



University of Essex



# Your First Week

Southend Campus  
2011 - 2012



[www.essex.ac.uk/freshers](http://www.essex.ac.uk/freshers)

# Welcome from the Vice-Chancellor

I am delighted that you have chosen to study at the University of Essex and, on behalf of our University, I extend a very warm welcome to you. I hope that your stay here will be happy and exciting, and that you fulfil your personal and academic aims.

This handbook has been developed to enable you to settle into university life, to meet new friends and get to know your fellow students.

I hope it will be a source of information and support as you embark on one of the most important journeys of your life here at Essex.

Professor Colin Riordan  
Vice-Chancellor



# Contents



## General information

About this handbook	4
Knowing what to do – and when to do it	4
Further advice and information	4

## Before you arrive

myEssex – using the student web portal	5
Accessing your e-mail account	5
Pre-registration	6
Money matters	6
Disability support services	6
Facebook	6

## When and how to get to University

When to arrive	7
Getting to University	7
Getting around Southend	8
More about the local area	9
Safety on and around campus	9

## Academic induction

About academic induction	10
Departments	10
Registration schedule	10
What to bring to registration	14
Late registration	14
Registration cards	14
Information on the registration card	15
Further information for your first week	15
Events and additional first week tasks	16
International students	17

## Further information

20

## Please note

Whilst the information in this booklet is believed to be correct at the time it was compiled (June 2011) the University reserves the right to update or modify information where academic or other relevant developments render such action necessary or expedient in the judgement of the Academic Registrar.

# General information

## About this handbook

This handbook aims to provide you with information about what to expect, and what will be happening during your first week at the University of Essex. Although it is principally aimed at students commencing their studies in September/October 2011, it contains information that will be useful to students who register at any point during the academic year 2011-12.

This handbook will give you information about:

- Things you need to do BEFORE you arrive
- When and how to get to our Southend Campus
- Academic induction including Registration
- Events

All the information in this handbook will be available online at: [www.essex.ac.uk/freshers](http://www.essex.ac.uk/freshers) and we encourage you to check these pages regularly as they will be updated with any alterations to event times and venues.

## Knowing what to do – and when to do it

Induction can be a confusing time and it can be hard to know, and remember, what is important and what is just for fun or interest. Towards the centre of this handbook you will find a checklist and blank timetable which will help you structure your first week.

You will find your departmental induction programme on the freshers website. The most up-to-date version of this will be given out at Registration.

## Further advice and information

Student Administration is located on the second floor of the Gateway Building and is available throughout the year for advice or guidance. If you have any queries on or before your arrival that have not been answered in this handbook, please feel free to contact this service at [ssos@essex.ac.uk](mailto:ssos@essex.ac.uk)

The reverse of this handbook is an information directory which details useful contacts and other information that you may need in your first weeks.

# Section 1 – Before you arrive



## myEssex – using the student web portal

The portal is an online system which will display all information about your application to, and subsequent arrival at, the University of Essex, such as applying for your accommodation, induction, and other events, plus much more.

To use the applicant portal for the first time, please follow these steps:

1. Go to: [www.essex.ac.uk/apply](http://www.essex.ac.uk/apply)
2. Fill in your e-mail address in the appropriate field (this needs to be the same e-mail address as on your application form)
3. If you've never used myEssex before, tick the "No, I have never used this site before" option and click proceed
4. Fill in the form confirming the details requested, including your e-mail address, and choose a password or passphrase – if your chosen password is too insecure you'll see a warning and be asked to choose another
5. You will see a page saying "Account creation accepted" and "Your account request is now being processed". You will receive an e-mail from [no-reply@essex.ac.uk](mailto:no-reply@essex.ac.uk) that contains a web link for the purpose of validating your account; you will not be able to log in to myEssex before validating your account
6. Check your e-mail and click the link in it for validating the account. If you can't see the e-mail from [no-reply@essex.ac.uk](mailto:no-reply@essex.ac.uk), check your spam folder
7. Return to: [www.essex.ac.uk/apply](http://www.essex.ac.uk/apply), enter your e-mail address and passphrase, and click proceed. You will then see your application
8. You'll be taken to a form asking for your personal ID number and date of birth - complete and submit this and you'll be presented with a list of your current applications to the University

9. Click on the "Further details" link for the application you're interested in and you will be taken through to the portal

On subsequent visits to myEssex you will see your list of applications (in most cases it will be a list of one application only). Just click on "Further details" to enter the portal for that application.

Further applications can be associated to your account. Click the "Associate an existing application with this login account" link (at stage 9), and follow the instructions.

If you have any problems trying to access myEssex please e-mail: [admit@essex.ac.uk](mailto:admit@essex.ac.uk) with your personal ID number and full name.

## Accessing your e-mail account

If you have used the myEssex student portal, you will be able to activate your University of Essex computing account online before you arrive at the University. This will enable you to use some services such as your University e-mail, online materials relating to your course and access online services available at the Library. Furthermore, you will be able to use the computing labs and the IT network in student accommodation when you arrive at the University and before registration.

For those who have not used the applicant portal, when you arrive you can still use the computing labs to access e-mail and web-based resources using the username "freshers" with the password "freshers" during Freshers' Week.

# Section 1 – Before you arrive

## Pre-registration

You will need to pre-register. You should be able to do this via the applicant portal from 1 September 2011. Please complete the following pre-registration requirements:

- Check and update your personal details
- Complete Equal Opportunities questions
- Check and update your home and contact address
- Add emergency contact details
- Confirm your course details
- Upload a photograph to be used on your Registration and Library card
- Sign-up to the University's Regulations
- Pay your tuition fees (if you are self-funded)

## Money matters

By the time you are reading this information we hope that you have funding for your course in place. Information on all aspects of student funding can be found on the University web pages.

If you are beginning an undergraduate course and have previously studied at higher education level your entitlement to financial support may be affected. Advice on your funding can be sought from Student Support.

Postgraduate students are not eligible for the same funding support as undergraduates and need to source their own funding.

For information about paying tuition or accommodation fees including details of when, where and how to pay your fees, along with information about discounts and late payment charges, see 'finance' at [www.essex.ac.uk](http://www.essex.ac.uk).

## Disability support services

If you have, or think you have, a specific learning difficulty such as dyslexia or dyspraxia, a disability or long term medical condition, we can give you details of what support is available at the University. This includes

- Disclosing your condition and confidentiality
- Academic support arrangements including examination arrangements
- Study strategies and tutorial support
- Disabled Students' Allowance and assessment of need

Arrangements are co-ordinated in partnership with Learner Services at South Essex College and you can contact the Learning Support Co-ordinator (HE) on 0845 52 12345 or e-mail [guidance@essex.ac.uk](mailto:guidance@essex.ac.uk). When you arrive you can call into Learner Services on the ground floor of the South Essex College building. Alternatively speak to the Student Support Assistant at the counter on the second floor of the Gateway Building or telephone 01702 328351 or email [ssos@essex.ac.uk](mailto:ssos@essex.ac.uk) (non-Essex users add @essex.ac.uk).

## Facebook

If you would like to network with other Southend Campus students prior to your arrival then the University facebook page is a good place to start: [www.facebook.com/UniEssexFreshers](http://www.facebook.com/UniEssexFreshers).

# Section 2 – When and how to get to University



## When to arrive

This will depend on your course. For new first year students, you should have arrived and be ready to start as follows:

BSc Nursing: Monday 19 September  
FdSc (Oral Health/Adult Care): Monday 26 September  
East 15: Wednesday 28 September  
Essex Business School: Monday 3 October  
FdA Therapeutic Communication and Therapeutic Organizations: Friday 7 October

The full registration schedule is detailed on pages 11-13. Please ensure that you are available to attend induction activities from 10am on your arrival date, irrespective of your registration time slot. Induction details are outlined in the departmental events section of the freshers' website.

If you have booked accommodation at University Square – our new purpose built student residences - please consult the University's accommodation website for arrivals information and key collection see 'Accommodation' at [www.essex.ac.uk](http://www.essex.ac.uk)

You can also speak with the accommodation office on 01702 328400 or e-mail [scaccom@essex.ac.uk](mailto:scaccom@essex.ac.uk)

## Getting to University

Our Southend Campus is based in the south east of Essex, some 50 miles from our Colchester Campus. This is situated within easy reach of London by road and rail.

Further general information is available on the following websites:

- The University of Essex visitors' guide to travel see 'visitors' at [www.essex.ac.uk](http://www.essex.ac.uk)
- The Exchange Rates Calculator helps you convert UK prices to other currencies: [www.x-rates.com/calculator.html](http://www.x-rates.com/calculator.html)
- Government sites for Essex: [www.thisistotalessessex.co.uk](http://www.thisistotalessessex.co.uk) and: [www.essexcc.gov.uk/](http://www.essexcc.gov.uk/)
- Door-to-door journey planner: [www.transportdirect.info](http://www.transportdirect.info)

## By air

London Heathrow, London Gatwick and London Stansted are the main international airports that you may be flying into. There are excellent transport links to Southend from all of these.

***On the main Essex Business School arrivals date of Sunday 2 October 2011, the University offers a transfer service directly from Heathrow Airport to Southend Campus. If you are arriving at London Gatwick on this date, you may want to access this service by travelling between Gatwick and Heathrow. For further details of this service and how to book please e-mail [ssos@essex.ac.uk](mailto:ssos@essex.ac.uk) quoting "Heathrow Transfer Service".***

If you wish to make your own travel arrangements from the airport then the door to door journey planner: [www.transportdirect.info](http://www.transportdirect.info) can assist you to determine which bus/rail option is best for your scheduled arrival. The postcode for University Square is SS1 1BF when identifying options.

## Section 2 – When and how to get to University

### By train

Southend is served by two major railway lines: the 'c2c' service from London Fenchurch Street to Southend Central (adjacent to the Campus) and the 'National Express' service from London Liverpool Street to Southend Victoria (a short walk to the Campus and University Square). Both services reach Southend from London in approximately 50 minutes.

For information on train timetables (including any scheduled disruptions to services) and fares, please see: [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

### By coach

National Express coach services to Southend Bus Station operate from all over Britain, including London airports. Visit [www.nationalexpress.co.uk](http://www.nationalexpress.co.uk) for more details.

### By road

The University's Southend Campus is approached via the A127 or A13 from London and the M25.

- The RAC provide traffic news and route-planning at their website: [www.rac.co.uk](http://www.rac.co.uk)
- AA Traffic and Travel Information is an alternative source of road travel information: [www.theaa.com](http://www.theaa.com)
- Real time traffic news from the Highways Agency: [www.highways.gov.uk](http://www.highways.gov.uk)
- Streetmap and Multimap allow you to search UK maps by postcode, grid reference or place name: [www.streetmap.co.uk](http://www.streetmap.co.uk) or: [www.multimap.com](http://www.multimap.com)

### By taxi

We advise you to check the cost before commencing your journey and we recommend that you book in advance. Some local taxi companies are listed below.

Airline Taxi: +44 (0) 1702 303785

AC Radio Cabs Ltd: +44 (0) 1702 334455

Andrews Taxi: +44 (0) 1702 200200

## Getting around Southend

In addition to the train lines detailed above, there are excellent bus services throughout the area. As the Campus is located in the town centre, most local buses stop nearby throughout the day and at weekends. Further information can be found at [www.firstgroup.com](http://www.firstgroup.com) and [www.arriva.co.uk](http://www.arriva.co.uk)

A town tour will be provided by the Students' Union (details will be in your departmental induction programme). We have also prepared a short written guide about useful facilities in the local area, so you can find what you need quickly. You can request this information from Student Administration on the second floor of the Gateway Building.

There is also a map of our Southend campus and the surrounding area in the information directory - please see reverse of this booklet.



## More about the local area

Southend-on-Sea and the surrounding area has a great deal to offer and you can find out more about the facilities and attractions from the following websites.

Visit Southend [www.visitsouthend.co.uk](http://www.visitsouthend.co.uk)  
Southend-on-Sea Borough Council  
[www.southend.gov.uk/visitors](http://www.southend.gov.uk/visitors)

## Safety on and around campus

Our Southend Campus is generally a safe place to live and study, however due to its town centre location and just as when you are at home, it is important to stay aware and look after your own personal safety.

Here are some commonsense tips to help you stay safe as you head towards student life in Southend.

- Avoid walking or cycling alone in isolated areas or along isolated and unlit or poorly lit areas.
- Avoid using mobile phones when walking alone or when you are in large crowds.
- Always lock your accommodation when you leave and don't let strangers into your building.
- Use bank machines in daylight hours if possible, don't use them if anyone suspicious is hanging around.
- If you are carrying a bag, keep the opening in your sight or against your body, don't keep keys in your bag and don't carry large sums of money around with you – carry only what you need.
- Personal alarms are available from the Students' Union
- Be vigilant and report anything suspicious to security officers or the local police

# Section 3 – Academic induction

## About Academic induction

These events will provide useful information on your subject and level of study and will provide an opportunity for you to meet fellow students and staff. Details of dates, times and venues are on the departmental induction web pages via the applicant portal: [www.essex.ac.uk/apply](http://www.essex.ac.uk/apply) and via the freshers' website [www.essex.ac.uk/freshers](http://www.essex.ac.uk/freshers). Please note that information is updated throughout September, so if there is no information for your course when you first consult the website, please bookmark the page and check it again.

In addition, you will be required to attend a session on fire safety training – so that you know how to exit the building quickly in case of a fire.

## Departments

Academic departments/schools are responsible for teaching and research within a defined subject area. There are also academic centres, conducting research on a smaller scale. All departments are strongly committed to research and this underpins the design and teaching of courses and modules. Most departments have academic and administrative staff with specific responsibilities for new undergraduate and postgraduate students.

## Registration schedule

Please register at the time and date indicated for your course. Note that courses which register in the afternoon will have induction activities in the morning.

Students entering directly into the second year should register at the times detailed for your course of study.



## Registration schedule

### Mon, 19 Sep

1.15pm – 4.00pm	BSc Nursing*	Surnames A-F (register at 1.15pm)  Surnames G-N (register at 2.10pm)  Surnames O-Z (register at 3.05pm)
-----------------	--------------	--

\* Please note that induction activities begin at 10am.

### Mon, 26 Sep

10.15am	FdSc Oral Health Sciences**	All students
11.00am	FdSc Health Science** (Care of the Adult)	All students

\*\* Please note that induction activities begin at 10am.

### Wed, 28 Sep

9.10am	BA Community Theatre (Year 1)	All students
9.50am – 11.20am	BA World Performance (Year 1)	Surnames A-L (please arrive at 9.50am)  Surnames M-Z (please arrive at 10.35am)
11.20am – 12.30pm	BA Physical Theatre (Year 1) BA Acting & Stage Combat (Year 1)	Surnames A-L (both courses) (please arrive at 11.20am)  Surnames M-Z (both courses) (please arrive at 11.55am)

## Section 3 – Academic induction

Mon, 3 Oct

9.15am – 11.40am	<p>MSc Entrepreneurship and Innovation  MSc International Business and Entrepreneurship  MSc International Marketing and Entrepreneurship  MSc Organisation Studies and International Human Resource Management  MSc Social Community Enterprise Management</p>	<p>Surnames A-F (all courses)  (please arrive at 9.15am)</p> <p>Surnames G-N (all courses)  (please arrive at 10.05am)</p> <p>Surnames O-Z (all courses)  please arrive at (10.55am)</p>
11.40am – 12.00pm	PhD Students	All students
1.15pm – 2.45pm	<p>BSc Business and Service Industry Management*  BSc International Enterprise and Business Development*  BSc Marketing and Finance*  BSc Marketing and Human Resource Management*  BSc Marketing and Innovation*</p>	<p><i>International Students only</i>  (includes direct entrants)</p> <p>Surnames A-L (all courses)  (please arrive at 1.15pm)</p> <p>Surnames M-Z (all courses)  (please arrive at 2.00pm)</p>
2.45pm – 3.45pm	<p>BSc Business and Service Industry Management*  BSc International Enterprise and Business Development*  BSc Marketing and Finance*  BSc Marketing and Human Resource Management*  BSc Marketing and Innovation*</p>	<p><i>Home/EU Students only</i>  (includes direct entrants)</p> <p>Surnames A-L (all courses)  (please arrive at 2.45pm)</p> <p>Surnames M-Z (all courses)  (please arrive at 3.15pm)</p>

\* Please note that induction activities begin at 10am for BSc students



Tues, 4 Oct

2.00pm – 3.00pm	Late Registration	
-----------------	-------------------	--

Wed, 5 Oct

2.00pm – 3.00pm	Late Registration	
-----------------	-------------------	--

Thurs, 6 Oct

2.00pm – 3.00pm	Late Registration	
-----------------	-------------------	--

Fri, 7 Oct

10.50am	FdA Therapeutic Communication and Therapeutic Organizations*	All Students
10.50am	FdA Therapeutic Communication and Therapeutic Organizations. (Adult)*	All Students

\* Please note that induction activities begin at 10am

# Section 3 – Academic induction

## What to bring to registration:

- Photographic identification. Please note if you are a Non-EEA international student you MUST bring your passport and visa.
- Your offer letter.
- Confirmation of Acceptance for Studies (CAS) statement, if you are a Non-EEA international student, please bring a printed copy with you.
- Original award qualification certificates, if you have been asked to provide these.
- Documentation relating to the payment of your tuition fees. If you are a self-funded student please bring the first instalment of your tuition fees, unless you have paid this in advance.
- Materials expenses (£300) if you are an East 15 student and have not paid these already

## Late registration

You should try to register at the correct time. However, some late sessions are arranged. Please check with Student Administration on the second floor of the Gateway Building when you arrive, if you miss your registration session.

Please note that students who cannot arrive in the UK for induction will need the permission of your departmental Dean, in order to register. Please contact Student Administration in the first instance at [ssos@essex.ac.uk](mailto:ssos@essex.ac.uk)

## Registration cards

Shortly after registration, you will receive your University Registration Card. The cards are printed with your personal details and a photograph. The card must be carried with you whenever you are on University premises. It is used for a number of purposes:

- For security reasons you are required to show your registration card each time you enter University buildings and random checks will be carried out from time to time. Access control boxes exist around the buildings, and swiping your card against these will allow you to gain access to appropriate areas of the University buildings outside normal opening hours.
- To prove student status. For example, you will need to provide your card when you order or collect letters from Student Administration or use other University services.
- To prove your eligibility to enter the Students' Union venue.
- During examinations, to verify your identity.

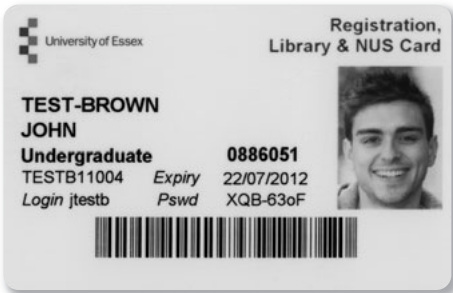
You will also receive a library card, which allows you access to South Essex College, where our library facilities are located.

Your library card is used to gain access to South Essex College (touch the access panel on the barriers with the card). When using the library, you must also carry your registration card and present both cards to the library staff.

If you lose either your registration card or your library card, you must report this to Student Administration immediately on 01702 328231 for security purposes. Please look after your registration card and your library card carefully, as a fee will be charged for replacement if it is lost or damaged (currently £10 for each card).



## Information on the registration card



In addition to your name, photo and level of study, the card shows:

### PRID

This is your personal identifier – for example, TESTB11004. This identifies your financial and other accounts at the University. If you stay at Essex and take a second degree, you will keep this identifier. The PRID is also shown as a barcode, for use by hand held scanning devices.

### Registration number

This is associated with your personal academic record for your course, for example 0886051. If you stay at Essex and take a second degree, you will get a new Registration Number.

### Expiry date

This is the expected end date of your course. If you extend your course you will need a new card.

### Login

This is your username for your University computer account – for example jtestb. Add @essex.ac.uk to create your e-mail address.

## Further information for your first week

### Timetable details

Full details of your timetable, including lectures, seminars, and practical classes will be provided by your academic department as part of the induction process. For taught courses, a daily timetable is displayed on plasma screens on the second, third and fifth floors of the Gateway Building, which shows the room where the lecture is taking place. You should consult this each time you go to a lecture, as room changes do occur from time to time. We also use e-mail to inform students of room changes, so please check your University e-mail account frequently.

East 15 studio-based classes are timetabled separately from lectures and seminars. Students should refer to departmental information on Floor 5 for times and locations.

Whilst the University provides a safe learning environment, please be aware that our building has a wide range of users. Bags, purses and valuable possessions such as mobile phones should **never** be left unaccompanied.

### Online module directory

The module directory at: [www.essex.ac.uk](http://www.essex.ac.uk) holds descriptions of taught modules. You can browse modules by department/school/centre or search for modules by keyword or category. Each entry includes a description of the module content, the learning outcomes, the teaching, learning and assessment methods and a reading list. The directory also links to the course materials repository, an online portal which provides access to teaching materials and background resources, including past exam papers.

## Section 3 – Academic induction

### myEssex

Each student has a personalised web portal, which presents links to resources and services relevant to you and the courses you are studying. You can personalise the layout and content of myEssex in many ways. We use myEssex to deliver alerts to certain student groups, with important reminders of what's on.

### Study skills workshops

Study skills workshops will be offered by your academic department either during induction week or as appropriate during your course.

### mySkills

mySkills is an academic skills website which offers interactive advice and guidance that has been authored by academic and support staff with relevant expertise. The resources will form an integral part of your academic development and will help you to acquire the skills that are crucial to achieving academic success at Essex, whilst improving your employability. There are also study guides available via mySkills.

### Departmental events

Each department holds a series of events during induction week for new students at undergraduate and postgraduate level. It will include meeting academic staff and other students who will be studying your subject and will include talks about the content of your course and its structure. Details of the events are updated on the freshers' website.

### Events and additional first week tasks

This section includes details of events that are not organised by your academic department.

### Student Fair

A student fair in the forecourt and atrium area of South Essex College is planned for the morning of Wednesday 5 October. Lots of local shops and businesses will be represented, this is a good time to see what Southend has to offer and to grab some freebies at the same time.

### Students' Union events

Full details of all the Students' Union events are available from 'The Union', which is the space occupied by the Students' Union adjacent to the Gateway Building in Elmer Approach. Please visit [www.essexstudent.com/southend](http://www.essexstudent.com/southend) for further details.

Highlights include:

- Town tours
- Officer welcome event at the accommodation
- Freshers' Fair at 'The Union'
- Headphone disco at 'The Union'
- Ibiza style UV Bubble party at 'The Union'

### Library talks

The Library is an important service for you whilst you are studying at the University. A wide range of learning resources are available, and it is important that you know how to access these and are aware of the opening hours. A library talk will be organised either as part of your induction at the University, or as appropriate during your course.

### Student support talks

Aspects of our student support provision is delivered in partnership with Learner Services at South Essex College. As part of your induction there will be a briefing on the range of support available within Learner Services including disability support, funding and welfare.



## Council tax

Full-time students, both undergraduate and postgraduate, are exempt from the payment of council tax. If you are living in your own home or privately-rented accommodation and require a Council Tax Certificate to prove eligibility for a discount or exemption, we can provide you with a letter confirming your full-time student status for Council Tax purposes once you have registered. These may be ordered from Student Administration on the second floor of the Gateway Building from Monday 10 October. Any enquiries about the council tax on your property should be directed to your local Council Tax office.

## Registering with a local doctor

Under University regulations, you are required to register with a local doctor for the duration of your studies if you live in the surrounding area. We advise international/EU students to register as soon as possible after arrival in case you suddenly need medical treatment. The easiest way is to register with the Practice, which is located on the first floor of the Gateway Building. This means that you won't have too far to go for medical treatment or advice if you need it. Home students should only register with The Practice if they require it to become their permanent G.P. Otherwise temporary registration is available for periods from 15 days to three months.

Contact details:  
The Practice  
First Floor Health Suite  
University of Essex (Southend Campus)  
Luker Road  
Southend on Sea  
SS1 1LW  
T 01702 328383

## Students who are under 18 at the start of their course

Students who are under 18 must attend all induction events in Freshers' Week. This will be an opportunity for you to ask any questions you may have, and to meet relevant staff in your department. You will be given important information about your time at Essex. You should also arrange to meet your departmental under 18s contact—please check your @essex e-mail for details of this meeting. If you are unsure about which events and talks you should attend please e-mail [ssos@essex.ac.uk](mailto:ssos@essex.ac.uk).

## International students

There are various events during induction week aimed specifically at international students, these are in addition to those organised by your department/school/centre. Some of the events are compulsory for some international students so please read the information carefully.

## English language assessments

The purpose of English language assessment is to identify students who will benefit from taking English language support classes in addition to their degree studies. All students whose first language is not English are required to take the English language assessment for this reason (with the exception of students who have been taught in English throughout their studies). The assessment is not a pass/fail examination, and is not used to determine entrance to the University.

The written assessments (Paper 1) will take place on Wednesday 5 October 2011 at 9.30 a.m. in room R2.87. The on-line test (Paper 2) will take place on Friday 7 October 2011 and

## Section 3 – Academic induction

details will be issued during the Paper 1 session. Any enquiries about the English Language assessment should be referred to the International Academy.

You will be notified of your score via e-mail, and be advised either:

- a) that English classes are not considered necessary, or
- b) that you should take English language support classes, and that failure to do so could be detrimental to your studies and, in the event of failure, would be part of the evidence available to Examination Boards.

### Registration with the Police

Students from the countries listed below who are studying at the University for more than six months are required to register with the Police.

Afghanistan	Iran	Peru
Algeria	Iraq	Qatar
Argentina	Israel	Russia
Armenia	Jordan	Saudi Arabia
Azerbaijan	Kazakhstan	Sudan
Bahrain	Kyrgyzstan	Syria
Belarus	Kuwait	Tajikistan
Bolivia	Lebanon	Tunisia
Brazil	Libya	Turkey
China*	Moldova	Turkmenistan
Columbia	Morocco	UAE
Cuba	North Korea	Ukraine
Egypt	Oman	Uzbekistan
Georgia	Palestine	Yemen

\* Students with a Chinese/Hong Kong passport: Please check your passport and register if required to do so.

It is important to note that you must register with the Police within seven days of your arrival in the UK. To do this, you will need to gather the following information in advance:

- Your passport and your identity card for foreign nationals (ICFN)
- The correct registration fee in cash (currently £34)
- Two passport-sized photographs of yourself
- Written proof of your student status from the University (**available from Student Administration-48 hrs notice is required**)
- Details of your full home address
- Any Home Office documentation that you possess.

If you have a spouse and/or children with you in the UK you will also need to take:

- Their passports and ICFN
- The registration fee (£34 per person over the age of 16)
- Two passport-sized photographs of each person over the age of 16

It is planned that you will be able to complete Police registration on campus and details will be provided at registration. Otherwise, the nearest police station where you can register is Victoria Avenue, Southend-on-Sea, Essex SS2 6ES. You will need to telephone to make an appointment: 01702 423146. Ask to speak to Sandy Short in the administration section, and explain that you are attending a course at the University of Essex and need to register with the police as a foreign national.



## International students' session

An information session for international students will take place during induction week. Representatives from Student Support, the Students' Union, the International Academy and the Multi-Faith Chaplaincy Centre, together with various other services that offer social and other opportunities to international students, will be in attendance.

## Further information

Tier 4 Immigration Rules and Policy Guidance Immigration advice and services are regulated in the UK. Student Support and the Students' Union Advice Centre at the Colchester campus have trained, experienced advisers who are authorised to give UK immigration advice to University of Essex students. For further information see 'immigration' at [www.essex.ac.uk](http://www.essex.ac.uk).

UK immigration rules changed significantly in 2009 with the introduction of the Points Based Immigration System. The student tier, Tier 4, applies to non-EEA nationals who wish to study in the UK. Under the new system both students and institutions have greater responsibilities and certain changes to your planned study will have to be reported to the UK Border Agency. It is very important that you make yourself aware of the requirements and keep up to date with any changes to the rules or policy guidance. See our website for further information at: [www.essex.ac.uk/immigration](http://www.essex.ac.uk/immigration)

The University and the Students' Union recognise the diverse needs of international students and provide specific information in order to help address these issues.

In addition to the services already detailed, the University and Students' Union provide additional support networks for you as an international student.

Student Support produces a termly newsletter to keep you up-to-date with immigration rules and regulations as well as providing other useful information. Students can also access specialist advice and information on a wide range of issues including immigration, working and funding. For further information see Student Support at [www.essex.ac.uk](http://www.essex.ac.uk).

The Students' Union Advice Centre can also assist international students and their families with issues such as visa renewals. The Students' Union Advice Centre visit our Southend Campus monthly during term time and can be contacted by email or telephone outside of these scheduled visits.

There is also a great deal of up-to-date information on the Student Support website, including links to external services like UKCISA.

# Further information

## Policy Statement on Equal Opportunities

The University of Essex, in conformity with the intention of its Charter, confirms its commitment to a comprehensive policy of equal opportunities within the University. It aims to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs and affiliations, family circumstances, sexual orientation or other irrelevant distinction.

The University is committed to a programme of action to ensure that this policy be fully effective.

## Policy Statement on the Promotion of Racial Equality

The University of Essex has a diverse, international, and multicultural community and in conformity with the intention of its Charter is committed to providing equality of opportunity to all its staff and students, and potential staff and students, regardless of race, ethnicity or nationality. The University has a responsibility to promote good race relations and to ensure that all members of the University community, and visitors to the University, are treated with dignity and respect. The University will ensure, in the operation of all its functions, that racial discrimination does not occur.

## Policy Statement on Students with Disabilities

The University of Essex, in conformity with its Charter, is committed to a comprehensive policy of equal opportunities. It also recognises that it has a responsibility under the relevant legislation to ensure that it does not discriminate against students or potential students with disabilities.

The University welcomes students with disabilities and specific learning difficulties and recognises that the environment, services and facilities may themselves be “enabling” or “disabling”, and therefore aims to continue to develop a more “enabling” environment and a non-discriminatory culture in the University community.

The University is committed to a programme of action to ensure that these policies are fully effective.

## Web

For those with access to the worldwide web or internet, more information about the University is available at: [www.essex.ac.uk](http://www.essex.ac.uk) and Freshers' Week information is at [www.essex.ac.uk/freshers](http://www.essex.ac.uk/freshers). Please note, these web pages will be updated regularly so visit them each day to keep up with any changes to events.

## Student handbook

The Southend Campus Student Handbook for 2011-12 will be available on-line.



University of Essex



# Information Directory

Southend Campus



# About this directory

Our information directory has been put together to provide you with a handy compilation of University contact details, sources of information and other useful details such as the University's calendar and standard term dates. This information should prove useful to you throughout your studies at Southend Campus.

## Contents

Key contacts	3
Local route map	4
University map	5
University calendar	6
Dates of term, graduation and exams	8

# Key contacts



For internal calls the dial last four digits only.

Department	Telephone	Email
Accommodation (University Square)	01702 330226	scaccom@essex.ac.uk
Campus Manager	01702 328212	
Careers Advisory Service	01206 872494	careers@essex.ac.uk
Finance	01702 328218/8220	southinc@essex.ac.uk
E15	01702 328327	tinaw@essex.ac.uk
Essex Business School, (Entrepreneurship and Innovation Group)		
Undergraduates	01702 328378	enich@essex.ac.uk
Postgraduates/Research	01702 328388	pmgall@essex.ac.uk
Harassment Adviser	07948 187106	diversity@essex.ac.uk
Health and Human Sciences	01702 328360	hhs@essex.ac.uk
International Academy	01206 872217	intacad@essex.ac.uk
IT Help Desk	01702 328341	issouth@essex.ac.uk
Library (South Essex College)	01702 220447/01702 220606	library@southessex.ac.uk
Library (Albert Sloman)	01206 873192	libline@essex.ac.uk
Multi-Faith Chaplaincy	01702 328308/07500 383956	uoeschap@essex.ac.uk
Nightline	0800 326 5454	nl@essex.ac.uk
Nightline (infoline)	01206 874062	infoline@essex.ac.uk
Reception (The Gateway Building)	01702 328200	
Security (Europa)	01702 328208/07825382273	
South Essex College (Learner Services)	0845 52 12345	guidance@southessex.ac.uk
Student Administration	01702 328231	ssos@essex.ac.uk
Student Support Assistant	01702 328351	ssos@essex.ac.uk
Students' Union	01206 878233	su@essex.ac.uk
Students' Union Advice Centre	01206 874034	suadvice@essex.ac.uk
Emergency Services	999	
NHSDirect	0845 4647	
Local Taxi Companies:		
AC	01702 334455	
Radio Cars	01702 345678	
Andrews	01702 200200	

## Web

For those with access to the web, more information about the University is available at: [www.essex.ac.uk](http://www.essex.ac.uk) and Freshers' Week information is at [www.essex.ac.uk/freshers](http://www.essex.ac.uk/freshers). Please note, these web pages will be updated regularly so visit them each day to keep up with any changes to events.

## Facebook

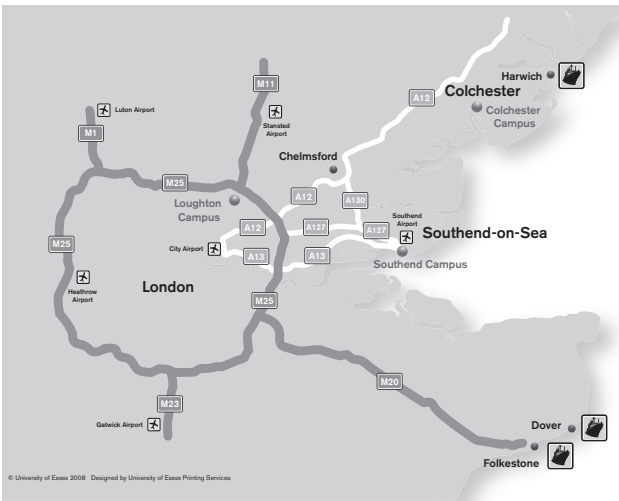
Please visit our University of Essex Freshers 2011 facebook page: [www.facebook.com/UniEssexFreshers](http://www.facebook.com/UniEssexFreshers).

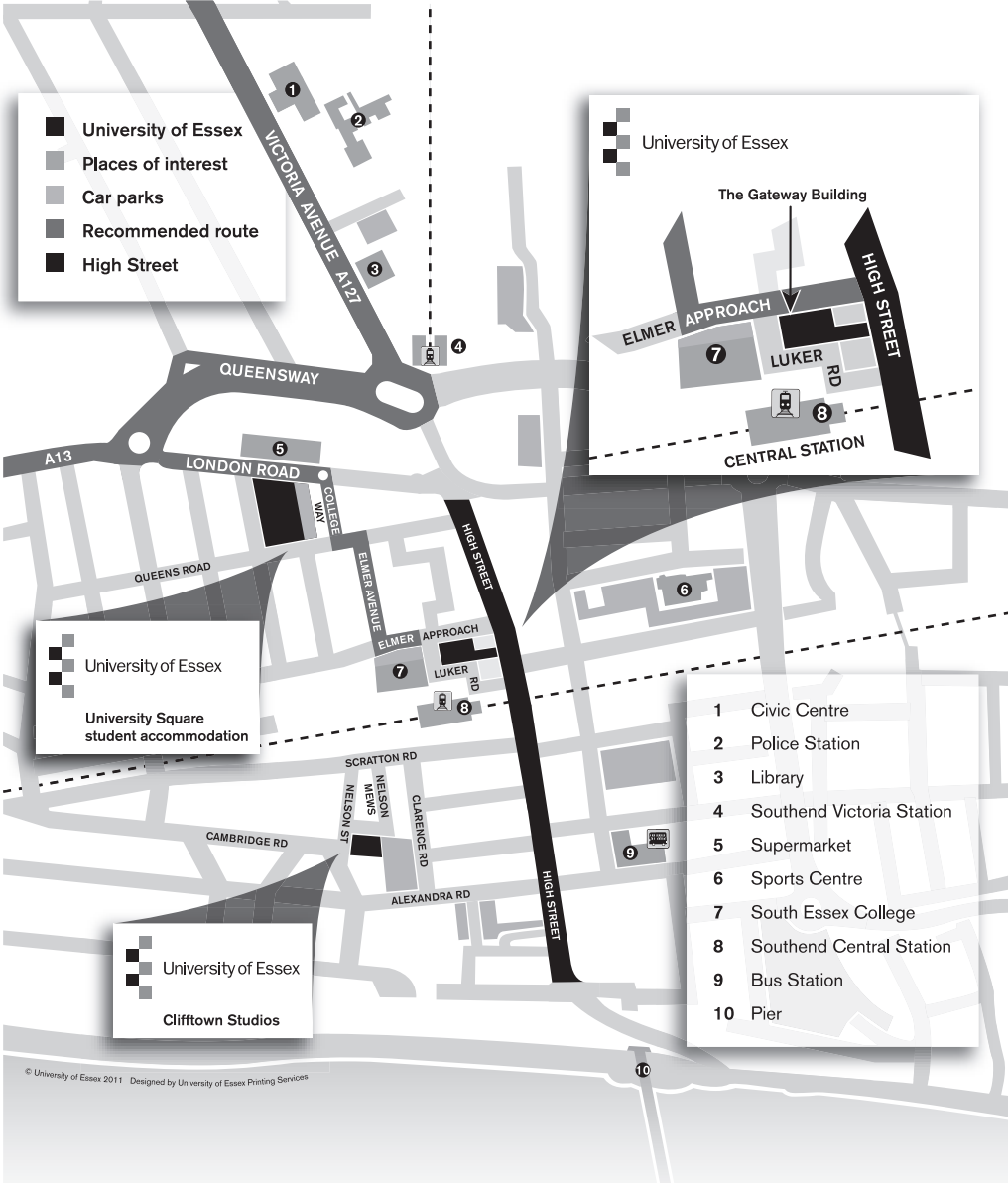
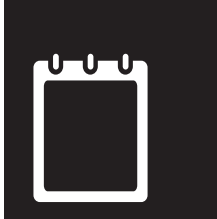
# Getting to our Southend Campus

University of Essex  
Southend Campus  
Elmer Approach  
Southend-on-Sea  
SS1 1LW  
**T** +44 (0)1702 328200  
**F** +44 (0)1702 328201

University Square  
36 Queens Road  
Southend-on-Sea  
SS1 1BF  
**T** +44 (0)1702 330 226

South Essex College  
Luker Road  
Southend-on-Sea  
SS1 1ND  
**T** +44 (0)845 52 12345





■ University of Essex  
■ Places of interest  
■ Car parks  
■ Recommended route  
■ High Street

University of Essex

The Gateway Building

ELMER APPROACH

LUKER RD

CENTRAL STATION

HIGH STREET

University of Essex

University Square  
student accommodation

University of Essex

Clifftown Studios

- 1 Civic Centre
- 2 Police Station
- 3 Library
- 4 Southend Victoria Station
- 5 Supermarket
- 6 Sports Centre
- 7 South Essex College
- 8 Southend Central Station
- 9 Bus Station
- 10 Pier

© University of Essex 2011 Designed by University of Essex Printing Services

# Timetable of University weeks

Calendar for 2011-12

Week No.	Description	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1	Freshers Week	03-Oct	04-Oct	05-Oct	06-Oct	07-Oct	08-Oct	09-Oct
2	Autumn term	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct	16-Oct
3	Autumn term	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	22-Oct	23-Oct
4	Autumn term	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct	30-Oct
5	Autumn term	31-Oct	01-Nov	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov
6	Autumn term	07-Nov	08-Nov	09-Nov	10-Nov	11-Nov	12-Nov	13-Nov
7	Autumn term	14-Nov	15-Nov	16-Nov	17-Nov	18-Nov	19-Nov	20-Nov
8	Autumn term	21-Nov	22-Nov	23-Nov	24-Nov	25-Nov	26-Nov	27-Nov
9	Autumn term	28-Nov	29-Nov	30-Nov	01-Dec	02-Dec	03-Dec	04-Dec
10	Autumn term	05-Dec	06-Dec	07-Dec	08-Dec	09-Dec	10-Dec	11-Dec
11	Autumn term	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	17-Dec	18-Dec
12	Christmas Vac	19-Dec	20-Dec	21-Dec	22-Dec	23-Dec	24-Dec	25-Dec
13	Christmas Vac	26-Dec	27-Dec	28-Dec	29-Dec	30-Dec	31-Dec	01-Jan
14	Christmas Vac	02-Jan	03-Jan	04-Jan	05-Jan	06-Jan	07-Jan	08-Jan
15	Christmas Vac exams	09-Jan	10-Jan	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan
16	Spring term	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan	22-Jan
17	Spring term	23-Jan	24-Jan	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan
18	Spring term	30-Jan	31-Jan	01-Feb	02-Feb	03-Feb	04-Feb	05-Feb
19	Spring term	06-Feb	07-Feb	08-Feb	09-Feb	10-Feb	11-Feb	12-Feb
20	Spring term	13-Feb	14-Feb	15-Feb	16-Feb	17-Feb	18-Feb	19-Feb
21	Spring term	20-Feb	21-Feb	22-Feb	23-Feb	24-Feb	25-Feb	26-Feb
22	Spring term	27-Feb	28-Feb	29-Feb	01-Mar	02-Mar	03-Mar	04-Mar
23	Spring term	05-Mar	06-Mar	07-Mar	08-Mar	09-Mar	10-Mar	11-Mar
24	Spring term	12-Mar	13-Mar	14-Mar	15-Mar	16-Mar	17-Mar	18-Mar
25	Spring term	19-Mar	20-Mar	21-Mar	22-Mar	23-Mar	24-Mar	25-Mar
26	Easter Vac	26-Mar	27-Mar	28-Mar	29-Mar	30-Mar	31-Mar	01-Apr
27	Easter Vac	02-Apr	03-Apr	04-Apr	05-Apr	06-Apr	07-Apr	08-Apr
28	Easter Vac	09-Apr	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr
29	Easter Vac	16-Apr	17-Apr	18-Apr	19-Apr	20-Apr	21-Apr	22-Apr
30	Summer term + early exams	23-Apr	24-Apr	25-Apr	26-Apr	27-Apr	28-Apr	29-Apr



## Continued

Week No.	Description	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
31	Summer term + early exams	30-Apr	01-May	02-May	03-May	04-May	05-May	06-May
32	Summer term + early exams	07-May	08-May	09-May	10-May	11-May	12-May	13-May
33	Examinations	14-May	15-May	16-May	17-May	18-May	19-May	20-May
34	Examinations	21-May	22-May	23-May	24-May	25-May	26-May	27-May
35	Examinations	28-May	29-May	30-May	31-May	01-Jun	02-Jun	03-Jun
36	Examinations	04-Jun	05-Jun	06-Jun	07-Jun	08-Jun	09-Jun	10-Jun
37	Summer term	11-Jun	12-Jun	13-Jun	14-Jun	15-Jun	16-Jun	17-Jun
38	Summer term	18-Jun	19-Jun	20-Jun	21-Jun	22-Jun	23-Jun	24-Jun
39	Summer term	25-Jun	26-Jun	27-Jun	28-Jun	29-Jun	30-Jun	01-Jul
40	Summer Vac	02-Jul	03-Jul	04-Jul	05-Jul	06-Jul	07-Jul	08-Jul
41	Summer Vac	09-Jul	10-Jul	11-Jul	12-Jul	13-Jul	14-Jul	15-Jul
42	<b>Graduation *</b>	16-Jul	17-Jul	<b>18-Jul*</b>	<b>19-Jul*</b>	<b>20-Jul*</b>	21-Jul	22-Jul
43	Summer Vac	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul	28-Jul	29-Jul
44	Summer Vac	30-Jul	31-Jul	01-Aug	02-Aug	03-Aug	04-Aug	05-Aug
45	Summer Vac	06-Aug	07-Aug	08-Aug	09-Aug	10-Aug	11-Aug	12-Aug
46	Summer Vac	13-Aug	14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug
47	Summer Vac	20-Aug	21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug
48	Summer Vac	27-Aug	28-Aug	29-Aug	30-Aug	31-Aug	01-Sep	02-Sep
49	<b>Resit Exams</b>	03-Sep	04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep
50	Summer Vac	10-Sep	11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep
51	Summer Vac	17-Sep	18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep
52	Summer Vac	24-Sep	25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep

Some courses at Southend Campus begin before Freshers' Week. Induction activities and welcome events will be organised for those courses in addition to the freshers' week activities.

# Term time, Graduation and examinations

## 2011-2012

Autumn term	Thursday 6 October 2011 – Friday 16 December 2011
Spring term	Monday 16 January 2012 – Friday 23 March 2012 (Easter Day – 8 April 2012)
Summer term	Monday 23 April 2012 – Friday 29 June 2012 <i>Note: there will be an extra bank holiday on Monday 4 June. The late spring bank holiday will be delayed until Tuesday 5 June.</i>
Examinations	The Essex Business School examinations will take place between 7 May 2012 – 9 June 2012
Graduation	Wednesday 18 - Friday 20 July 2012

## 2012-2013

Autumn term	Thursday 4 October 2012 – Friday 14 December 2012
Spring term	Monday 14 January 2013 – Friday 22 March 2013 (Easter Day – 31 March 2013)
Summer term	Monday 22 April 2013 – Friday 28 June 2013
Graduation	Wednesday 17 - Friday 19 July 2013

## 2013-2014

Autumn term	Thursday 3 October 2013 – Friday 13 December 2013
Spring term	Monday 13 January 2014 – Friday 21 March 2014 (Easter Day – 20 April 2014)
Summer term	Monday 21 April 2014 – Friday 27 June 2014 (Easter Monday - 21 April 2014) <i>First day of teaching: Tuesday 22 April 2014</i>

Please note that these are *standard term dates*, which will vary for students taking courses in the departments of Health and Human Sciences and the E15 Acting School.

# Fill in, pull-out and keep

## Checklist for new students

This pull-out section has a blank timetable for you to record essential events during induction week. This will help you work out which optional events you would like to attend, and identify when you are free to look around town, socialise, and settle into your accommodation.

The checklist below identifies the information you need to know and the actions you should take before you arrive and during your first week and first month at University. It will help you get ready to commence your studies and to settle into University life.

### 1. Before you arrive

- Sign-up to use myEssex for Applicants at: [www.essex.ac.uk/apply](http://www.essex.ac.uk/apply)
- Activate your University of Essex computer e-mail account
- Complete pre-registration online (open from September). This will allow you to complete the following Registration requirements in preparation for your arrival:
  - Check and update your personal details
  - Complete Equal Opportunities questions
  - Check and update your home and contact address
  - Add emergency contact details
  - Confirm your course details
  - Upload a photograph to be used on your Registration and Library card
  - Sign-up to the University's Regulations
  - Pay your tuition fees (if you are self-funded)
  - Know what to bring with you ready for Registration:
- Photographic identification (eg: passport, driving licence).  
(Note – if you are an international student you will be **required** to provide your passport and show relevant home office stamps/documentation)
- Your offer letter.
- Documentation relating to the payment of your tuition fee (eg: confirmation from Student Finance England or Sponsor).
- Self-funded students*: the first instalment of your tuition fees if you have not paid in advance.
- Original qualifications, (but only if you have been requested to present them by the Admissions Office).
- Materials expenses (East 15 students only, see page 14).

# Timetable

	Sunday	Monday	Tuesday
9am			
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			



## 2. During your first week (Freshers' week)

- Attend induction events, (details available at: [www.essex.ac.uk/freshers](http://www.essex.ac.uk/freshers) - select Southend Campus).
- Attend other optional events that are available, details available at: [www.essex.ac.uk/freshers](http://www.essex.ac.uk/freshers).
- Attend Registration on the third floor of The Gateway Building (details of times are on pages 11 - 13 of this booklet).
- Login and access myEssex at: [www.essex.ac.uk/myessex.aspx](http://www.essex.ac.uk/myessex.aspx) and check your University of Essex e-mail messages.
- If staying in University Square, read the accommodation induction information provided to you and attend the talk on 'Successful Living in University Accommodation.'
- Make sure your department has provided you with timetable information so that you know when and where your modules are taking place during the autumn term.
- Visit the Students' Union to receive information about all the events during induction week and buy your freshers' pass. 'The Union' is located in Elmer Approach (adjacent to The Gateway Building). You can sign up for your NUS Extra card, which entitles you to discounts in a large range of shops, on [www.essexstudent.com](http://www.essexstudent.com)
- Find the Student Common Room (second floor), IT lab (third floor) and the Open Study Area and Careers Centre (third floor) in The Gateway Building.

### *International students:*

- Register with the Police if required to do so. Details are in this booklet on page 18.
- Attend the English language assessment on Wednesday 5 October (international students only). Details are on page 17 of this booklet.

## 3. During your first month

- Check how you will be assessed/examined on your course.
- Check when you are required to submit your first piece of coursework.
- Visit the library and understand how to use the online catalogue and databases.
- Find out what plagiarism is and how to avoid it.
- Know where to access information about the Regulations of the University.
- Be aware of the range of support services available to students and be ready to ask for help if you need it.
- Know where to find support from the Careers Centre and understand what services they can offer.