



University of Essex

Your studies

School of Philosophical, Historical, and Interdisciplinary Studies

Postgraduate Research Student Handbook 2023-24



Welcome from the Head of School



Welcome to the School of Philosophical, Historical, and Interdisciplinary Studies!

A very warm welcome to the academic community of the School of Philosophical, Historical, and Interdisciplinary Studies (PHAIS), which includes Philosophy, History, Art History, and Interdisciplinary Studies.

In PHAIS, we pride ourselves on being a close-knit community, one where supervisors work closely with their research students and there are lots of opportunities for you as students to take an active role in shaping your university experience. We have a friendly Professional Services Team who are always willing to help you, whether to offer guidance on your research degree, provide general support and information about the University or advise you on where to go to get the best advice. You can find them on level 6, close to Thomas' Room (our Common Room).

Please bookmark this handbook as it contains lots of useful information about all aspects of your studies here at Essex; and of course, if you still have any questions then please do not hesitate to [get in touch](#) with us.

Very best wishes for your time at Essex!

Professor Diana Bullen Presciutti, Head of School

Contents

Welcome from the Head of School	i
Introduction.....	6
Practicalities and Getting Started.....	7
Registration (New Students)	7
Registration (Returning Students).....	7
Right to Study.....	8
Students with sponsored immigration permission.....	8
Explore your Campus.....	8
Get connected.....	8
Your IT account.....	8
Campus wifi.....	9
Essex Apps	9
MyEssex.....	9
Find Your Way	9
Zoom	10
Working while studying	10
Your personal belongings	10
The Essex Experience	11
Embracing our Values.....	11
Equality, Diversity and Inclusion	11
PHAIS Women’s Officer and local SWIP branch	12
PHAIS Policy on Equality	12
What is Implicit Bias?	13
Examples of Implicit Bias:	14
Counteracting Implicit Bias:.....	14
Promote diversity	14
Work on your own prejudice:	14
Student communities.....	15
Environmental Sustainability	15
Essex Sport.....	15
Students’ Union.....	16
Get involved!	16
Chart My Path	17
Essex spirit, social media and what’s on?	17
About the School.....	18
Meet the team	18
Your supervisor	21
Supervision of research students during periods of leave	21

The Supervisory Panel (SP) and Research Students' Progress Board (RSPB)	22
Staff research interests	23
History	23
Philosophy and Art History	23
Departmental resources and facilities	23
School Common Room	23
Postgraduate Study Room	24
Postgraduate Training	24
Printing, photocopying and scanning	24
Noticeboards	25
Social Media	25
Learning and Teaching	26
Student Staff Partnership	26
The academic year	28
My programme of study	29
Making changes to your study	29
Thinking of leaving or taking a break?	30
Periods of study	30
Library & Cultural Services	31
Art Exchange	32
Lakeside Theatre	32
Study Abroad	32
Peer Review with the Essex Student Journal	33
Departmental support or funding for attending conferences/other events	34
Assessment and Academic Integrity	35
Ethics in research	35
Risk assessments in research	35
Academic Integrity and Academic Offences	36
Referencing	36
Academic Skills Support	37
Proofreading services	37
Language classes	38
Academic English Support	38
General English classes for beginner/intermediate/advanced learners (GEC)	38
Learning a Language	39
Extenuating Circumstances	39
Submission of Thesis	40
Thesis Submission Pre-Examination	40
Thesis Submission for Award	40
Thesis Deposit and Retention	40
Examiners and the Viva	41

Exit Awards (Professional Doctorate students only)	41
Appeals	41
Taught Modules	42
Teaching timetable	42
Marking criteria	42
Professional Doctorate Rules of Assessment	42
Core, compulsory and optional modules	43
Methods of Assessment	43
Coursework	43
Referencing in coursework	43
Submission of coursework	44
Problems with FASER	44
Late submission of coursework	44
Examinations	45
Exam timetable	45
Attending an in-person exam	45
Calculators in Examinations	46
Open and closed-book exams	46
Exam stress	46
Access to your exam script	46
Moderation and marking	47
Marking	47
Moderation	47
External Examiners	47
Re-marking of coursework	47
Extenuating Circumstances for taught modules	48
The Board of Examiners	48
Failure to pass	49
Publication of Results	50
Year and Degree Marks	50
Student Voice	51
Student Representatives	51
Student Voice Groups	51
Student Surveys	51
You Matter	52
Student Services Hub	52
Support for disabilities and additional needs	52
Personal Emergency Evacuation Plans (PEEP)	53
Essex Access Forum	53
Seeing a Doctor	53
Counselling services	53

Wellbeing drop in	54
UK Immigration Advice and Guidance	54
Money management	54
Funding Opportunities.....	54
Students' Union Advice	55
Residence Life	55
Religion, faith and beliefs	55
Harassment support.....	55
Health and safety on campus.....	56
Making a Complaint	56
Your information	57
Changes to your information	57
Your personal information	57
Student Development.....	58
Careers Services.....	58
CareerHub.....	58
Get experience	58
Volunteering	58
You Are Essex	59
Your Award Certificate	59
Graduation ceremonies.....	59
GradIntelligence	59
References.....	60
Requesting references from members of staff.....	60
Copies of references	60
Alumni	60

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, contact the Student Services Hub, and much more.

[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 Department is committed to furthering equality and diversity, but we know that we can always do more. There is an Equality and Diversity Committee that meets regularly to review Departmental policy and discusses any matters students raise on issues related to equality and diversity. We have made important strides in the past year, working towards decolonising the curriculum, and consulting students on the best way to do this. As we move forward, it is important to ensure that we consult with

students on more matters, and more often. If you have any concerns about any issues related to equality and diversity, big or small, please contact the Chair of the Equality and Diversity Committee, Professor Tracey Loughran, at t.loughran@essex.ac.uk. Tracey will always be happy to meet with you and to discuss your ideas. Working together is the best way to make this a School where all voices and perspectives are represented.

PHAIS Women's Officer and local SWIP branch

Whether you are an Art History, Philosophy or ISC student, if you want to speak confidentially to a female member of staff, we have a dedicated Women's Officer for this very purpose. In 2023-24, this will be Professor Tracey Loughran. Tracey can also tell you more about the local branch of the Society for Women in Philosophy (SWIP).

PHAIS Policy on Equality

The School of Philosophy and Art History aims to treat all staff and students who are part of the School, and also visitors to the School, equally in all relevant respects. We acknowledge that historically women and minorities have been disadvantaged in many aspects of university and academic life, through both conscious and unconscious assumptions, biases, and prejudices, and through unfavourable practical arrangements. We are committed to changing this situation. We believe that the School in general will benefit academically, intellectually, and socially from an energetic commitment to promoting equality.

1. This commitment entails that all students and staff of the School should strive to be conscious of ways in which their behaviour may be disrespectful, detrimental or damaging to the activities and equal status of women and other underrepresented groups.
2. It is part of the responsibility of everyone in the School to maintain an atmosphere for work and study in which equality is the norm. On occasions, this may require us to bring contrary behaviour to the attention of the person concerned, as well as to accept appropriate criticism of our own behaviour.
3. Within the School our commitment to equality involves consideration of the following (non-exhaustive) list of issues:

a) Ensuring a female presence on committees and decision-making bodies within the School.

b) Ensuring female participation in selection processes (e.g. regarding applications for PGT and PGT studentships, regarding posts – academic and administrative – within the School).

c) Giving consideration to the representation of female and minority thinkers, writers, and artists on the syllabi for modules within the School.

d) Taking measures to allow female and underrepresented voices to be adequately heard during seminars, discussions, question and answer sessions, etc.

4. In terms of broader professional activities, our commitment to equality involves consideration of the following (non-exhaustive) list of issues:

a) Invitation of female and minority speakers when setting up conferences.

b) Inclusion of female and minority authors when editing collections of articles.

c) Inclusion of female and minority representation on editorial/advisory boards.

d) Awareness of possible implicit bias when refereeing/assessing non-anonymised work.

What is Implicit Bias?

Controlled research studies demonstrate that people typically hold unconscious assumptions about groups of people that influence their judgments about members of those groups in negative ways.

This is particularly true for traditionally discriminated-against groups like women, minorities, and disabled people. All people display these biases, including those who belong to the discriminated-against groups. Counteracting these biases requires us to become aware of the ways they might be affecting our assessments of our colleagues, teachers, and students.

Examples of Implicit Bias:

- Recommendation letters for women tend to be shorter, provide ‘minimal assurances’ rather than solid recommendation, raise more doubts, portray women as students rather than professionals, and mention their personal lives more (Trix and Psenka 2003).
- Job applicants with “white-sounding” names are more likely to be interviewed for open positions than equally qualified applicants with “African-American-sounding” names (Bertrand & Sendhil 2004)
- When the same CV is randomly assigned a female or a male name, both male and female assessors rate male applicants better in terms of teaching, research, and service experience, and are more likely to hire them (Steinpreis et al 1999).
- Female post-doc applicants to the Medical Research Council of Sweden needed substantially more publications to achieve the same rating as male applicants (Wenneras & Wold 1997).

Counteracting Implicit Bias:

Remember that you are not immune. For example, a recent meta-analysis of 122 research reports (involving a total of 14,900 subjects) revealed that implicit bias scores better predict stereotyping and prejudice than explicit self-reports (Greenwald et al 2009.).

Promote diversity

Research shows that assumptions are more likely to negatively affect evaluation of women and minorities when they represent a small proportion (less than 25%) of the relevant group. Exposure to “positive” exemplars (e.g. Martin Luther King in history class) decreased implicit bias against Blacks (Dasgupta & Greenwald 2001).

Work on your own prejudice:

Awareness of statistical discrepancies between the ideal of impartiality and actual performance – coupled with a commitment to that ideal – helps counteract implicit bias.

E.g. in one study, a mental imagery exercise of imagining a professional business woman decreased implicit stereotypes of women (Blair et al 2001).

E.g. contact with female professors and deans decreased implicit bias against women for college-aged women (Dasgupta & Asgari 2004)

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.

The History Society

Find the [History Society](#) on Facebook [UoE History Society](#), Instagram [@essexhistorysoc](#), or contact via email: uoehistorysociety@gmail.com

The Art History Society

Find the [Art History Society](#) on Facebook [UoE Art History Society](#), Instagram [@uoe_arthistory](#), or contact via email: uoearthistory@gmail.com

The Philosophy Society

Find the [Philosophy Society](#) on Facebook [UoE Philosophy Society](#) or Twitter [@EssexPhilosophy](#).

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

Meet the team



A full list of all academic and professional services staff for the School of Philosophical, Historical and Interdisciplinary Studies can be found on [here](#). Below is a summary of the roles of staff that you are likely to be in contact with most frequently. ¹

Professional Services Team

We pride ourselves with a welcoming and friendly Professional Services Team, where their priority is making sure you are making the most of your time at Essex and have everything you need to succeed. From deadlines to dissertations, they are always on hand to offer help, advice or point you in the right direction for other services so please do get in touch.

	<p>Hannah Witing School Manager</p> <p>Hannah is responsible for the day-to-day smooth running of the School on the administrative side and assists the Head of School and GTA Director. She can provide you with general information on the School and deals with queries relating to course structures, timetabling, and examinations</p>	<p>Contact Details</p> <p>Email: phaissm@essex.ac.uk</p> <p>Tel: 01206 87 2703</p> <p>Office: 6.137</p>
--	---	---

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.

	<p>Lisa Willis Deputy School Manager</p> <p>Lisa is responsible for all matters relating to student administration and the smooth running of our student facing operation. Lisa can provide you with general information on the School and she deals with queries relating to course structures and module enrolment.</p>	<p>Contact Details</p> <p>Email: phaisdsm@essex.ac.uk</p> <p>Tel: 01206 872190</p> <p>Office: 6.132</p>
	<p>Abby Connell Senior Student Administrator (PG)</p> <p>Abby is the first point of contact for matters relating to postgraduate study for PHAIS, including queries about courses. She is responsible for the administration of our PG Student Voice Meeting. Abby works closely with the Director of Graduate Studies and PGT Directors and can point you in the right direction for other support and help within and outside the School regarding postgraduate queries.</p>	<p>Contact details</p> <p>Email: phaispg@essex.ac.uk</p> <p>Tel: 01206 872705/01206 872313</p> <p>Office: 6.130</p>



Rachel Weightman
Senior Operations
Administrator

Rachel is responsible for looking after the finances for the School and can advise on many areas including claiming expenses, reimbursement for gallery trips and study trips abroad.

Contact Details

Email:
phaisfin@essex.ac.uk

Tel: 01206 872688

Office: 6.132

Key contacts

Name and title	Email address
Head of School Professor Diana Bullen Presciutti	dbpres@essex.ac.uk
Graduate Director Professor Irene McMullin In the first instance you should consult your Research Supervisor, but the Graduate Director Research is happy to advise you on practical or personal matters, or matters relating to the University's formal requirements. Should you at any time feel dissatisfied with the treatment you have received from your Research Supervisor, you should raise the matter with the Graduate Director Research, who will discuss problems in the strictest confidence. They may be contacted in person during consultation hours, or by email or telephone.	i.mcmullin@essex.ac.uk
Director of Education Dr Jörg Schaub	jschaub@essex.ac.uk
Director of Research and Impact Professor Lucy Noakes Dr Matt Lodder (AUTUMN) Dr Gavin Grindon (APRING/SUMMER)	l.noakes@essex.ac.uk m.lodder@essex.ac.uk ggrindon@essex.ac.uk

Disability Liaison Officer Name Dr Steve Gormley (AUTUMN)/ Dr Lorna Finlayson (SPRING/SUMMER) (Art History and Philosophy) Prof Peter Gurney (History) Dr Matt Burch (Interdisciplinary Studies) The DDLO is a direct link for you between the Student Services Hub and your department. They can help make sure that the Disability Service know about any adjustments you need.	segorm@essex.ac.uk lfinl@essex.ac.uk pigurney@essex.ac.uk mburch@essex.ac.uk
Employability Director Dr Steve Gormley	segorm@essex.ac.uk
Ethics Officer Dr Xun Zhou (AUTUM/SUMMER) Professor Timo Jütten	xzhoug@essex.ac.uk tjuetten@essex.ac.uk
Women's Officer & Inclusivity Lead Professor Tracey Loughran	t.loughran@essex.ac.uk

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 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

History

We are internationally recognised for the quality of its research across a broad range of areas from 1450 to the present, ranging from social and cultural history to politics, international relations and global history. Themes of particular interest in research include protest and citizenship, gender, race, class formation, nationalism, cultural history, violence, wars and revolutions. Details of staff research interests and their publications can be found on [our staff webpages](#).

Philosophy and Art History

We foster a distinctive research ethos: collaborative, transdisciplinary, cutting edge.

Philosophers and Art Historians at Essex have long been internationally renowned for first-rate research that challenges traditional academic boundaries and canons. Throughout our work, we emphasise issues of autonomy, agency, dissent, and the contestation of the public realm.

Our transdisciplinary approach facilitates critical engagement beyond the traditional canons of philosophy and art history, enabling us to deliver research which is both impactful and relevant.

You can find out all about the research interests of our PHAIS staff on their profile pages [here](#).

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 School Common Room (6.143) is located on the 6th floor in the School of Philosophical, Historical and Interdisciplinary Studies and is for the use of all students.

Postgraduate Study Room

The Postgraduate Study room is available for all graduate students in the School. 5B.116 is a Graduate Study Room, which can be used by all graduate students in the School. This room contains tables, bookshelves, connections to the University's computing network, review copies of books kindly provided by the 28journal Inquiry (which may be signed out by students and staff affiliated with the School).

Lockers are available in 5B.116 for postgraduate students. These are allocated on a first-come, first-served basis. If you are allocated a locker it will be necessary for you to supply your own padlock. Please speak to Abby Connell in 6.130 if you are interested in using a locker. A returnable deposit of £5 is payable.

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 the centralised training provision, students can also access a wide range of postgraduate taught modules that either explore particular fields and concepts, or offer specific training in research methods and skills. Students should peruse the modules available and discuss with their supervisor which of these modules would be suitable.

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. Our noticeboard is located outside our General Office on the 6th Floor (6.130). Further down the corridor, and also in the Philosophy corridor on 5B, you will find notice boards announcing seminars and conferences, both at Essex and at other universities, and a variety of other information. We will also post important information on the Moodle announcement areas.

Social Media

You can keep in touch with the School via our social media:

Philosophy

Facebook: [Philosophy at Essex](#)

Twitter: [@EssexPhilosophy](#)

Art History

Facebook: [Essex Art History](#)

Twitter: [@EssexArtHistory](#)

Instagram: [@arthistoryessex](#)

ISC

Facebook: [Essex Interdisciplinary Studies Centre - ISC](#)

Twitter: [@ISC_Essex](#)

History

Facebook: [UOE History](#)

Twitter: [@essexhistory](#)

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

Guidelines on Research Supervision and Training

The University has a Code of Practice on Postgraduate Research Degrees, which sets out its policies and guidelines on training, supervision and progress procedures. This document may be found on the University website. All research students are encouraged to read through the code of practice, which will also be supplemented by departmental statements, procedures and arrangements that are monitored by the Dean of Postgraduate Research and Education.

Absence from the University

If you are going to be away from the University, doing research in foreign archives or libraries, there are certain formalities that you should note. If you plan to be away from the University for a substantial period of time (more than 6 weeks), you are required to request formal permission from the relevant Dean. If you will be away at the start of the year you will need to make arrangements for registration and payment of fees with the Registry and Finance Office. Please note that Senate and the School Board require that Supervisors keep a written record of the frequency of contact between Supervisors and students. The University 'Code of Practice on Postgraduate Research Degrees' is supplemented by the Department's supervisory arrangements, detailed in this handbook. Students beginning a research degree will be asked to sign a certificate to confirm that they have read and agree to abide by these arrangements.

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.

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.

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

Research degree	Mode	Standard Period	Completion Period
Masters by Dissertation (<i>MA or MSc by dissertation</i>)	FT	One year	Up to one year
	PT	Two years	Up to one year
Master of Philosophy (<i>MPhil</i>)	FT	Two years	Up to one year
	PT	Four years	Up to one year
Doctor of Medicine (<i>MD</i>)	PT only	Two years	Up to one year
Doctor of Philosophy	FT	Three years	Up to one year

(<i>PhD</i>)	PT	Six years	Up to one year
Doctor of Philosophy Integrated (<i>PhD</i>)	FT	Four years	Up to one year
	PT	Eight years	Up to one year
Professional Doctorate	FT/PT	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.

Departmental support or funding for attending conferences/other events

Postgraduate Research students can get help with funding via Proficio

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](#).

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. In History your referencing style is MHRA, for Philosophy, Art History and Interdisciplinary Studies, your departmental referencing style is Chicago. 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.

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.

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](#).

Taught Modules

Teaching timetable

Most PGR students won't be required to undertake taught modules, and so a teaching timetable isn't applicable. For those students who do undertake taught modules as part of their course, you'll have a personal timetable, this shows you when your teaching is taking place, as well as who is teaching you. Check your personal [online timetable](#) regularly for up to date teaching information. You will need to have registered and activated your University of Essex log-in before you will be able to access your teaching timetable.

Information about teaching timetables, including accessing your individual timetable can be found [here](#). If you wish to report a timetable clash or request a class change, you should do so via the [online timetable](#).

You can find the location of your teaching rooms and get directions quickly and easily using the interactive campus map, [Find Your Way](#).

Marking criteria

The [University's Marking Policy](#) can be found online and includes our policy and procedure on the moderation of work.

Marking criteria are designed to help students so that they know what it is they are being assessed on and what is expected from them. The marking will vary depending on what you are studying.

Professional Doctorate Rules of Assessment

The [Rules of Assessment](#) are used to calculate the results for Professional Doctorates.

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

Core, compulsory and optional modules

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

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

Methods of Assessment

Whether a module is core, compulsory or optional, all methods of assessment are compulsory. If you do not complete coursework or attend examinations, and do not have extenuating circumstances to support your non-submission or absence, then you are at risk of being withdrawn from the University.

Coursework

Coursework is compulsory in all modules and failure to participate in coursework is interpreted as evidence of lack of academic progress. Your academic progress is monitored throughout the year.

Referencing in coursework

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 for History is MHRA; for Philosophy, Art History and Interdisciplinary Studies, your departmental referencing style is Chicago. Guidance on your referencing style is available [online](#) and you can also take the [Academic Integrity course on Moodle](#).

Submission of coursework

You should submit all coursework online via [FASER](#) – the University’s online submission system. You are encouraged to log on to FASER at the start of the year so that you understand how it works before you reach your first deadline. There is a trial module and deadline available for you to use as a practice submission, as well as helpful guidance on [how to use FASER](#).

You can upload as many draft versions of your work as you like and are encouraged to use this as a safe and secure area to store your coursework. This can help to avoid the problem of your computer crashing at the last minute and your important files being lost. In cases where multiple versions are uploaded you will **need to make any which you do NOT want to be included in the final submission a ‘draft’** otherwise just the most recently uploaded file will be taken as the final version. The maximum file upload size is **50MB**.

Only Microsoft word or PDF files should be uploaded to FASER unless otherwise specified.

Problems with FASER

If you have technical difficulties, please contact the [IT Helpdesk](#) as soon as possible to find out if this is a system issue or whether it may be a problem with your computer. This will count towards your claim when submitting a late coursework extenuating circumstance form should you need to.

If you are confused or unsure how to upload, or are having any non-technical difficulties you should contact your Postgraduate Administrator

Late submission of coursework

We have a [single policy](#) at the University of Essex for the late submission of coursework in postgraduate taught courses: all coursework submitted after the

deadline will receive a mark of **zero**. No extensions will be granted. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline but have been able to within the relevant Late Submission timeframe.

Where a student is unable to undertake the assessment by the deadline, and it is deemed impossible to consider a late submission request due to the nature of the assessment (e.g. absence from in-class tests, practical assignments and presentations), an [extenuating circumstances](#) form should be submitted which will be considered by the Board of Examiners.

Examinations

In 2023-24, examinations will either be remote via FASER, Moodle or Perception, or on campus in an invigilated setting. To find out whether your exam is in-person or remote, you can check the [module directory](#). Your personal exam timetable, when available, also has this information.

Exam timetable

The University [publishes the dates for exam periods](#) at the start of each year, including the date on which your personal exam timetable will be issued for each period. A link to your personalised exam timetable will be sent to your Essex account when it is ready to view.

Attending an in-person exam

You must bring your registration card and exam entry form to any invigilated exams on campus. You may not be allowed entry without these. You will be able to download and print your exam entry form when you view your personal exam timetable.

For exams that are more than 1 hour long, you will not be allowed to enter the examination room if you arrive later than 55 minutes after the start of the exam. If your exam is only 1 hour long, you will only be admitted up to 10 minutes after the start of the exam.

Attendance at examinations, whether remote or in-person, is compulsory and if you do not attend them and do not have [extenuating circumstances](#) then you are at risk of being withdrawn.

Calculators in Examinations

If you are allowed to use a calculator in your examinations, the only models you are permitted to use in invigilated exams are the **Casio FX-83GT** or **Casio FX-85GT** series (CW, X or PLUS).

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

Open and closed-book exams

You should check the module directory to see whether your exam is open or closed-book. Your department will provide further guidance on how to prepare for your exams and on what materials can be taken into an open-book exam. You should

Exam stress

[Exams create stress](#) for most people, but there is a lot that you can do to prepare for them and help manage the levels of stress associated with exams. The University's Skills for Success Team offers a series of [Exam Workshops](#) which are run by specialist staff. These sessions cover revision planning and techniques, as well as sessions on relaxation and how to cope with stress. Staff in the [Student Services Hub](#) can also provide sessions on stress management if required.

Access to your exam script

If you want to see your script for an invigilated exam, you should make the request to the department responsible for the module within four weeks of the exam. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module *or* give you a copy or summary of the examiners' comments on your performance. If you need to undertake an exam as part of reassessment on a module, your department will provide you with written feedback on any elements being reassessed.

Feedback on your exam script will not include a discussion of the mark. The marks will have been approved by external examiners and ratified by the Board of Examiners.

Moderation and marking

The [University's Marking Policy](#) can be found online and includes our policy and procedure on the moderation of work.

Marking

All student work is marked in line with the University's Marking Policy. If your assessment is worth up to and including 40% of your module mark, it will be marked by one member of academic staff. If it is worth more 40%, then it will also be moderated. If the assessment is worth 30 credits or more, it will be marked by two members of academic staff. The full procedure and assessment marking requirements can be found in the [Marking Policy](#) – there is a useful flowchart in Appendix C to visually represent the requirements, and detailed definitions of marking and moderation within the policy itself.

Moderation

Moderation is a process separate from that of marking and provides additional assurance that the assessment criteria has been applied appropriately. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given.

External Examiners

External Examiners are academics from other universities, but may also be from industry, business or the relevant profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that modules and courses at the University meet the academic standards expected across UK higher education. You can find more information about the role of External Examiners on our [External Examiner roles and responsibilities webpage](#).

Re-marking of coursework

You may, under certain circumstances, have the right to [request a re-mark](#) of your coursework. Should you feel that your work needs to be reviewed and potentially re-marked, you should first contact your department to advise you accordingly and assess whether you meet the criteria to be able to submit a request for re-marking.

If a request for a re-mark is accepted, your marks are **not guaranteed** to increase, however, **the mark awarded after re-marking will override your original mark.**

Therefore, please be aware that in all incidences where coursework is re-marked, it is possible that your marks could go down, as well as up.

Extenuating Circumstances for taught modules

[Extenuating circumstances](#) are circumstances beyond your control which cause you to perform to less of a standard in your assessment than you might have expected, or in some instances, may prevent you from submitting coursework or attending an exam entirely. 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.

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 via MyEssex by the [appropriate deadline](#) noted.

Your department will review your claim at an Extenuating Circumstances Committee and determine whether it will be accepted or rejected. The [Board of Examiners](#) will determine an appropriate course of action and the corresponding methods, such as permitting further reassessment opportunities for uncapped marks. Please note that extra marks **cannot** be given in light of extenuating circumstances.

The Board of Examiners

Assessment for the taught and professional components/competencies will be considered by an annual Board of Examiners meeting that determine whether a student can progress to the next year.

Assessment for progress in the research thesis will be considered by an annual Supervisory Panel meeting that determine whether a student can progress to the next year.

The outcome of either the Board of Examiners or the Supervisory Panel is reported to the Research Students' Progress Board (RSPB). The RSPB then makes a recommendation for final approval by the Dean of whether the student can progress to the next year.

An External Examiner will be appointed for the Professional Doctorate and will not normally act as the external for the research thesis. For research-only Professional Doctorates, where research methods is the only taught module for the course, the marks can be approved by the Board of Examiners for the appropriate Masters course and no course level External Examiner is required to be appointed.

Students may need to move into a completion period, subject to Dean's approval, if they are not ready to submit their thesis by the end of their standard period of study. This is only possible when they have successfully completed all of their assignments and a substantial proportion of the thesis is in draft. This would include completion of all data collection and analysis.

The research thesis is assessed in accordance with the normal arrangements for research degrees, as outlined in the [Principal regulations for research degrees](#) and Codes of practice relating to research degrees.

Failure to pass

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

The pass mark for the required taught modules and the professional components/competencies (if required) is 50.

In order to be awarded the Professional Doctorate a candidate must:

- a) Pass all pieces of assessment of the taught component of the programme
- b) Pass the assessment of professional competencies if they are a part of the programme (these are normally assessed on a pass/fail basis)
- c) Pass the research thesis.

In order to progress between years the student must have passed the taught module assignments and/or assessment of professional components/competencies. If appropriate to that year, the student must have also made satisfactory progress on their research.

The research thesis can be submitted before all of the required taught and professional practice components/competencies are completed but the degree will not be conferred until all components are completed and passed.

If you **fail your dissertation** you may be permitted by the Board of Examiners to resubmit your work, provided you meet the criteria as set out in the Rules of Assessment for Postgraduate Research Programmes. Alternatively, if you have obtained enough credits in your taught modules, you may be eligible for another exit award.

Publication of Results

You will receive an email to your Essex email account as soon as your results are published. You can find the [publication schedule](#) online.

Year and Degree Marks

As your studies draw to a close, and once your Board of Examiners has met, it takes up to five working days for your results to be confirmed. You will be sent an email to inform you when the results are live on a password protected web page. You will be able to see your marks obtained and any decisions that you must make in order to progress to the next stage of study.

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.

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

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.