supervisor and student are described in the accompanying document “Responsibilities of Supervisor and Student” and in the [Code of Conduct](#). As research students you are entitled to six weeks annual leave which must be agreed with your supervisor and the Graduate Office. As detailed in the code of practice any research time conducted outside the UK must be approved by the Head of School. A form must be completed which can be obtained from the Graduate Office.

Academic Integrity and Academic Offences

The University expects students to complete all assessment with honesty and integrity 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 work. 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.

Referencing

Respecting authorship through good academic practice is one of the key values of higher education in the UK. Referencing is how you acknowledge all sources used within a piece of work. You must reference all work used whether cited directly (quotes), or indirectly (paraphrasing and summarising).

Referencing allows you to give credit to other's ideas, work, research, theories, concepts, outcomes and results, and demonstrates your breadth of reading and knowledge on a subject. If you do not reference properly, this could amount to [plagiarism](#), which is an [academic offence](#).

There are styles of referencing which will determine exactly how you format your reference. Your departmental referencing style is Harvard. You must use this referencing style. Guidance on your referencing style is available [online](#), including an interactive referencing tutorial. You can also take the [Academic Integrity course on Moodle](#).

Academic Skills Support

There are a variety of skills and training opportunities available for postgraduate research students from [Skills for Success](#), covering a range of aspects across the research and thesis writing process. We also run a dedicated English language support class for international PhD students.

We are committed to ensuring that every student is able to get the most out of their postgraduate research, and are here to help all year round, providing support, resources, [workshops](#) and [1:1s](#) on:

- [Academic writing](#)
- [Maths and stats](#)
- [Digital Skills](#)
- [Research](#) and [referencing](#)
- [English language](#)
- [Exam revision](#)

Some of these services are open to all students at the university, whilst others are specially tailored to research students. All are designed to help you develop your academic and language skills no matter what department you are attached to, or what stage you are at.

All services are free, and have no limits on the number of bookings you can make.

Proofreading services

Before considering the use of proofreading services, all students should first discuss their work with their supervisor(s). Many students seek 'proofreading' services at some point during their studies, but different types of editing can occur under this name which may not be appropriate in an academic context where work is assessed and could potentially qualify as an [academic offence](#). The University is keen to ensure as far as possible that students understand what [proofreading work should entail](#) and the acceptable boundaries to which any proofreading or editing must adhere to.

All students should ensure that any agreement entered into with a proofreader conforms to the [University's policy and guidance on proofreading](#).

Language classes

Academic English Support

Skills for Success run a dedicated [PhD Language Support](#) module throughout the year, to help you develop your writing skills, presentation skills and confidence. They also run a range of [Academic English Support classes](#) which are available throughout the year. Modules include Academic Writing, Speaking, Reading, Grammar Review, and Exam Preparation and Writing Skills. Bookable [workshops](#) and [1:1 support](#) are also available.

General English classes for beginner/intermediate/advanced learners (GEC)

The [Department of Language and Linguistics](#) offers the wider University of Essex community the chance to improve their English language skills through our General English Classes. These classes are available to:

- Dependants and close family members of students and staff at the University of Essex
- International staff at Essex who may want to work on their general English and fluency skills
- International students currently studying at UEIC Kaplan
- International students currently studying at both UG and PG level at Essex who wish to develop their language skills

- Refugees and asylum seekers who hold an ARC card, or a letter granting them Immigration Bail

The classes, which take place at the Colchester Campus, will enable you to meet people from other countries and cultures and will help you develop your language skills. These classes are free and are taught at three basic levels: Beginner (A1/A2), Intermediate (B1/B2) and Advanced (C1/C2) and will focus on listening, speaking, reading and writing. Throughout the year, you will have a unique opportunity to develop your conversation skills, by reflecting on real-life examples of how language is used in context.

Learning a Language

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

Principle Regulations for Research Degrees and the Code of

Practice for Research Degrees

The [Principal Regulations and the Code of Practice](#) are extremely important documents that set out both your responsibilities, and the responsibilities of the University to you. Take time to familiarise yourself with them. They outline the roles and responsibilities of you, your supervisor, your Supervisory Panel and the Research Student Progress Board.

[Professional Doctorate Rules of Assessment](#)

Supervisory Panel

All research students have a Supervisory Panel; the role of the Supervisory Panel is to review the student's progress. The Panel consists of the supervisor(s) plus at least one other member of academic staff who should Chair the Panel. The supervisor nominates the other member(s) of the Supervisory Panel who should be generally familiar with the field of research so they can meaningfully review the student's progress but they are not directly involved with supervising the research project. The composition of an individual's Supervisory Panel will be notified to the student before or at the time the first report is submitted i.e. towards the end of the Autumn term.

The Supervisory Panel formally meets with the student at least twice a year, in December and in June (subject to your start date, please refer to the flow chart). The system of Supervisory Panels is intended to give the students a different perspective on their work and also experience of discussing and defending their work. They may also give feedback on written work such as the Annual Reports. The Supervisory Panel also reviews training undertaken and further training needed.

After each meeting the Supervisory Panel will agree on a report which is sent to the Graduate Administrator (Research) and the student. The Chair is responsible for ensuring that the student is informed of any recommendations made by the Panel. The supervisory panel report form is submitted to the Research Students Progress Board where all recommendations are approved and confirmed. A copy of all supervisory panel report forms are then submitted to the Postgraduate Research and Education team.

General Points

You will have at least two meetings each year with your Supervisory Panel and you are required to produce the documents described below, depending on the stage of your programme, that will form the basis of the meeting. Please refer to the flow charts (which are in your pack and also emailed to you) to find the deadlines for handing in these documents. Hard copies of your documents should be given to each member of the Supervisory Panel and an electronic copy to the Graduate Administrator (Research).

Assessment of Progress

It is most important that you understand the function of, and engage fully with, the Supervisory Panels (sometimes referred to as “Boards”), as they are designed to help you. Some of the functions that they serve are:

- An opportunity to communicate your research, clearly articulating your aim and key hypotheses, both in general discussion and via presentations.
- More specifically, an opportunity to discuss your research with someone other than your supervisor or co-supervisor, namely the “supervisory panel chair”. They should be considered as a “critical friend”, who can provide advice on your

research with an external perspective and help if there are any supervisory issues. You should get to know your supervisory panel chair.

- An opportunity to reflect on progress and clarify expectations in terms of the quality and quantity of your work.
- An opportunity to get feedback on specific pieces of written work that have been set to encourage you to keep up to date, e.g. general project plans, training plans, a literature review that will serve as the Introduction to your thesis, reports in scientific paper format that migrate into draft thesis chapters and/or papers. It should be recalled that there are few jobs without deadlines. Therefore, keeping to these deadlines is an important aspect of your training and also spreads the workload, thus alleviating future stress.
- An opportunity to defend your research after questioning. Scientists must ask and address critical questions, so you should consider the Supervisory Panels as training in this respect (it is not expected that you will have all the answers, but it is expected that you will reflect on the questions).
- An opportunity to ask about training needs and career opportunities.
- An opportunity to inform the Supervisory Panel members about any difficulties and mitigating circumstances that may have affected progress.

We have a duty to you, the University and sponsors to have formal measures to assess progress. You should not worry unduly about the Supervisory Panels, as they should follow the natural progression of a hard-working postgraduate researcher rather than dictating the progress. Use the Supervisory Panels to your advantage, e.g. to put in the extra hours to read and critique key papers, to analyse your data rigorously, to prepare professional figures, to think more broadly about your research, to ask whether your hypothesis is justified and is it being tested rigorously. However, you should not curtail experiments because of the Supervisory Panels.

If problems arise, then talking about them early and trying to resolve them will benefit everyone. You should not wait until the Supervisory Panels to do so, but please do additionally discuss any issues at the Supervisory Panels. Please also note that you

should read and reflect on the Supervisory Panel reports. By signing at the end you indicate that you are content with the report.

You will have at least two meetings each year with your Supervisory Panel, and you are required to produce the documents described below, depending on the stage of your programme, that will form the basis of the meeting. Please refer to the flow charts (which are in your pack and also emailed to you) to find the deadlines for handing in these documents.

Electronic copies of your documents should be given to each member of the Supervisory Panel and the Graduate Administrator (Research), but also ask whether the Supervisory Panel members would like a hard copy.

It is important that you submit documents to your supervisors in time for them to provide feedback and for you to act on it. The final documents should be sent by the specified deadline.

In addition to the information provided below, there are two documents that must be **submitted before each** Supervisory Panel (**at the same time as the other documents**):

- Specific sections of the Supervisory Panel Report, such as: a check-list, an opportunity for you to comment on progress and any points that you'd like to discuss at the Supervisory Panels.
- Your training document, which is a living document where you record training and, importantly, highlight your training needs.

FIRST YEAR

Interim Supervisory Panel:

Each student is required to produce a short written report (1000 words maximum) two months after the commencement of their programme. This will:

- briefly describe the background of the research project, including a few key references
- present the aims and hypotheses of your research project, together with an explanation of your approach (a schematic is often helpful for this)

-
- include an outline plan for the year ahead, with more emphasis on the first 6 months, including some experimental detail

Your report will be discussed at your Supervisory Panel. Following this meeting the Supervisory Panel Chair will write a report summarising progress, highlighting strengths and any shortcomings, and recommending whether you are allowed to proceed to the next stage. These reports are considered at a meeting of the RSPB and this committee makes recommendations on progression to the Postgraduate Research and Education team (which includes upgrade, downgrade and discontinuation).

First Submission of the Literature Review / Introduction to your Thesis:

You are expected to formally submit your Literature Review / Introduction to your Thesis (see below for more details) at the start of Term 2 to your supervisors, supervisory panel chair and Graduate Administrator. You will receive feedback by email or an informal meeting. The supervisors are primarily responsible for providing feedback, but the supervisory panel chair should also offer generic advice.

First-Year Supervisory Panel:

The documents required are:

- Revised Literature Review / Introduction to your Thesis (see below for guidance)
- First-Year Annual Report (see below for guidance)
- Plan and timetable of work for next year
- 10-minute presentation on your research

Literature Review / Introduction to your Thesis

An extensive Literature Review should be produced, discussing the background of your project and placing it in the context of previous work in the field. The Literature Review will evolve into the Introduction to your Thesis. It is essential that you become familiar with the literature in the area of your research as it will dictate your aims and hypotheses and thus your approach. Therefore, the Literature Review is regularly

updated. A draft should be presented to your supervisor in the first term, and a version formally submitted at the beginning of the second term. You will receive further feedback on this version, and you are expected to submit an updated version for the First-Year Supervisory Panel. A good literature review will be integrative and critical, proving added value with, for example: tables compiling data from different literature sources, meta-analysis, and self-constructed conceptual figures. There will be a seminar on the approaches to writing the Literature Review in the Autumn Term (see your Training Programme timetable). The Literature Review should:

- be thorough and logically structured
- be **5000-10000 words** in length
- be fully and correctly referenced (consult the Guidelines for Referencing below)
- have an abstract of approximately 300 words that outlines why the research area is important and summarises what major conclusions can be drawn from the review

First-Year Annual Report

This should succinctly summarise results to date. The format of this report should follow the requirements of the doctoral thesis, so that you can practise writing clearly and logically and presenting data in the correct manner. It is important that you use abbreviations, species names, etc. correctly, and present references in the correct format in the text and in the reference list.

The First-year Annual Report should be no more than **3000 words** (figures, tables and the reference list are in addition to this) written in a clear scientific paper format and demonstrating critical reasoning. Make sure the pages are numbered. The report must have the following:

- **Title page** (title, your name, supervisor's name, year of study and date).
- **Summary/Abstract** (approximately 300 words) explaining why the work is important, the purpose of the research, the methods used, summary of key results and main conclusions.

-
- **Brief Introduction**, which sets out the scientific question you are investigating, but should not be an extensive review of the literature because you have already written a Literature Review.
 - **Methods**, which should be complete with a description of all the methods used.
 - **Results**, which should be presented in exactly the same way as for the final thesis or for publication. Figures and tables should be numbered, and figures should have legends, and tables should have headings. The legends should be clear and self-explanatory and contain the key to symbols or lines used in the figure. Microscope images, maps etc. should have scale bars. Statistical analysis, if appropriate, should be included. The results section should also have a **written description or commentary** on the data you have presented, highlighting key results and trends.
 - **Discussion**, in which you address what your results mean. You need to set your findings in the context of the existing body of knowledge. You should discuss any possible limitations in your methods and the reliability of your results.
 - **Reference list**, which must be correctly and consistently formatted.
 - **Appendix**, which is optional and may contain extra experimental detail or results.

With your report you must also include a **plan and timetable of work for the next year**; include an outline timetable for further experiments over the next year, including more detail for the work to be done over the next 6 months.

Finally, you are expected to prepare and present a **10 minute powerpoint presentation** in preparation for your confirmation Supervisory Panel.

Following this meeting the Supervisory Panel will then write a report summarising progress, highlighting strengths and any shortcomings, and recommending whether you will be allowed to proceed to the next stage. The report will include specific recommendations of how the Literature Review, presentation and Annual Report can be improved, in preparation for the Confirmation Supervisory Panel. These reports are considered at a meeting of the RSPB, which makes recommendations on

progression to the Postgraduate Research and Education team (which includes upgrade, downgrade and discontinuation).

In the September of your first year, you are expected to **attend and present a poster** on your research at the Annual Graduate Forum.

SECOND YEAR

Assessment in the second year is critical for the confirmation of your progression onto the PhD programme through a successful performance at the Confirmation Supervisory Panel.

Confirmation Supervisory Panel:

The first Supervisory Panel of the second year is the Confirmation Supervisory Panel to which students submit:

- **Draft Thesis Chapter or Paper (3000 to 5000 words)**, most likely developed from the Annual Report, having taken account of suggestions for improvements of the Annual Report and including new data
- **Updated Literature Review (5000 to 10000 words)**
- **Outline plan** of work for the next 12 months (1 page maximum).
- **Statement of how the recommendations from the previous Supervisory Supervisory Panel have been addressed** (1 page maximum)
- **10-minute presentation** on research

The format of both the Literature Review and the draft Thesis Chapter or Paper are the same as described above for the Annual Board. If a draft paper is submitted, then it is fine for the format to comply with that of the target journal.

At the Confirmation Supervisory Panel the student will be expected to deliver a **10-minute presentation** to the Supervisory Panel members, who will then ask questions relating to the presentation, Literature Review and Draft Thesis Chapter / Paper.

In recommending confirmation of PhD status the Confirmation Supervisory Panel will assess:

-
- The quality of the literature review as a comprehensive and critical appraisal of the current status of the research area
 - That the appropriate methodologies have been used for satisfactory data collection
 - That a sufficient amount of quality data has been generated, adequately analysed and discussed
 - The quality of the oral presentation and the answers to questions after the presentation

The Confirmation Supervisory Panel can make the following recommendations to the RSPB:

- Confirm continuation on PhD programme
- Defer a decision to the next Supervisory Panel
- Continuation on MPhil programme
- Discontinuation

If the decision is deferred to the next Supervisory Panel, students will submit an improved **draft Thesis Chapter or Paper** and an **updated presentation**. The format of the second Confirmation Supervisory Panel will be the same as the first Confirmation Supervisory Panel. Students are entitled to two attempts of the Confirmation Supervisory Panel.

Second-Year Annual Supervisory Panel (moving to Year 3 for submission):

If you were confirmed to proceed onto the PhD programme, the next Supervisory Panel will be the end-of-second-year Supervisory Panel and you must submit the following:

- **Complete Thesis Chapter / Paper or two Draft Thesis Chapters / Papers** (complying with the length / formatting as in your Confirmation Supervisory Panel). Also provide a brief narrative (~10 lines) indicating the advance since the Confirmation Supervisory Panel. Note that these are Results chapters and not the *Literature Review / Introduction*.

- Chapter-by-chapter thesis outline, highlighting sections that are complete, nearly complete, ongoing and planned.
- Plan and timetable for the next year (outline the work for the next academic year in more detail and include the experiments planned for the next 3 to 6 months). Consider how you will submit within the three-year standard PhD period

Generally, at this stage, you are working on multiple chapters simultaneously, and so there is flexibility in what you present. The overarching consideration is that you demonstrate continued progress and present your research to thesis standard. Discuss what you plan to present with your supervisors. Also, at this stage, it is important that you have a vision of your thesis in terms of how the chapters will be structured, so take the planning process seriously. The University is keen to encourage submission within the period that most students are funded. It is recognised that some students receive funding for longer than three years. Nevertheless, it is good practice to aim for submission within the three-year standard period.

This Supervisory Panel Report will summarise progress, highlighting achievements and any shortcomings, and recommending whether you are allowed to proceed to the next year. The reports from the Supervisory Panels are considered at a meeting of the RSPB and this committee makes recommendations on progression to the Postgraduate Research and Education team for the Dean's approval (which includes upgrade, downgrade and discontinuation).

In the September of your second year, you are expected to **give an oral presentation** on your research at the Annual Graduate Forum.

THIRD YEAR

Interim Supervisory Panel (due to submit):

The focus is now on completing your practical work and on continuing to write up your thesis and any papers. Depending on your previous submissions, on-going progress, and the nature of your project, there is flexibility as to what you may submit as the first document for this Interim Supervisory Panel:

-
- You may submit two complete Chapters or two Papers that are in draft (e.g. advances of those presented at your End-of-Second-Year Supervisory Panel) in which case you should additionally provide a brief (~10-line) narrative indicating the advances since your last Supervisory Panel. Alternatively, you may prefer to present a third results Chapter (draft or complete) to the Supervisory Panels. In all cases comply with the formatting requested for documents at the Confirmation Supervisory Panel.

The remaining documents are:

- Updated chapter-by-chapter thesis outline, highlighting sections that are complete, nearly complete, ongoing and planned
- Updated plan and timetable until the submission of your thesis. Consider how you will submit within the standard three-year PhD period and outline plans for publication

Following this meeting the Supervisory Panel will write a report summarising progress, highlighting strengths and any shortcomings, and recommending whether you are allowed to proceed. In addition, feedback will be given on draft chapters and feedback/support toward producing a paper for submission to a journal. The reports from the Supervisory Panel are considered at a meeting of the RSPB and this committee makes recommendations on progression to the Postgraduate Research and Education team for the Dean's approval (which includes upgrade, downgrade and discontinuation).

Third-Year Annual Supervisory Panel (due to submit):

At this stage it is expected that you will have three near-complete results Chapters, with at least one of them progressing towards publication (while also recognising that theses develop in different ways). For this Supervisory Panel you should submit:

- One new (or heavily improved results Chapter / Paper draft
- Updated chapter-by-chapter thesis outline, highlighting sections that are complete, nearly complete, ongoing and planned.

-
- Updated plan and timetable up to the submission of your thesis. Consider how you will submit within the standard three-year PhD period and outline your plans for publication

You will receive feedback on the final draft of your thesis. You need to demonstrate that you have a clear timetable to submission. Following this meeting the Supervisory Panel will write a report summarising progress, highlighting strengths and any shortcomings, and recommending an intended submission date. If, the Supervisory Panel agrees that you are not ready to submit, you will enter the Completion Period. Your progress during Completion Period will then be monitored on a term-by-term basis. The reports from the Supervisory Panels are considered at a meeting of the RSPB and this committee makes recommendations on progression to the Postgraduate Research and Education team for the Dean's approval (which includes upgrade, downgrade and discontinuation).

In the September of your third year, you are expected to **attend and organise** the Annual Graduate Forum.

COMPLETION PERIOD

If you need to use the Completion Period to prepare and submit your thesis, your progress will be monitored on a term-by-term basis. For each term that you remain in the Completion Period there will be one formal meeting with your supervisors, at which progress is recorded. These meetings do not involve your supervisory panel chair, but you are welcome to seek their advice as normal.

Completion Period 1:

The documents required for this Completion Period Meeting 1 are:

- completed **final draft for submission** (or a draft that is close to submission)
- **timetable** to thesis submission

Completion Period 2:

The documents required for this Completion Period Meeting 2 are:

- completed **final draft for submission** (or a draft that is close to submission)

- **timetable** to thesis submission

Completion Period 3:

The documents required for this Completion Period Meeting 3 are:

- completed **final draft for submission**
- **timetable** to thesis submission

The documents are discussed at each of your Completion Period meetings and an agreed submission date finalised. You will receive detailed feedback on your draft final submission. Following this meeting the Supervisory Panel will write a report summarising progress. The reports from the Supervisory Panel are considered at a meeting of the RSPB and this committee makes recommendations on progression to the Postgraduate Research and Education team for the Dean's approval (which includes upgrade, downgrade and discontinuation).

Full details of these key stages can be viewed via the [PGR Milestones document on Moodle](#).

Extenuating Circumstances

[Extenuating circumstances](#) are circumstances beyond your control which cause you to perform less well during your studies than you might have expected or to miss an assessment or milestone. In general, valid extenuating circumstances will be of a medical or personal nature that affect you for any significant period of time and/or during assessment.

Your department will review your claim at your Supervisory Panel and RSPB and determine an appropriate course of action to take into account your extenuating circumstances, if appropriate.

If you do need to make an extenuating circumstances claim, you should first read the guidance very carefully and seek advice from [SU Advice](#) or the [Student Services Hub](#). Please be prepared that you may need to include supporting evidence with your claim. Extenuating circumstance claims must be submitted to your Graduate Administrator in your department/school by no later than two weeks before the meeting of the Supervisory Panel, or by the deadline published by the department/school if different.

It cannot be guaranteed that forms submitted after this date will be referred to the Panel/RSPB. You should also ensure that you record at least a brief summary of your extenuating circumstances on your Supervisory Panel report form.

Research Students' Progress Committee (RSPB)

The RSPB is made up of senior members of academic staff and is chaired by the Graduate Director, PGR. It “reviews the progress of every student through to the award of a degree, withdrawal or failure, on the basis of the reports from the supervisory panel, including the written report from the student. Where no supervisory panel has taken place, for instance because a student is carrying out research abroad, the supervisor and the student must each submit a progress report. A decision/recommendation for discontinuation, downgrading or upgrading or to confirm PhD status or change to MPhil, to permit entry into completion, or to extend the minimum period can only be made by the RSPB.”

[Professional Doctorate rules of assessment](#)

Submission of Thesis

Thesis Submission Pre-Examination

All candidates for a Masters by Dissertation (MAD or MSD), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate must submit an electronic copy of their thesis for examination.

The electronic copy should take the format of one PDF document containing all chapters, references and appendices.

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

You should submit the following as attachments via email to: pgrsubmission@essex.ac.uk:

- a) A single PDF copy of your entire thesis; and
- b) A submission form (RD1) completed and signed by yourself.

Thesis Submission for Award

Following the completion of the examination process, the candidate will be notified via email that in order to gain their award they must submit one electronic version of their thesis to the online [Research Repository](#). Following the receipt of this deposit, the candidate will be awarded their postgraduate research degree.

Thesis Deposit and Retention

Your thesis will be made open access when deposited in the online Research Repository. Students wishing to [place a restriction or embargo](#) on their thesis must do so via the [Approval of Title \(intention to submit\) form](#) prior to the submission of their thesis for examination.

When depositing your thesis in the [online Repository](#) you will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement. The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.

Examiners and the Viva

Your supervisor will not normally be present during **your viva** and will not normally have any contact with your examiners other than to arrange their appointment. [More information on the examination process](#) and viva can be found on the Student Directory.

Exit Awards (Professional Doctorate students only)

If a student does not meet the progression requirements on the Professional Doctorate, or the examiners feel that the thesis has not met the requirements for the Professional Doctorate, they may be eligible to receive an exit award or lower award, as appropriate for the course. Details of the available exit/lower awards can be found in the [Code of Practice: Professional Doctorates](#).

Appeals

PGR students wishing to [appeal](#) against either a progress decision (a recommendation made by the Research Students' Progress Board (RSPB)) or an examination decision (an outcome decided upon by the examiners following a viva voce) should follow the [Appeals Procedure](#).

Please note that research students on the first year of an Integrated PhD (a 4-year programme) or a research student on a Professional Doctorate programme who wish to appeal against a progress decision of the RSPB (e.g. being downgraded or discontinued) should do so in accordance with the above procedure. However, students who wish to appeal against the decision of the Board of Examiners' consideration/decision of their taught marks should appeal in accordance with the Academic Appeals Procedures for Undergraduate and Postgraduate Taught Programmes of Study.

Students thinking about making an appeal are strongly advised to contact the [SU Advice Centre](#).

When in your final year of study, graduating students will receive a [degree certificate](#) at Graduation which gives details of all marks obtained during their studies.

Student Voice

At the University of Essex, the views, ideas and feedback of our students are at the heart of what the University does. The time students take to offer feedback is hugely appreciated and this feedback, both positive and developmental, is used to help make short and longer-term improvements, both to the experience of current students, but also for Essex students of the future. You can do this in a number of ways at Essex through your [Student Voice](#).

Student Representatives

You can contact or volunteer to be a [student representative](#) who represent the voice of fellow students in departmental Student Voice Groups (SVG) and other University level committees.

Student Voice Groups

[Student Voice Groups](#) (SVGs) are made up of [student representatives](#) and members of staff. SVGs typically meet once per term and provide an accessible arena for students to discuss with staff issues connected to teaching, learning and student support. They also provide an opportunity for the department or school to consult with students and receive feedback on new proposals. Such proposals are recorded in SVG logs, where specific details are requested in order to facilitate the feedback.

Student Surveys

[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 by closing the feedback loop.

The University runs a PGR Student Voice Survey. If eligible, you will be invited to participate via email.

If you have some feedback but don't know who to tell, email: studentvoice@essex.ac.uk

Your Department will also welcome your feedback. They will have a range of quick feedback mechanism for you to use. Contact your departmental office if you are not sure what these are.

You Matter

We know university life can throw up all kinds of concerns and questions. Everyone has [mental health](#) – sometimes your mental health may be good, other times it may be not so good. It could be stress related to deadlines, general worries or concerns about friends and family members. Whatever is worrying you, if you need some information, advice or support, the University offer a wide range of services and support to help you.

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. You can find out about health and wellbeing, accommodation, careers services, money matters and much more. Your questions matter and you'll get answers from our team of experts.

To Contact the Student Services Hub please use this link to access our web pages and talk to us on Live Chat: [Ask the Hub](#)

Support for disabilities and additional needs

We encourage all new students with a disability, long term medical condition, specific learning difference or mental health condition to disclose and register with the [Student Wellbeing and Inclusivity Service \(SWIS\)](#) so that we can plan how best to [support you in your studies](#).

If you are [care experienced, estranged from your family, primary carer and/or University of Sanctuary](#) student please contact the Student Wellbeing and Inclusivity Service (SWIS) for further information about support that may be available to you. You may also be eligible for one of our bursaries that is available to provide additional funding.

UK students may be eligible for a [Disabled Students' Allowance grant](#). If you are not a UK student and you have a disability, you may be eligible for [other grants and funding](#). We would recommend that you [contact the Student Services Hub](#) to discuss all the options that may be available to you, as well as for general advice, support and information on health and wellbeing issues.

Personal Emergency Evacuation Plans (PEEP)

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 \(PEEP\)](#).

Essex Access Forum

The [Essex Access Forum](#) is a university-wide discussion and advocacy forum and consultation body working to support excellence in all aspects of physical and non-physical access at Essex (student education, staff employment and visitor experience). Membership is open to both staff and students, with and without disabilities.

Seeing a Doctor

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. If you require emergency medical or mental health services, there are a [number of options available](#) both through the NHS and also the University, regardless which campus you are studying at.

Counselling services

Our University offers a wide [range of services and resources](#) to support all of our students. with a variety of counselling opportunities.

If you feel you would benefit from support, including counselling, please [contact your Student Services Hub](#). You can find more information, including the full range of counselling services available to you.

Wellbeing drop in

The Wellbeing Assessors provide support to students with anything affecting their wellbeing, mental health and/or disability. You can speak to a Wellbeing Assessor for support and advice at our wellbeing [drop-in sessions](#) in person. If you would feel more comfortable with a telephone or Zoom appointment, you can still request this via our [online appointment form](#).

UK Immigration Advice and Guidance

[Immigration advice and guidance](#) is regulated in the UK by the Office of the Immigration Services Commissioner (OISC) and can only be given by those that are authorised to do so. We publish lots of information and guidance on our website for students and you can contact one of our authorised advice services via the '[ask us a question](#)' section for further advice about the UK's student Immigration Rules.

Money management

Financial Support Officers in our [Student Services Hub](#) and our independent [Students' Union Advice](#) can provide [money management and budgeting advice](#) and can talk through any financial issues that you may be experiencing and how best to tackle them. You can also ensure that you keep your finances on track by working through some free online money management modules offered by [Blackbullion](#).

If you get into financial difficulty, you should get help and talk to someone **as soon as possible**. The sooner your problem is identified, the sooner it can be solved. You may be eligible to [apply for financial support](#) to assist you with short-term unexpected and unforeseen costs while studying at Essex.

Funding Opportunities

There are lots of funding opportunities available to UK, EU and International students offered by the University and by external companies and organisations. This may be in the form of a student loan, a scholarship or a studentship. You can find out more information, including what you may be eligible for on the [PGR Scholarships and Funding webpage](#) or your [Department page](#).

Students' Union Advice

Our [SU Advice](#) service also 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, Student/Tier 4 visa extensions, housing, complaints, welfare and consumer issues.

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

We also have our very own letting agency [SU Homes](#) designed to offer help and support for students to find off campus accommodation.

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, provide advice and support with any wellbeing issues and organise a range of social activities to help you connect with others. Find your RAs contact details on your flat kitchen poster if you live on campus. You can find out about all our exciting events by following us on [Facebook](#) or by checking out the University [Events page](#).

Religion, faith and beliefs

We're proud of our vibrant and diverse [multicultural community](#) and welcome everyone, of all faiths and none. The calm, friendly and supportive atmosphere in our Faith Centre is a welcoming place for staff, students and the wider community to meet, interact and engage with each other.

Harassment support

We are Essex. We pride ourselves on being a [welcoming and inclusive student community](#). We offer a wide [range of support](#) to individuals and groups of student members who may have specific requirements, interests or responsibilities – to help you fulfil your potential.

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 [Report and Support Service](#) of trained Harassment Support Workers are on hand to help.

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 information and advice](#).

Please familiarise yourself with [fire safety and emergency evacuation procedures](#) for your accommodation, work or study location. 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 \(PEEP\)](#).

Please take note of our [advice on the safe use of electrical items and prohibited electrical items](#) in residential and non-residential areas.

All students residing on campus **must** complete the Moodle [Fire Safety Course for Residents training](#).

If you have any health and safety concerns or need to report an incident, please use the [University's reporting service](#) to notify us.

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.

The University aims to resolve complaints quickly and informally in accordance with the [Student concerns and complaints procedure](#) which can be found on our website.

Your information

Changes to your information

During your period of study at Essex, you may wish to be known by a preferred name or update your legal name on our student record database (ESIS) if your circumstances change. It is important you keep your information up to date, which you can [manage and update online](#).

Your personal information

We collect and hold lots of information about you, your course, and your progress so that we know who you are, what you're doing, and how you are getting on. This means we can support you and also improve our services to reflect the need of our students.

All information about you is kept securely, and access to your information is only given to staff who need it in order to do their job. You have a [right to ask for copies of information](#) we hold about you.

To find out more about what information we collect, what we do with it, who gets to see it, and your rights under the Data Protection Act 2018, read our [Privacy Notice for students](#).

Student Development

Careers Services

The [Career Services](#) team offer a programme of information, advice, guidance and support through events, workshops and one-to-one sessions. With teams dedicated to supporting work-based learning, placements, internships and professional development, we'll provide the information and support you need to thrive.

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 username and password.

Get experience

Develop your skills and showcase your potential through our extracurricular offer:

- Find the right activity for you with **Chart My Path**, and to get recognised on your HEAR for your extracurricular achievements with the **Big Essex Award**. Log into [GradIntelligence](#) to get started.
- Discover paid internships with local businesses that have been exclusively designed for Essex Students – sign up to [Essex Interns](#) to find out more.
- Apply for [Career Mentoring](#) and be matched with an industry expert to expand your network, learn from their experience and explore options for your future.
- Calling our Black students! Unlock your academic potential and cultivate research skills through our digital **Black Researchers' Hub**. Explore on [GradIntelligence](#) today.

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.

You Are Essex

Your Award Certificate

Upon conferral of your award, all graduates will receive both an electronic and hard copy Award Certificate. Your electronic Certificate will be available on your [GradIntelligence](#) account within 5 working days of your conferral and your hard copy Certificate will be posted to you within 10 working days of being printed. You will be contacted to ask for confirmation of the most suitable address to use, or you may opt to collect this at a Graduation ceremony if preferred.

If you undertook taught elements as part of your studies and require a transcript, you can request this by contacting the Graduation and Awards team at award-docs@essex.ac.uk.

Graduation ceremonies

The culmination of all your hard work! [Graduation](#) ceremonies take place at our Colchester Campus in the Ivor Crewe Lecture Hall with a departmental Reception held afterwards on campus. All eligible students studying at our Colchester, Loughton and Southend Campuses will be invited to attend their course's ceremony at the next available Graduation. Confirmed dates for future graduation ceremonies are [published online](#).

We hold two Graduations per year: one in Spring and one in Summer. More information on the dates and ceremonies held for each Graduation, including eligibility and how and when to book your place at Graduation, will be published at the start of each academic year on the [Graduation webpages](#).

GradIntelligence

If you studied an undergraduate degree with us at Essex, you would have had access to your [Higher Education Achievement Report \(HEAR\)](#) record which would also show any awards or additional achievements you have received formal recognition for. However, this is currently only available for undergraduate and postgraduate taught awards; postgraduate research students can instead use [GradIntel](#) to record any extra-curricular activities or achievements during your studies, such as the [Big Essex Award](#).

If you undertook taught elements as part of your studies and require a transcript, you can request this by contacting the Graduation and Awards team at award-docs@essex.ac.uk.

References

Requesting references from members of staff

If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject.

For example, final year project supervisors, year organisers, and core course supervisors are likely to be more suitable than lecturers that have taught you on a first-year option course. Every reasonable effort will be made to meet a request for reference for a student who has undertaken study within our Department. Requests received from students who have graduated from the University within the last three years will be prioritised. Requests received outside of this period may, of course, be met if a member of staff is equipped with the necessary information and is willing to provide a reference.

It is always helpful if you can provide the member of staff with details about the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – it is not always possible for a member of staff to write a reference immediately.

Copies of references

A copy of any reference provided will be retained within our department for no longer than three years for taught students.

Alumni

Essex is forever and although your time here will fly by, you'll be part of the Essex family for life. When you graduate, you'll get an alumni card and join a community of over 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. Want to know more? Visit [our website](#).

We will be here for you wherever life takes you next. You might know the path you wish to take, but if you need help to reach your goals, our Careers Services Team offer information, guidance and advice on your different options after graduation. Careers support is for life as an Essex graduate and we'll be with you every step of the way. We are proud of our world-class research at Essex and your invitation to contribute is lifelong. As an Essex graduate, you can also take advantage of [generous discounts](#) on further [postgraduate study](#) and [postgraduate research degrees](#).

Whatever you choose to do, please stay in touch. We'd love to hear where your Essex degree has taken you.