



University of Essex

POSTGRADUATE RESEARCH (PGR)

Student Handbook

2011-12

DEPARTMENT OF GOVERNMENT

September 2011

The rules, regulations and policies summarised in this handbook are believed to be correct at the time of compilation but there may be inadvertent inaccuracies; revisions may occur from time to time. Where appropriate, reference is made to official University documents (see Useful Links Index). If there are discrepancies then the University's documents take precedence.

Contents

Welcome to the Department of Government!	4
Key Dates in the Academic Year	5
Staff Information	7
Graduate Office Open Hours	10
Code of Practice: Postgraduate Research Students	10
Who To Go To For What.....	11
General Communication	12
Facilities for PGR Students	13
Moodle.....	14
Routes to a PhD offered by the Department of Government.....	15
What is the difference between a standard thesis and 'journal-based' thesis?	16
An Outline of Your PhD Career.....	17
Supervision and Student Progress	18
The First Year in more detail.....	19
Doctoral Welcome Conference.....	19
The Second Year in More Detail.....	20
The Third Year in More Detail	21
The Completion Year in More Detail.....	22
Intermission	23
Extenuating circumstances	23
Academic Offences	23
Appeals	23
Examination	24
Student-led Programmes	28
The Colloquium	28
HEROES.....	29
The Eco-philosophy reading group	29
The Politics Society	29
Professional Development	30
Study Away/Field Work.....	32
PhD Prize for Best Paper	33
Student Representation	34
ESRC DTC Studentships.....	36
Careers.....	37
Do You Need a Reference?	37
Sponsor Reports	37
Student Support	38

Students with Disabilities	38
Important Links Index.....	39

Welcome to the Department of Government!

Undertaking a PhD is a huge challenge, but also an experience that is incredibly rewarding.

Over the course of the next few years, you will receive training that will put you at the cutting edge of political science and place you in an excellent position to take on an academic job.

Our aim is to support you in this endeavour and to help you produce top-quality research.

The University of Essex is a great place to do a PhD. Not only is the University of Essex a world-class University with top political scientists, but the Department of Government also has associated with it internationally-renowned institutions such as the *British Journal of Political Science* and the Essex Summer School in Data Analysis.

The Department also has a lively weekly seminar on Tuesday evenings which PhD students are encouraged to take part in, as well as a special PhD Colloquium and an annual Graduate Conference.

All in all, we feel that the University of Essex is a great place to be a PhD student. I myself chose Essex for my PhD due to the supportive environment here, and I have never regretted my choice.

That said, a PhD is an extremely demanding undertaking, both intellectually and emotionally. Over the course of the next few years you may at times feel overwhelmed and daunted by the task in front of you. This is a natural part of doing original research, as you soon find that you are the leading expert in the field you have carved out for yourself. Our job is to help you to keep on track and to make the PhD both manageable and enjoyable.

Do let us know how you are getting on, and enjoy your research!

Sarah Birch

Graduate Director, Postgraduate Research (PGR)

Key Dates in the Academic Year

Term Dates 2011-2012

Autumn Term	Thursday 6 October 2011 – Friday 16 December 2011
Spring Term	Monday 16 January 2012 – Friday 23 March 2012
Summer Term	Monday 23 April 2012 – Friday 29 June 2012

Graduation Dates 2011-12

Graduation will be held over three days, 18 July 2012 – 20 July 2012 inclusively. Please note that these dates are subject to change.

Teaching Weeks 2011-12

Autumn Term		Spring Term		Summer Term	
Week	Date of Monday	Week	Date of Monday	Week	Date of Monday
2	10 October	16	16 January	30	23 April
3	17 October	17	23 January	31	30 April
4	24 October	18	30 January	32	07 May
5	31 October	19	06 February	33	14 May (Exams)
6	07 November	20	13 February	34	21 May (Exams)
7	14 November	21	20 February	35	28 May (Exams)
8	21 November	22	27 February	36	04 June (Exams)
9	28 November	23	05 March	37	11 June
10	05 December	24	12 March	38	18 June
11	12 December	25	19 March	39	25 June

Vacations and Bank Holidays

Christmas Vacation	Monday 19 December 2011 – Friday 13 January 2012
Easter Vacation	Monday 26 March 2012 – Friday 20 April 2012
Summer Vacation	Monday 02 July 2011 – Friday 28 September 2012
Early May Bank Holiday	Monday 07 May 2012
Spring Bank Holiday	Monday 04 June 2012
Queen's Diamond Jubilee	Tuesday 05 June 2012

Key Dates for PGR Students

Autumn Term	
Week	
1	Freshers Week and Registration
2	Wednesday 12 October – Doctoral Welcome Conference Friday 14 October - PGR Student Nomination forms to be returned
3	Wednesday 19 October – Progressing with Your Doctorate Friday 21 October - Deadline for changing modules/courses
4	Wednesday 26 October – Completing Your Doctorate and moving on
5	Departmental Meeting
6	
7	
8	
9	
10	Friday 09 December – Supervisory Board Report Deadline Friday 09 December – Deadline for any extension to min period/further completion requests
11	RSPC meeting

Spring Term	
16	
17	
18	
19	
20	
21	SSLC - TBC
22	Departmental Meeting
23	
24	Friday 16 March – Deadline for any extension to min period/further completion requests
25	
Summer Term	
30	
31	
32	SSLC - TBC
33	Departmental Meeting
34	
35	
36	Tuesday 05 June – Submit FYD Extended Proposal Friday 08 June – Supervisory Board Report's due Friday 08 June – Deadline for any extension to min period/further completion requests
37	RSPC
38	Tuesday 19 June – First Year Defence
39	
40	Grad School Conference (details to follow)
41	
42	
43	
44	
45	
46	Friday 17 August - Completion Year eligibility USB stick submission
47	
48	
49	Friday 7 September – FYD Extended proposal re-submissions Friday 7 September – Deadline for any extension to min period/further completion requests
50	
51	
52	

Staff Information

You might find this list helpful if you need to contact a member of academic or administrative staff.

Full academic biographies can be found by following this link:

<http://www.essex.ac.uk/government/staff/Staff.aspx?type=academic>

Academic Staff				
Name	Email	Room	EXT.	
Dr Bartle, John	jbartl	5. 023	3717	
Research Leave 2011-12 Research interests in: voting behaviour; British political parties; the British judiciary.				
Dr Bhattacharya, Sandhya	sbhatt	5.018	2743	
Part-Time MA International Relations & the Media Course Director Research interests include political economy, transnational and comparative media, reporting during conflict, and identity construction. Current work is focused on comparative mediated representations of the war on terror.				
Dr Birch, Sarah	bircsi	5. 407	2690	
Graduate Director – PGR Current research interests include: electoral malpractice; electoral systems; semi-authoritarianism.				
Dr Bou – Habib, Paul	pbou	5. 019	2288	
MA/MSc Political Theory Course Director Careers Advisor Current research interests include: contemporary theories of distributive justice, the just distribution of resources between age groups, and the role of the concept of dignity in normative political theory.				
Dr Bove, Vincenzo	vbove	5.416	2760	
Part-Time Current Research interests: Political Economy; Conflict Resolution.				
Dr Crowley, Theresa	crowtx	5B. 301	3486	
Study Skills Officer / Senior Adviser/DDLO				
Dr De Vooght, Marian	magde	5. 018	2743	
Part-Time Current research interests: Political aspects of literary values and esthetic judgement; political discourse in literature; the use of literature and translation for imperialistic purposes.				
Prof Dorussen, Han	hdorus	5.417	2510	
Research Leave 2011-12 Research interests: The relationship between trade and conflict; the use of economic policies in international politics; peacekeeping operations and the governance of post-conflict societies; and policy convergence in the European Union. International relations; international and comparative political economy and applied game theory.				
Dr Elff, Martin	melff	5.006	3504	
Research interests: Comparative Politics, Political Behaviour, and Political Methodology. Current research interests include: electoral behaviour; political attitudes and behaviour in Germany; relation between social structure and politics; political knowledge and political sophistication; spatial modelling of party manifestos; survey research methodology; computational statistics; ecological inference.				
Dr Ezrow, Lawrence	ezrow	5A.316	3770	
MA/MSc European Integration & Politics Course Director Research interests: comparative political representation; Western European politics; elections; political parties; voting; party strategies; political institutions and quantitative methodologies.				
Dr Ezrow, Natasha	nezrow	5. 027	3346	
Research Interests: Authoritarian Regimes, International Development, Third World Politics				

Prof Freeman, Michael	freema	5. 016	2499	
Part-Time Research interests: Universalism and cultural relativism; world poverty and human rights, Theory and Practice of Human Rights, especially world poverty and human rights, cultural diversity.				
Dr Gizelis, Ismene	tig	5A.314	2648	
Graduate Director – PGT MA/MSc Conflict Resolution/MA/MSc IR/ Graduate Diploma in Politics Course Director Research interests: International conflict and cooperation; peacekeeping and post conflict reconstruction; conflict management institutions; political and economic development; welfare and social policy; gender and development.				
Dr Gleditsch, Kristian	ksg	5. 415	2517	
Director of Research Research interests: International Conflict and Cooperation; Intrastate Conflict, Protest, and Mobilization; Mathematical and Statistical Models; Democratization.				
Dr Glynos, Jason	ljglyn	5A.320	2515	
Research interests: political philosophy; Lacanian and post-Marxist discourse theory; philosophy and methodology of social science; post-structural approaches to political studies; theories of democracy and ideology; grammars of freedom and equality in contemporary political discourse; cultures and discourses of the economy.				
Prof Goodin, Bob	regoodin	5.024	2127	
Research interests: political theory and public policy.				
Dr Howarth, David	davidh	5A.318	2982	
MA IDA Course Director Research interests: poststructuralist theories of society and politics; focussing especially on the empirical study of political ideologies and discourses; the theoretical relationship between space, time and the political; and the intersections between identity, difference and subjectivity.				
Dr Johns, Rob	rajohns	5. 021	2508	
MA/MSc Politics Course Director Research interests: Why do people think what they think about politics? Public Opinion				
Dr Kemp, Rob	rpkemp	5.304	2651	
Part-Time Research interests: British Politics and democracy.				
Prof King, Anthony	kinga	5. 022	3393	Part-Time
Current Research: The changing British constitution; the British prime ministership; American politics and government; the history of democracy.				
Prof Kirchner, Emil	emil	5 .005	2749	
Part-Time Research interests include: National security cultures; European energy security cooperation; sharing the burden of collective security in the European Union; regional security organisations; European security policy; European integration; and German politics.				
Prof Landman, Todd	todd	5. 409	2129	
Director – Institute for Democracy and Conflict Resolution Research interests: The systematic comparative analysis of problems in the areas of development, democracy, and human rights including quantitative and qualitative political methodology.				
Dr Lindstädt, Rene	rlind	5.008	2856	
Director: Essex Summer School MA/MSc Global & Comparative Politics Course Director Research Interests: Political Economy; Political Institutions; Formal Theory; Political Methodology, Policy Diffusion; Social Learning; Political Accountability; Strategic Communication and Cooperation; Legislative, Bureaucratic and Judicial Politics.				
Prof McKay, David	mckad	5.302	2745	
Part-Time				

Current research: political economy of comparative federalism; US foreign policy. Interested generally in comparative and US politics.				
Dr Norval, Aletta	alett	5. 014	3403	
Research interests include: political ideology; post-transitional politics; the relations between post-structuralism and contemporary political theory; contemporary democratic theory.				
Dr Pasternak, Avia	aviap	5.017	2509	
Research interests: Analytical political theory; collective responsibility; the distribution of collective responsibility in democracies; collective sanctions and punishment; the global justice duties of liberal democracies; the relation between accounts of global justice and democratic theory.				
Dr Pickering, Steve		5.019	2288	
Part-Time Research interests: research looks at geographical factors related to war. Specifically: Rugged terrain and war; Maps and war; Borders and war; Distance and war				
Prof Plümper, Thomas	tpluem	5. 004	3567	
Director: Essex Summer School Research Interests: Comparative and International Political Economy; Political Methodology; Comparative Politics; International Relations.				
Dr Quinn, Tom	tquinn	5. 012	2505	
Undergraduate Director Research interests: The British Labour Party; reform of the Conservative Party; political party organisation; political institutions; rational choice theory; British politics.				
Dr Quiroz Florez, Alejandro	aquiro	5.025	2506	
Research interests: International Relations (International Security, War Initiation and Duration, Links to Domestic Politics and Leader Survival, Foreign Aid); Methodology (Survival Analysis and Copula Functions); Political Economy (Political Effects of Natural Disasters).				
Dr Saker, Chris	cjsake	6. 315	2961	
Part-time				
Prof Sanders, David	sanders	5. 411	2544	
Pro-Vice Chancellor – contact Penny Brown ext. 2545 Current research: British Election Study; political participation; election forecasting; the politics of the UK public sector; measuring and assessing European citizenship.				
Dr Scotto, Thomas	tscott	5A.312	3809	
Research Leave 2011-12 American and Canadian voting behaviour; Foreign policy attitudes and public opinion; Latent Variable Modelling.				
Prof Ward, Hugh	hugh	5.020	2513	
MA/MSc Political Economy Course Director Research interests include: environmental politics and political economy.				
Prof Whiteley, Paul	whiteley	5B.312	2641	
Head of Department MA/MSc Public Opinion & Polling Course Director Current research interests include: British political parties; electoral behaviour; political economy and the comparative analysis of citizenship and social capital.				
Dr Wright, Kevin	wrigka	5.304	2651	
Part-time Main research interests are the evolution of EU defence forces; Cold War intelligence gathering, Air power operations, peace-keeping doctrine; arms control and confidence and security building measures (CSBMs) in Europe.				
Administrative Staff				
Mrs Claire Chell	cichell	5B.318	2741	Graduate Administrator
Mrs Julie Harrison	jharr	5B.314	2737	Undergraduate Administrator 3rd Yr/GV200 Term-time (9.00am-3.00pm)

Ms Abigail Reid	akbrei	5B.322	2759	Departmental Administrator
Mrs Susan Swan	swans	5B.318	2757	Departmental Finance and Administrative Assistant
Mrs SallyAnn West	sawest	5B.316	3011	Undergraduate Administrator 1 st / 2 nd Year

Graduate Office Open Hours

Monday – Tuesday, Thursday - Friday
 10.00am – 1.00pm
 2.00pm – 4.00pm

Wednesday
 10.00 – 1.00pm

The office closes for lunch at 1.00pm for one hour every day.
 The office is closed every Wednesday afternoon.

The Graduate Office open hours are in effect during term and vacation time.

Code of Practice: Postgraduate Research Students

The Code of Practice is a guidance document produced by the University's Graduate School. It is a broad statement of University requirements covering departments', supervisors' and students' responsibilities.

It is a very useful document that you should take time to familiarise yourself with.

<http://www.essex.ac.uk/academic/docs/regs/prdcode.shtm>

Who To Go To For What

You will probably find the answer to many of your questions in this handbook, so we encourage you to scan through it first. However, sometimes it is nice to be able to talk to a human being, therefore, we have created this handy who-to-go-to-for-what list:

Graduate Administrator	Any administration needs
Supervisor	First port of call for any academic needs and concerns
Graduate Director	Next port of call for academic problems students feel their supervisor is unable to resolve; progress monitoring; general PGR concerns.
Head of Department	For serious academic matters, serious progress concerns and student dissatisfaction. The Head of Department is the highest authority and is the last port of call in the Department.

Administrative Staff

The administrator for all PGR matters is Claire Chell (Rm 5B.318, clchell). She will be able to advise on the appropriate procedures for Supervisory Boards, thesis presentation, submission and related paperwork. She is also the person to speak to about submitting a request for an intermission. Claire also keeps a record of your Supervisory Board Reports. Many students also find it convenient to report any personal difficulties they might be having through Claire, who can provide University forms relating to extenuating circumstances, and will be able to advise on the best person for you to talk to.

Supervisor

You will have had a supervisor appointed to you at the admissions process. You are expected to have regular contact with your supervisor during your studies and should be the first port of call for any concerns/problems.

Graduate Director, PGR

The Graduate Director, Dr Sarah Birch has overall responsibility for the monitoring of student progress.

Head of the Department

All students have the right to see the Head of Department, Professor Paul Whiteley, on matters where they are dissatisfied. All discussions will be in strict confidence. In order to see the Head of Department, you should make an appointment with Susan Swan (email: **swans**). The Head of Department also welcomes communications from students who wish to comment on and/or offer suggestions about the Department's activities.

General Communication

How the Department will Communicate With You

This might seem obvious, but we just wanted make clear how we will get information to you...



Email: This is the preferred method of communication of the Department of Government and the University. It is especially useful during the vacation periods. Please check your email regularly, that is, at least once a day! Please also use your Essex email account to communicate with us; this is how we will communicate with you. Important examination information is communicated to you through your Essex email.

"Communication –the human connection-is key to personal and career success."

Paul J. Meyer



Letter: The Department is taking steps to be as environmentally friendly as possible, but on occasion we may send a letter for matters such as progress concerns. We will also send you a letter if you are a prize winner; these are the letters we like to send! Please make sure that you keep your contact and home addresses up-to-date via your myEssex student portal. It is your responsibility to make sure the information is accurate.



We also put Departmental Community notices on Moodle, our website, Facebook and notice boards located outside the admin offices and the common room.



How You Should Communicate with the Department

Academic and Administrative Staff have office hours designated for helping students during term time. These are posted on office doors. Please be respectful of office hours. Supervisors may be more flexible about office hours for their PGR students. Please check with them
Email is the best way for you to communicate with staff, especially outside of office hours.

Why it is Important For You to Keep in Contact With Us.

PGR Students are able to be much more flexible about how much time they spend on campus. PGR students also spend time in their home countries, at conferences and doing research abroad. It is important that your supervisor at the very least knows where you are and how you are getting on. This is especially important during the completion year. A lack on contact may constitute reasonable grounds from withdrawing a student from the University. Please keep in touch!

As you come to the end of your Completion year, it is important for you to start using a personal email address for your external activities outside the University. The University is no longer granting extensions to email accounts after your registration period runs out.

We realise that sometimes life does not go according to plan. If you are experiencing difficulties, please do not feel you have to keep them to yourself. Please talk to us and we, or another University member of staff or group will help you get through any issues that may arise. If we don't know, we can't help!

Facilities for PGR Students

Offices

The Department of Government is proud of its large cohort of PGR students, however, this does mean that office space is very limited. The Department tries to make desk space available for all PGR students, whether by designating shared office space or offering hot-desk spaces. Allocations of spaces are considered on an individual basis. Additional office space is provided for all Graduate Teaching Assistants (GTAs).

Early in the summer, before you head home for the vacation, it is essential that you take your belongs out of the office. Rooms are reallocated during this period and it is not the Department's responsibility to move your belongings. The Department holds no responsibility of any items which are lost or damaged during room moves.

PLEASE REMEMBER TO LOCK YOUR DOOR WHEN YOU LEAVE YOUR OFFICE

Government & Economics PhD Research Lab

As well as the many computer labs situated around the University campus, the Department's of Government and Economics share a dedicated computer lab exclusively for PGR student use. It contains 14 PCs all of which have relevant software. The Lab can be found opposite the administrative offices in the Department of Government. You will need the passcode to get in which can be obtained from the Graduate Office.

Pigeonholes

You will be given access to a pigeonhole where any mail you get sent to the University will be held for you to collect. Please do not have anything too big mailed to the Department as we cannot accommodate it.

Departmental Common Room (Rm 5B.303)

This year we have refurbished the Departmental Common Room (Room 5B.303) complete with new furniture, a lap-top bar and a brand new 47 inch high definition flat-screen TV. Not only is the Common Room the perfect place for personal study or relaxation but we encourage you to use it to get together for student-led activities such as study and research groups and round table discussions etc. Please feel free to use the TV to watch Prime Ministers Question Time, the Parliament channel and Question Time. We're even happy to support you in using the Common Room for more social activities from film nights to yoga to ethnic cuisine nights. This facility is there for you, please enjoy!

To book the Common Room, please speak to Susan Swan in Room 5B.320

University Postgraduate Common Room

The University also has a dedicated Postgraduate Common Room for your use. It is open daily and is easily accessible from the 'Mathematics' entrance off of Square 2.

The Albert Sloman Library

The Library can be an invaluable resource to aid you in your research. Not only do they have an extensive book collection, but there are also many computer-based information services, and the list of them is growing very rapidly. They provide bibliographic information on both journals and books, and can often supply copies of articles and even bookshop services. You can access them in countless ways, by author, title, key words, and fields of study. All these services are available to you through computers located in the computing labs and in the Library.

The Library can also arrange special tours for PGR students. If you are interested, speak to the Departments Specialist Subject Research Support person: Nigel Cochrane, email nigelc, ext 3172.

The library also has the useful *Information Skills: University of Essex Theses and Theses E-Resources* http://libwww.essex.ac.uk/Information_Skills/theses.htm which includes information on finding a thesis, how to bind your own thesis, Theses E-Resources etc.

Conference Funding

From this year the Department is making £250 per year available to support students who present a paper at academic conferences. Only students within their minimum period can apply for this conference fund and excludes those students in receipt of ESRC funding.

To apply for this funding you need to speak to Susan Swan. You will have to provide evidence that you are presenting such as a programme of the conference. The money is available on a first-come-first-serve basis.

Moodle

“Moodle is a web-based learning environment that allows you to access your course materials online and make use of a number of useful built-in facilities to enhance your learning experience (discussion forums, chat facilities, quizzes, surveys, glossaries, wikis, etc.).” Some of the Department’s modules have a Moodle area; the Department also has one designed as an information area that all PGT students can access. It is imperative that you sign up to Moodle so you can access the online forms and information we have stored there such as:

- Supervisory Board Report Forms
- Examination Forms
- Student Representative and Elections forms and voting application.
- Extenuating circumstances Forms
- Conference invitations
- Call for papers

<http://moodle.essex.ac.uk/>

To access your online course(s), you need to enter your Essex user name and password in the login box which will be on the left hand side of the screen. You can then access a course by selecting it from the 'My courses' list that appears on the left. 'My courses' lists the courses you are enrolled on.

GV999 Research Student Knowledgebase is the Moodle course designed specifically for you. It is intended as an information and knowledgebase. All key forms will be put there. If you want to suggest content, please feel free to speak to the Graduate Administrator or the PGR Student Representative.

Routes to a PhD offered by the Department of Government

The Department of Government currently offers two routes to a PhD: the standard Doctor of Philosophy PhD and the PhP (Doctoral Programme).

Doctor of Philosophy (PhD)

“If you hold the necessary qualifications to embark upon the PhD, the normal minimum period of registration is three years of full-time study. A significant amount of training in professional and research skills is available to all students registered for a PhD.”¹

If you embark on this route you will immediately focus on your research. Your supervisor may ask you to build up your subject knowledge by enrolling on a Graduate level module where you will do the coursework and take the exam. The results will not count towards your final degree.

We take students in October, January and April.

PhP (Doctoral Programme)

“This three-year programme combines specialist training with preparation and submission of a thesis, where the first year requires you to take a number of taught subject-specific modules, which may correspond to the taught elements of a Masters degree. After the first year, you continue with your supervised research and continue to receive training in professional and research skills and attend graduate research workshops.”²

If you embark on this route, you will be required to take modules specific to your subject area in the first year. For example, if you enrol on the PhP in Ideology and Discourse Analysis you will take GV988 Ideology & Political Discourse and GV990 IDA PhD Seminar. You may also be required to take other IDA specific modules.

We take students only in October.

¹ Postgraduate Prospectus 2012, pg 21

² Postgraduate Prospectus 2012, pg 22

What is the difference between a standard thesis and ‘journal-based’ thesis?

A standard PhD thesis includes a number of chapters dealing with a particular research question (or set of questions).

A 'journal based' thesis consist of a minimum (but not maximum) of three research papers that are prepared to be published in an academic journal. Apart from the research papers, students will write an introduction and conclusion to 'frame' their overall project and include a literature review. There is a building trend in the profession to do this type of thesis. It should be emphasised that this is not a distinct form of PhD defined in the *Code of Practice: Postgraduate Research Degrees and Higher Degree Regulations and Procedures*

<http://www.essex.ac.uk/academic/docs/regs/higher.shtm#research>. It must conform to those regulations.

If you are considering doing a journal-based thesis, we have set the following guidance below. You should discuss this with your supervisor before you begin:

- The requirement in the *Higher Degree Regulations* is that a PhD thesis should have a 'unified theme of research'. If you are writing a thesis where the bulk of chapters are suitable for submission as journal articles, the articles must all concern some sub disciplinary area, and some set of related problems within that area.
- As the thesis must have a unified theme, it is necessary to state what that theme is in an introductory chapter. This chapter should locate the theme in the literature, and show why the questions asked are significant in relation to that literature.
- There should be three or more papers in such a form that they could be submitted for publication as full-length journal articles.
- Where the main papers use a common approach or methodology - although you will need to discuss this in each of them in the same way that this is done in a journal article - it may be appropriate to have a more extended discussion. This could form part of the introduction, but might also be a separate chapter on methodology.
- It may be relevant to have an appendix devoted to data sources, particularly if you are using a common data set across all the main papers. In any event, the main chapters need to show sensitivity to data limitations, as with any journal article.
- The thesis needs to have a concluding chapter. At a minimum this should draw together what has been learned from the main papers, pointing out interconnections, contradictions, and aspects that require further research. You should consult your supervisor on what else might appropriately go in it.
- The regulations should be referred to in relation to inclusion of previously published material and co-authored material. You cannot include material submitted previously for a degree. If you include material that has been co-authored, for instance with you supervisor, this must be acknowledged.
- In a 'Journal Based PhD' with three submittable papers, no more than one should be co-authored. Discuss with your supervisor the issue of submitting co-authored material.
- The regulations do not preclude the inclusion of material that has been published as a journal article, except in as much as other regulations are violated. It is possible that papers will be published before you are examined. If so, you should acknowledge this in references, even if the form of the submitted thesis is somewhat different.
- The submitted version of the thesis must use a common referencing system across all papers and a consolidated bibliography.
- There is no minimum word length for theses, just a maximum word length of 80,000. If the guidelines above are followed, it is unlikely that your PhD will be under 50,000 words. The appropriate length should be discussed with your supervisor.

An Outline of Your PhD Career

We expect you to have completed your PhD within four years of entering the programme. The four years consist of three years of research (the minimum period) and a one year write-up (the maximum period). It is crucial that you stay on track with your work; it is in your best interests to finish on time. To help you do that the University and the Department have put structures in place to help us monitor your progress and help you achieve your goal of producing an excellent piece of research. We will offer all the support we can to help you, but you must also put in the hard work. Where students consistently fail to keep up with assignments, they may be downgraded to MPhil status or asked to withdraw from the University. If at any time your personal circumstances mean that you are falling behind with your study commitments, please bring it to the attention of your supervisor within good time, so they can offer support and guidance.

Below we have set out what we reasonable expect you to achieve by the end of each year.

FIRST YEAR:

- All required coursework and examinations should be satisfactorily completed.
- You should have decided on a detailed timetable of work for each of the three years of their minimum period of study.
- You should have finished a satisfactory extended research proposal, building upon what you submitted when you applied. You will be required to submit that proposal to the Department of Government's First Year Defence Panel for review. Those whose proposals are satisfactory will be allowed to progress to the next year of study.
- For those doing a 'Journal based' thesis – A draft of one paper.
- You should have a draft of a complete extended literature review.

SECOND YEAR:

- You should have completed the literature review and should have started on substantive research, and have produced at least two further chapters of the thesis in draft form.
- For those doing a 'Journal based' thesis, have a draft of at least two further papers, at least one of them being a research paper.
- A revised timetable should be approved by the supervisor to ensure that the thesis will be completed in draft form by the end of the third year of registration (minimum period).

THIRD YEAR

- You should have a drafts of all your chapters
- For those doing a 'Journal based' thesis you should have a draft of all three research papers.
- You should have completed drafts of all of the substantive chapters of the thesis.
- You should have presented at least once at the Colloquium.
- You should submit a USB stick with all draft chapters/papers of your thesis excluding introduction and conclusion.

COMPLETION YEAR

- Revise and rewrite chapters.
- Submit the approved thesis to an internal reader for comments at the start of the summer term.
- Complete final corrections over the summer.
- Submit thesis before the end of the academic year.

PLEASE NOTE: Progression from one year to another is not automatic. You must demonstrate satisfactory progress to your Supervisory Board and the Research Students' Progress Committee.

Supervision and Student Progress

Supervisor	Your Supervisor is expected to have considerable experience of relevant research problems, in order to offer the student detailed advice. Supervisors are there to offer research guidance, feedback on written work and oral presentations, help you to identify any training/skill needs, advise you on your progress, encourage you to consider your employability, help you prepare for your examination and be reasonably accessible to students during term time. You are required to be in contact with your supervisor via phone, email or face-to-face communication at least once a month and this is <u>your responsibility</u> .
Supervisory Board	<p>The purpose of the Supervisory Board is to provide the student with a wider range of advice on their research and to provide an opportunity to consider your progress. Supervisory Boards are normally made up of your supervisor and one or two other members of staff. An academic who is not involved with your supervision will act as Chair. You and your supervisor will discuss the most appropriate academics to sit on your Board. Once they have been appointed please inform the Graduate Office.</p> <p>The Department requires that Supervisory Boards take place <u>twice</u> a year during key periods: Nov/December and May/June. This is a <u>minimum requirement</u>; there is nothing to prevent you having more Boards in a year if you and your Supervisor believe it to be beneficial. Part-time students are required to have one Board a year. Students are responsible for arranging the Boards.</p> <p>See below for information about the Supervisory Board Report. In preparation of your Supervisory Board you should complete the tasks assigned to you in the previous meeting.</p>
Research Students Progress Committee (RSPC)	<p>The RSPC consists of members of staff, including the Graduate Director, who are responsible for monitoring each student's progress and reporting the activities of the PGR programme to the Dean of the Graduate School. Decisions are made on the basis of the Supervisory Board Report, so <u>it is very important that Supervisory Board Reports are submitted on time</u>.</p> <p>The Department's RSPC meets twice a year: once in December, once in June.</p> <p>The RSPC also makes downgrade/ withdrawal/confirmation of PhD status recommendations to the Dean of the Graduate School. Any student wishing to apply for an intermission/extension to minimum period must do so through the RSPC.</p>

Supervisory Board Reports

The RSPC makes its recommendations based on the Supervisory Board Report. It is your responsibility to take careful minutes of the Supervisory Board and write up those minutes. The Supervisory Board Report should be shown to your supervisor and should be agreed by them. **The Supervisory Board Report should be sent electronically to Claire Chell (clchell)**. The two required Supervisory Board Reports should be submitted by the following dates:

09 December 2011

08 June 2012

The RSPC will take place after these deadlines, so please make sure you have submitted your Reports by these dates.

All Supervisory Board Report Forms can be found on Moodle.

The First Year in more detail

Doctoral Welcome Conference

Welcome to PhD study at the University of Essex! The University hosts an informative and stimulating conference for all new PGR Students, and we in the Department encourage you to attend.

Date: 12 October 2011
Registration: 9.15am
Time: 9.30am - 4.30pm
Location: Ivor Crewe Lecture Theatre

This conference will offer you the opportunity to:

- Gain advice from academic staff and current postgraduate students on how to succeed in your doctorate; meet and network with doctoral students from across the University;
- Find out about support services and facilities available to you as a doctoral student;
- Attend sessions on “Making the Most of Your Supervisor” and “Research Resources at Essex”.

To register, please book here: <https://www.essex.ac.uk/ldev/booking/SD209.asp>

GV994 Professional Development Seminar

Seminar Lecturer: Dr Lawrence Ezrow
Day: Tuesdays
Time: 2-4pm
Room: 3.105

This seminar provides training and support for the research capacity and professional development of all beginning PGR students in the Department of Government, and any other PGR students who would like to attend. The seminar focuses on writing and presenting a research proposal for the thesis, as well as other significant aspects of socialization into the discipline of political science, including ‘locating’ research within a domain of approaches, developing confidence in the presentation of academic papers, learning how to write and submit journal articles, and developing time-management skills and the use of technology.

PGR students in the Department carry out their research in a wide variety of areas on a diverse set of topics, using a wide range of different approaches from nomothetic-deductive formal modelling, to quantitative and qualitative comparative studies, to hermeneutic and critical interpretations. Healthy exposure to these different perspectives in political science provides an opportunity to improve general knowledge and background, and even provide new ideas for specialised areas of research.

You may also be going on to pursue a career in a number of different countries. Nevertheless there are common skills and techniques – even professional tricks – which should be of help for working in any professional academic environment. These range from being able to prepare a research proposal quickly, to make presentations, and to develop interview skills, many of which are not practised often before finishing the thesis and looking for a job. The seminar aims to provide a friendly but critical atmosphere in which to practice and hone these various professional skills.

First Year Defence (FYD)

Towards the end of your first year of study at Essex you be asked to submit and defend an extended version of the initial research proposal you wrote as part of the application process. This applies whether or not you have an extensive coursework load in your first year, and whether you are an October, January or April starter, although your workload and registration date will be taken into consideration. The First Year Defence panel consists of members of faculty will consider your revised proposal. You will be allotted around thirty minutes to answer questions and to discuss it with them.

This event will take place on **Tuesday 19 June 2012**. Students are required to be available at any time during the day to defend their proposal.

You will need to submit an electronic word document of your proposal of **no more than 3000** words to Claire Chell **two weeks in advance – Tuesday 05 June 2012**. This should clearly set out:

- i) your research question or questions;
- ii) the theoretical approach you intend to use and how it relates to the literature;
- iii) how you intend to go about answering your research question (including considerations of data availability and data-analytic strategy where appropriate);
- iv) what criteria you will use to judge whether you have answered your research question;
- v) a draft chapter plan and timetable for completing chapters. The panel will give comments and feedback to students.

Students writing a standard thesis and students writing a journal based thesis are expected to submit a revised proposal. If you prepare well and follow the advice of your supervisor, the FYD can be a positive experience, helping you to make better progress. However, we must point out that if your proposal is deemed unsatisfactory by the FYD panel, you will be asked to re-work it over the summer and resubmit it on **Thursday 06 September 2012**. If it is still unsatisfactory, the panel may recommend to the RSPC that your studies be discontinued at the end of the first year, or you be considered for an MPhil award only.

The Department will monitor you carefully in the first year. PhP students taking modules will have to have completed and passed the modules they are enrolled on. All students should have passed the FYD and have a comprehensive literature review. We also encourage you to participate in the Colloquium. Please also take advantage of events and programmes offered by the University.

The Second Year in More Detail

Progressing With Your Doctorate

This is a full day, University run conference aimed at second year students. The conference offers you the chance to find out what really happens in the 2nd year of doctoral study, as you move from conceptualising your research to carrying it out. What problems might you encounter whilst actually conducting your research and how might you overcome them? The conference will remind you what examiners expect from a doctoral candidate, and it will provide some advice with respect to your future career beyond your doctorate. It also provides a great networking opportunity with colleagues from all departments across the University.

Date: 19 October 2011

Registration: 9.15am

Time: 9.30am - 4.00pm

Location: Ivor Crewe Seminar Room

To register, please book here: <https://www.essex.ac.uk/ldev/booking/SD248.asp>

Confirmation to PhD Status

The first Supervisory Board of your second year is an important one. It is also known as your 'Confirmation' Board. All new students are registered as MPhil/PhD students and the 'Confirmation' Board reviews your progress to date to confirm whether or not your work is of PhD standard.

The Confirmation Board will apply four criteria:

1. You have met the progress guidelines for the first year, producing at a minimum a fully revised PhD Proposal and research plan and a draft of a literature review;
2. Your research proposal has been successfully defended at the First Year Defence in June of the first year of your period of study;
3. Your Supervisory Board agrees that the PhD proposed is likely to result in a thesis meeting the requirement for a PhD set out in the *Higher Degree Regulations*.

4. The research timetable is likely to lead to the PhD being submitted by the end of the completion year.

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

- Confirm PhD Status
- Defer a decision to the next Supervisory Board
- Downgrade to MPhil
- Discontinuation

Once the RSPC make their recommendation to the Dean, you will be sent an email indication that your formal registration status has been changed to PhD instead of MPhil.

We strongly encourage you to participate in the Colloquium in your second year and take advantage of University training programmes.

The Third Year in More Detail

Completing Your Doctorate and Moving On

This is a University run, full-day conference aimed at third year students. The conference starts with an examiner's view on what is expected of you in your thesis and your viva. You will explore, with completed doctoral students, the problems and barriers which might affect your writing up. A further input from an examiner will dispel some of the mystery surrounding the viva and you will be able to take part in a mini-viva. The conference will also give you the opportunity to think about the next step in your career (once you've completed, of course!). In addition, the conference provides a great networking opportunity with colleagues from all departments across the University.

Date: 26 October 2011

Registration: 9.15am

Time: 9.30am - 4.00pm

Location: Ivor Crewe Seminar Room

To register, please book here: <https://www.essex.ac.uk/ldev/booking/SD249.asp>

Completion Year Eligibility

In the third year you should be working towards having a complete draft of your thesis. You should be finishing your research, chapters and any other outstanding work. As you approach the end of your minimum period, your Supervisory Board will recommend to the RSPC whether you should be allowed to enter your Completion year. To be eligible to enter Completion, you are expected to submit a draft of all your substantive chapters/papers minus the introduction and conclusion on a USB stick to Claire Chell by **Friday 17 August 2011**. The RSPC will make its recommendations to the Graduate School based on your May/June Supervisory Board Report and the state of your draft thesis. You will be notified by Graduate School if you are eligible to enter Completion.

Please note: you will not be allowed to enter Completion if you have not presented at the Colloquium, so please make every effort to do so in your third year if you have not done so already.

Extension to Minimum Period

It is important that you work with your supervisor to create a realistic timetable of work so that you are not rushing when the end of your minimum period is in sight. If your Supervisory Board feel that you need more time in your minimum period, they will recommend to the RSPC that you will need an extension. Extensions will only be granted in exceptional circumstances and unanticipated grounds. As part of your Board Report, you will need to explain the reason for the recommendation including the following information:

1. Statement on the current state of research
2. A statement of the current state of the thesis (e.g. only 2 out of 8 chapters in draft and read Supervisor)
3. Detailed timetable of when outstanding work will be completed.

PLEASE NOTE: This information MUST be submitted at the same time as the Supervisory Board Report and must be agreed by your Supervisor.

Extensions to your minimum period can only be granted by the Dean of the Graduate School. Please be aware that even if the Department supports an extension application does not mean that the Dean will. It is therefore important that you continue to work hard on your thesis until the Dean makes a decision.

The Completion Year in More Detail

The advised schedule (this is based on October starters):

October	Prepare your personalised write-up timetable with the view of submitting your thesis to an internal reader and then for examination.
By April	Your thesis should be going to an internal reader identified by your supervisor. This allows at least two months for you to work on the comments with your supervisor. The internal reader needs to be aware when you wish to submit.
August	The <i>Approval of Thesis Title Form</i> needs to be completed and submitted to the Graduate Office. This form must be done two months prior to your intended submission date. You will need to indicate this date on the form. The <i>Approval of Thesis Form</i> can be found on Moodle.
October	Your thesis must be submitted by the last registration date of your Completion year. Extensions of up to two weeks may be sought from Laura Ruddick, Academic Officer, Graduate School (email: laura) but only under EXTREME circumstances. If you are later than this, you will have to pay a terms fees.

If you face extenuating circumstances towards the end of your Completion year, you should consult with your supervisor whether you need to apply to go into Further Completion. This should be applied for at least ONE month before the end of your Completion year. You will need to submit to the Graduate Office the following information:

1. Number of chapters in draft (eg. 4/7)
2. Reason for request
3. Detailed timetable of when outstanding work will be completed.
4. Expected date of submission

The RSPC will make a recommendation to the Dean of the Graduate School if it deems your reasons acceptable. Please be aware that even if the Department supports an extension application does not mean that the Dean will. It is therefore important that you continue to work hard on your thesis until the Dean makes a decision.

Fees for Completion and Further Completion.

The fees for 2011-12 are outlined below:

- Completion year: £100 per term
- Further Completion: £250 per term

Intermission

We understand that sometimes life does not always go according to plan. As such, the University has set out guidance on applying for an intermission. A period of intermission can be disruptive to your studies so we recommend that you make this decision taking counsel from your supervisor and discussing with your family/partner or someone else you trust. The reasons you might wish to intermit are the following: illness, maternity/paternity leave, domestic/family problems, financial problems, paid work (those with scholarships must read the terms and conditions of their award to see if this is allowed).

Please be aware that intermissions are only granted by the Dean of the Graduate School under exceptional circumstances. Retrospective intermissions are very rarely accepted and only under the most serious of circumstances. Each student is considered on an individual basis.

If you wish to apply for an intermission, you must do so via the Electronic Student File: <https://www.essex.ac.uk/esf/>

Please submit any evidence to the Graduate Office.

If you are a GTA and need an intermission, you must first discuss this with the Head of Department.

Extenuating circumstances

Extenuating circumstances are formally defined as “circumstances beyond the student’s control which cause the student to perform less well in his or her coursework or examinations than he or she might otherwise have been expected to do (on the basis of other work). In general, extenuating circumstances will be of a medical or personal nature affecting the student for any significant period of time and/or during the examination period.” The University has extensive guidance on extenuating circumstances which can be reviewed here:

<http://www2.essex.ac.uk/academic/students/pgt/extenpg.htm>

If you have extenuating circumstances which you wish to bring to the attention of the RSPC please fill in the *Extenuating Circumstances Form* found on Moodle and submit to the Graduate Office.

Academic Offences

One of the most serious of all academic offences is to make it seem that the work of others is your own. This, and any other form of academic offence, is taken very seriously by the University and the penalties are severe.

Further information can be found here: <http://www.essex.ac.uk/academic/docs/regs/offpro.shtm>

Appeals

If you wish to appeal against a decision by a Board of Examiners for any modules undertaken, a progress decisions by the Supervisory Board and RSPC, or an examination decision, there is extensive guidance provided by the University which can be found here: <http://www.essex.ac.uk/academic/docs/regs/researchap.shtm>

Examination

So you have spent the last four years of your life on your thesis. It has been to the internal reader, you have made the corrections, you are now ready to submit and kick start the examination process in earnest. What next? The following pages are University guidance on how to present and submit a thesis from initial presentation to the final submission.

UNIVERSITY OF ESSEX
GRADUATE SCHOOL

Notes For Guidance On The Submission And Presentation Of A Thesis
(For the degree of MPhil, MD, Professional Doctorate or PhD)
Or A Dissertation (For the degree of MSc or MA By Dissertation)

Please keep this document for handy reference. Read the notes on submission and presentation carefully. Please read 'dissertation' for 'thesis' if you are a candidate for the degree of MSc or MA by Dissertation.

PRESENTATION

The following notes have been prepared in consultation with the University Librarian.

Title Page

The layout of this page should be to the following pattern:

A time-series analysis of Shakespeare's metrical psalms

A.N. Other

A thesis submitted for the degree of

Department of

University of Essex

Date of submission (month and year)

Paper

Use standard Continental A4 white. The original typescript should be on good bond paper and all copies on good quality copy paper. Good quality photocopies are also accepted. Candidates are asked to check each photocopied page to ensure that the copy print is clear.

Page Layout

- Candidates may print on both sides of the paper (double-sided printing) with double spacing for everything except quotations, footnotes, captions to plates etc.

- Where double-sided printing is used, both the left hand and right hand margins must be at least 3.2cm (this is the binding margin).
- Where single-sided printing is used, only the left hand margin must be at least 3.2cm (this is the binding margin). It is desirable to leave about 1.3cm at the outer edge of the page.
- When photographs are mounted the binding margin must be increased to 3.8cm.
- It is desirable to leave 2.5cm margins at top and bottom of the page.
- The best position for the page number is at the top right 1.3cm below the top edge.

Photographs

Full page photographs are best on single weight printing paper, preferably not glazed. Double weight paper cannot be oversewn but must be hinged, which will increase the cost of binding. Small photographs are best mounted on cartridge paper, which is of the correct weight and offers some absorption to the adhesive used. Failing this, all photographs should be mounted on good bond paper even for the copies of the thesis. Coloured photographs should be mounted only by means of photographic corners. The use of adhesive may alter the colours.

Plate captions and margins

- Plate upright - Caption at bottom, plate number immediately above.
- Plate sideways - Caption at right-hand side with plate number above it.

If the plate is to face the text, binding margin must be at the right-hand edge but if the plate is to face blank verso of previous page then the binding margin must be at the left.

Graphs, diagrams, computer printout etc

Page-size graphs should be treated in the same way as plates with regard to numbering, captions and margins. Joining and folding of oversize plates, graphs etc. should be left to the binder. Large maps and diagrams are unsuitable for binding in the text. If they can be folded so that their overall dimensions do not exceed 28cm x 17.7cm and their total thickness is not more than one third of the thesis then they can be accommodated in a pocket attached to the inside back cover. Failing this, a separate portfolio will be required. Large sheets of computer printout are unsuitable for binding in the text and should be contained in a portfolio. Good quality photocopies of computer printout may be accepted. Candidates are asked to check each photocopied page to ensure that the copy print is clear. Numbers for graphs, diagrams and maps are best located in the bottom right hand corner.

Word Length

Scheme	Word Length*
PhD	80,000
Professional Doctorate	40,000
MD	65,000
MPhil	50,000
MA/MSC by dissertation	30,000

* In all cases including quotations but excluding appendices and footnotes (as long as the latter do not contain substantive argument). Please note these are word limits not targets.

The thesis (each copy) should contain a **summary** not exceeding 300 words.

Appendices

Submission of appendices in electronic format, such as on a CD-Rom or USB storage device, are permitted provided the contents do not contain substantive argument/evidence, and are not used to store parts of the main body of the thesis. This is important to observe, as there is no requirement for examiners to view or read electronic appendices.

The electronic device should be appropriately appended to the thesis copies, and should be accompanied by a note explaining which programme/format has been used (e.g. Word, Publisher, Photoshop).

Regulations

Please read very carefully the University's Higher Degree Regulations at:

<http://www.essex.ac.uk/academic/docs/regs/highercont.shtm>

Copies of the booklet are also available in departments and in the Registry Office.

Please note in particular the regulations dealing with the following:

Regulations 2007-08	MA/MSC By dissertation	MPhil	MD	Prof. Doc.	PhD
Submission of the dissertation or thesis	3.23	3.50	3.50	4.16	4.16
Presentation of the dissertation or thesis	3.25	3.57	3.57	4.22	4.22

NB: Regulations applying for the degree of MPhil shall also apply to the degree of MD and regulations applying to the degree of PhD shall also apply to the degree of Professional Doctorate, excluding word length.

SUBMISSION – FOR EXAMINATION

1. All registration fees and debts must be paid before the thesis can be accepted for submission.
2. Your two copies of the thesis should be submitted for examination in an unbound format. They **must** be adequately secured (for example in spring-back binders or comb binding and **not** in ring binders or lever arch box files). They **must not** be overfilled and to avoid all risks of coming open and jeopardising examination, two binders **must** be used, if required.
3. You should submit to the Registry Office (Room 6.116)
 - a) **Two** copies (one original and one good copy) of the thesis or dissertation.
 - b) A submission form (RD1) completed and signed by yourself.

You are strongly advised to retain one good copy of the thesis or dissertation yourself.

PROCEDURE

1. Once you have submitted your thesis and your examiners have been appointed, the Registry will forward the thesis copies to the examiners.
2. Your internal examiner will arrange and contact you regarding the date of the oral examination (viva). After it has been held, the report will be returned to the Registry Office who will then contact you again. In most cases the thesis copies will be returned to you at the viva. In some cases it may be necessary for the thesis to be returned to the Registry.

3. The average time taken to examine a thesis is 3-4 months, depending on the examiners' other commitments. This amount of time should therefore be allowed before the Graduation Ceremony in July. The University cannot, however, guarantee that the result will be available in time for a particular ceremony. You can obtain your certificate at any time of the year once the degree has been conferred and you have received your award letter.
4. Research degree candidates are entitled, on request, to receive copies of the examiners' pre and post viva reports on their thesis, after the examination is completed and the result has been recommended.

SUBMISSION – FINAL BOUND COPY

Once the examination process is completed, the Registry will contact you to advise when you can submit your final bound copies to the Library. Your award letter, and certificate, will not be issued until you have provided a copy of your thesis to the library.

Binding - It is your responsibility to check the collation of theses before they are sent to the binder. If any pages are missing or not in their correct sequence, then the University copies will have to be rebound at your extra cost.

Pages should be sewn together and bound in boards, in black cloth.

Your name should be shown on the spine, the lettering to read upwards (if it has to be vertical). At the bottom of the spine the title of the degree and year of conferment should be printed thus:

ESSEX
PhD (or MPhil or MSc)
(Year of Conferment)

The University Library can arrange binding of theses, but private firms may be used providing the rules for binding given above are observed.

LIBRARY REGULATIONS

You should also be aware of the University Library regulations and in particular the following:

1. One copy of the thesis or dissertation of a successful candidate for the degree will be retained in the University Library and will become the property of the University. The second copy will be retained in the Department concerned.
2. The author shall empower the Librarian to allow the thesis to be copied in whole or in part without further reference to the author on the understanding that such authority may be given in respect of single copies made for study purposes and will be subject to normal conditions of acknowledgement.
3. Theses shall be available in the Library for reference except where permission to consult a thesis has been withheld at the special request of the author for a period not exceeding five years agreed with the University. (Candidates wishing to withhold such permission must do so in writing to the Librarian at the time of submitting their thesis).
4. Theses may be lent to an approved library for consultation in that library on receipt of an application from the Librarian.
5. The University may publish the title and summary of the thesis in any way it sees fit and may authorise others to do so.
6. The University sends abstracts of theses to ASLIB for publication in their annual index and to University Microfilms International for publication in Dissertation Abstracts International - Section C.

Student-led Programmes

The Colloquium

The Colloquium provides the opportunity to engage in stimulating and thought-provoking discussions within a friendly environment of fellow students and academics. Additionally, presenting your research in the Colloquium is a requirement to complete your PhD degree in the Department. In other words, you cannot graduate without giving at least one presentation at the Colloquium. Presenting at the Colloquium is also good practice for your examination. We invite all of you to give your presentations, especially those who have not presented and are drawing nearer to your submission dates. We also call on all of you to actively participate in the Colloquium and share your thoughts as well as to support others.

The style of presentation can be a solo presentation or a panel discussion on a specific topic. To ensure that all the sessions proceed smoothly, there are some basic requirements that presenters must observe.

1. The presenter has to be accompanied by a discussant during their session.
2. The presenter should submit the title and abstract of the paper as well as the name of the discussant at least **one week** before their session.
3. The presenter must also allow their discussant to have at least one week to go through the paper.
4. We ask the presenter to submit a short version of their CV in order to inform the audience of their academic background as well as their current research interests.

Although it is organized by and for PGR students in the Department of Government, the Colloquium is not entirely exclusive. PGR students from other departments in the University of Essex or from other universities whose research falls within the field of political science, political theory, and discourse analysis are also welcome. Please feel free to ask your friends to join us and we will try to accommodate their presentations whenever possible. However, priority is given to PGR students from our Department.

The 2011-2012 Colloquium will be held at 5.00pm every Monday during term time starting from **10 October 2011 in Room 5B.303**. Each session will last one hour (20 minutes for the presenter, 10 minutes for the invited discussant, and 30 minutes for open discussion).

Colloquium Organisers for 2011-2012 are:

Liam McGrath (lfmcgr)
Shu Shimizu (sshimi)
Onur Yildiz (oyildi)

Guidelines for Colloquium Presentation

Planning

With regards to planning the colloquium, please provide the abstract of the Paper/presentation one week in advance of your talk to the Colloquium organisers for distribution. In order for the audience to be better prepared, the presentation slides will be available on Moodle each Thursday before the Colloquium. A draft of your paper is not necessary, but if you have one ready, it can be circulated also.

Content

The Colloquium provides an opportunity for each student to present their on-going work to peers to obtain feedback from fellow students and staff for their research. The focus of the Colloquium is the academic exchange about ideas, rather than giving an exhaustive overview of the existing literature. The emphasis of the presentation should be put on the main argument and findings/results. It is essential that a presentation discusses the theoretical and empirical contribution to the existing literature. The presentation should therefore not include a lengthy review of existing literature or be filled with long quotations. A short description of prior work on which the idea is building on will be sufficient.

Style

The presentation itself should be concise and focus on quality rather than quantity. The presentation should take 20 minutes and should not exceed 25 minutes. Keep slides concise (use bullet points) as a guideline to your key points.

Discussant

Colloquium presentations will be followed by a short summary from a discussant, a person who is to be selected by the speaker. Ideally, the discussant should be someone with a similar or close background who understands the theory and/or methods used. The discussant will have 10 minutes after the presentation to give a short summary of the main points and will comment on problems, extensions or improvements to both, the content and the style of the presentation. In order for the discussant to do his/her job, please make sure you provide a copy of the slides and/or draft of the paper at least a week in advance.

Roundtables

A Colloquium can be organised by multiple students as a round table discussion. This type of presentation can be held on a common theme or method among different students. Ideally, students from different approaches of political science can present alternative views on a certain topic and can present different subsets of a common larger theme.

HEROES

HEROES, which stands for Helping Each other with Research On Empirical Subjects, is run by a group of PGR students who use empirical methods in their research. They meet every week and try to help one another by discussing ideas with and obtaining feedback from their more senior peers. Besides discussing their own research they will often talk about articles that are found to be substantively or methodologically interesting.

For more information please contact Andreas Murr (email: aemurr)

The Eco-philosophy reading group

The idea behind this group on eco-philosophy is to create a space, outside of the normal lectures and coursework, for free thinking and exchange of opinions in an informal 'tea-and-biscuit' atmosphere. We believe that any solution to today's environmental crises must be preceded by a process of re-thinking our fundamental values and views regarding nature, and find the open-minded and relaxed atmosphere of a reading group particularly inviting when trying to go beyond supposedly taken-for-granted mindsets and theoretical beliefs. Having focused the discussion mainly on Warwick Fox's book: *Toward a Transpersonal Ecology* last year, we now want to move on to a more participatory approach to the whole reading group, by reading a wider range of various smaller texts or articles proposed by all members of the group. Anything related to ecology and eco-philosophy is welcome! The reading group now consists of around 8-9 people, both staff and students, from a variety of different backgrounds such as Philosophy, Government, Economics and History. We meet every Monday, 2-3pm (subject to change) in the Department of Government common room, and always have really interesting discussions!

For more information please contact Marit Boeker (email: mboeke)

The Politics Society

The Politics Society is not just about politics. It has various debates each term. It invites guest speakers from various departments, charities, pressure groups, the SU and from the student forum itself. The Politics Society is a politically neutral society and it welcomes anyone of any political persuasion to put across their view.

The Politics Society needs members to join the committee again this year. Please contact the Department of Government, Undergraduate Office administrators in 5B.314 if you are interested in joining.

Professional Development

Departmental

As well as GV994 Professional Development Seminar and the Colloquium there are a number of other Departmental events and activities designed to help your professional development.

The Departmental Seminar

The Departmental Seminar plays an important role in the life of the Department. It brings together members of staff, postgraduate and undergraduate students and provides them with the opportunity to observe presentations, formulate questions and make constructive suggestions about research. It exposes members of the Department to issues that fall outside their immediate concerns and provides different perspectives on familiar problems. Above all the seminar is fun and many postgraduate students make the commitment to attend as many seminars as possible

Training Needs Analysis

At the beginning of each year, you should get together with your supervisor and carefully consider what additional skills you need to complete your research project. These could be research specific skills or general skills. Your research training needs should be recorded on the *Training Needs Analysis Form* which can be found at the back of this Handbook, and updated each year and reported to the Graduate Administrator. You will be asked to demonstrate whether you have attended the relevant workshops and /or what other steps you have taken to acquire the necessary skills.

Research Skills Checklist for students joining the Department of Government

If you have taken a Masters course in the Department of Government you will generally have adequate basic training in methods and approaches to political science. However, on completing the Masters, you may still need to top up your methodological skills. In addition it is generally advisable for you to take the pair of courses in research design, GV 914/GV 915 with a view to improving your PhD proposal.

If you are entering the programme from another university you may not have an adequate basic training in methodology and approaches to political science. Generally this would be noted by the Graduate Director and/or supervisor, leading to certain courses being required in their first year. Even if this is not the case, in consultation with your supervisor, they may decide it would be better to undertake some additional training.

A crucial resource for students in our Department is the Essex Summer School in Social Science Data Analysis: <http://www.essex.ac.uk/summerschool/>. This provides methodology and research design training at all levels, including advanced training. You are eligible to attend courses/modules which further increase your methodological skills. You should choose courses/modules in consultation with your supervisor and require the approval of the Director of the Summer School.

All first year students are enrolled on GV994 Professional Development Seminar (see page 19) and are required to attend. Among other things this covers interacting with the profession, participation at conferences, publishing, and presentation of work in public.

Also note that students may be required to take a sub-disciplinary specific core seminar, depending on their area of study.

You and your supervisor should find the following checklist to be useful in discussing what additional training you need to undertake.

Core Training	
Do you need to improve your methodological skills to intermediate level? If so you should enrol on GV900 Political Explanation, in your first year.	
Do you need to improve your methodological skills form intermediate to advanced level? If so you should enrol on GV903 Advanced Research Methods, in your first year.	
Do you need to increase your knowledge of the main approaches to explanation? If so you should take GV958 Theory and Explanation in Political Science, GV958, in your first year.	
Do you know need to improve your knowledge of research design? If so you take GV914 and GV915, Research Methods and Advanced Research Methods in your first year.	
Literature	
Do you know how to find books and journal articles in the Albert Sloman Library?	
Do you know how to find journal articles online (e.g. Web of Science, Google Scholar etc.)?	
Do you know how to keep up with current literature (e.g. using RSS Feeds)?	
Do you know how to use Reference Management Software (e.g. Endnote or BibTeX)?	
Many of these skills can be acquired by arranging a tour with the Library, please see page 13.	
Writing and Presenting	
Do you know how to effectively use a word processor (e.g. Word or LaTeX)?	
Do you feel confident writing in academic English?	
Do you know how to use presentation software (e.g. Powerpoint or Beamerclass for LaTeX)?	
Do you feel confident presenting and dealing with comments?	
Information Systems Services (ISS) courses on a range of different computer applications: www2.essex.ac.uk/iss/Training/coursestetailsnew.asp The University also offers support at the University Skills Centre. More information can be found here: http://www.essex.ac.uk/skillscentre/ . Dr Theresa Crowley also offers one to one study skills and academic writing support (see page 32).	

Taking Modules

If you and your supervisor feel that it would be beneficial for you to take one of our graduate level modules, you need to agree whether you will simply audit the module or enrol on the module and participate in the assessments. If you are only auditing modules, please be aware that you will not be on any email dissemination list and you will need to ask the module lecturer to add you to their mailing list. If you wish to enrol on the module, please see Claire Chell in the Graduate Office.

Graduate Teaching Assistants (GTAs)

The Department of Government recognizes the importance of teaching experience for the career development of research students. Teaching experience can be a complementary and even crucial part of your experience. The Department is committed to ensuring that the benefits of teaching experience are distributed as evenly as possible among research students. The recruitment and conditions of service of the Department's teaching assistants will reflect these principles.

Application process:

1. In mid May, once the Head of Department has an idea of the teaching demands of the upcoming academic year, the Department will invite all PGR students to submit an application with a covering letter and a supervisor approval form.
2. At the end of June/beginning of July students who have not been a GTA before will be invited to an interview with the Head of Department and Dr Theresa Crowley. Those who have been a GTA previously need not come for an interview.

3. By the end of July offer/rejection letters will be sent out.

Priority is given to students entering their second, third and completion years of study. The Department is committed to providing teaching experience to as many students as possible so every effort will be made to distribute teaching as evenly as is practicable. Prior teaching experience is not necessary.

Unsuccessful candidates have the right to appeal to the Head of Department.

Study Skills

We are fortunate to have a designated Study Skills Office, Dr Theresa Crowley. If you would like some support with your academic writing, appointments can be arranged by yourself (although some students may be referred by their supervisor) simply by signing up on a weekly timetable (term-time only) which is found on Dr Crowley's office door.

University

To support Departments in their commitment to providing students with professional development opportunities, the University also runs a number of events that you may find helpful.

Proficio

Proficio is for doctoral research students across the university. It offers events, workshops and resources to help you manage your PhD successfully, network with other students and staff, develop your career profile and maybe even learn new languages or study abroad for a while.

Find out more from the beginning of term on the website www.essex.ac.uk/study/proficio

University Skills Centre

The University also offers support at the University Skills Centre. More information can be found here: <http://www.essex.ac.uk/skillscentre/>

Study Away/Field Work

Students can apply to undertake their research away from the University. If you are doing so for more than six weeks you must apply and seek the Dean's permissions using the Study Away from available on the Electronic Student File (ESF). You must discuss this with your supervisor before submitting an application.

Except as provided for by specific regulations, the minimum period of supervised study and research for a research degree shall be spent in full-time study at the University of Essex. For the degrees of MPhil and PhD, the Dean may give permission, in individual cases, for part of the minimum period to be spent conducting research outside the UK. This shall be for approved purposes including the full-time collection of material in the field and full-time study at a particular place. The Dean shall in each case approve the place of study outside the UK and shall approve the proposed arrangements for supervision away from the University of Essex, including attendance by the student at the University of Essex and visits by University staff. Except in special circumstances approved by the Dean, a student may not spend the first two terms of study away from the University of Essex. All students must spend at least three terms of full-time supervised study and research for the degree of PhD at the University of Essex, and two terms for the degree of MPhil.

There are some important research governance matters you need to consider and do before you leave such as:

- Ethical Approval of Research Involving Human Participants
- Risk Assessment.

Failure to follow correct procedure can mean sanctions being brought in the case of research misconduct. For all matters related to this, please check the Research and Enterprise Office's webpage: http://www.essex.ac.uk/reo/research_community/research_governance/ and contact Sarah Manning-Press (email: sarahm).

PhD Prize for Best Paper

The Department of Government is keen to acknowledge the hard work of PGR students. As such we have set up the PhD Prize for Best Paper.

The criteria for the prize are outlined below:

1. The award recognises outstanding achievement in PhD research and is awarded to the student with the best research achievement of the year.
2. Research achievement is measured on a sliding scale as follows:
 - a) Publication of an article in a peer reviewed journal.
 - b) Publication of a book with a major academic or trade publisher.
 - c) Creation and public release of a new data set, deposited with the UK Data Archive or other internationally recognised data repository.
 - d) Paper presentation at a significant international political science, political theory, or international relations conference.
 - e) Other evidence of research achievement.
3. The prize is awarded to one student annually at the 2012 Graduation Reception (precise details to follow).
4. The candidate for the prize does not have to be graduating in the year of the award.
5. The prize consists of book tokens set to a certain amount and a framed certificate recognising the achievement.
6. The prize will be adjudicated by a committee comprising of senior members of the Department of Government, including the Graduate Director, PGR and three other members.

Nominations will be asked for by **04 May 2012**. The results will be published on **01 June 2012**.

Student Representation

Are you interested in Student Politics?

Could you be the voice of the PGR Student Population?

Are you keen to be involved in event planning?



Are you looking to add skills to your Curriculum Vitae?

Are you able to represent the views of students that you may not share?

Is helping to make the Department of Government a community an important part of your student experience?

We are looking for an enthusiastic and committed student to be our PGR Student Representative. Why don't you nominate yourself?

Student Representation is important to the University and the Department of Government. We are keen to hear the views of the student body and try wherever possible and appropriate to use your opinions to effect changes necessary to your experience. Being the PGR Student Representative is an opportunity for your own personal growth and will look impressive on your curriculum vitae. It is a role that the Department is keen to develop; we want to involve our Student Representatives in as many of our Departmental activities as possible-and yes, that does include the planning of any social events!

What is the role of the PGR Student Representative?

1. To attend and participate in the main forum for discussion: the Staff/Student Liaison Committee (SSLC). The SSLC meets three times a year, once in each term. This is your opportunity to represent the views of all students on all matters related to academic study at the University regardless of personal beliefs and/or opinions;
2. To attend the Departmental meetings and represent PGR students;

3. To engage with other PGR students by making yourself known to them, encouraging their feedback and participation in student matters, and to be an available point of contact for students. Informally and formally consulting and reporting back to students;
4. To play an integral part in the decision making process regarding matters which fall within the remit of the SSLC;
5. To respect staff and student confidentiality where appropriate;
6. To be involved in event planning as an when appropriate;
7. To Ensure the student perspective is considered in all decisions;
8. To Liaise with other student representatives, and Students' Union representatives on issues affecting students;
9. To attend training and feedback sessions;
10. To improve, defending and maintaining the academic well-being of students;
11. To promote Equal Opportunities;
12. To prepare a report to be handed on to succeeding student representative.

I am interested in being the PGR Student Representative. How do I nominate myself?

You are welcome to nominate yourself or nominate someone else. Fill in a *PGR Student Representative Nomination Form* and submit it to the Graduate Office by Friday 14 October 2011. You will be required to provide a picture and a profile about yourself which will help the rest of the PGR student community make an informed choice.

How do I vote for my chosen PGR Student Representative?

Voting is done on Moodle. Sign up to be able to vote. The voting page will be open from Tuesday 18 October, 10.00am until Friday 22 October, 4.00pm.

When do we find out who has been successful?

The results will be published on Moodle as soon as the voting closes.

Where there have been a number of students interested in being the PGR Student Rep who have not been voted in, they will be invited to sit on the SSLC panel.

What is the SSLC?

The SSLC provides a forum for representatives of both students and academic staff to discuss problems that arise in the Department: policy, improvements and so on. It is an important committee. We hold three meetings a year (dates TBA).

Any student is entitled to suggest a topic for discussion either individually or through the PGR Student Representative. The Minutes of the SSLC will be available on the Departmental website.

ESRC DTC Studentships

The University of Essex's Economic and Social Research Council (ESRC)-accredited Doctoral Training Centre (DTC) is located at the heart of an acknowledged and well-connected centre of excellence in UK and international social science. It offers excellent training opportunities and a highly stimulating research environment to postgraduate students, researchers, professionals, practitioners and users. The ESRC offers financial support for postgraduate training.

The ESRC DTC Studentships are highly competitive and only available to new students. Students must have an offer of admission onto the programme before being eligible to apply for the ESRC Studentship. The Department of Government offers three different awards to achieve a PhD which is recognised by the DTC:

- 1+3 : 1 year Masters course, followed by a three year PhD
- 2+2 : 2 year MRes course, followed by two year PhD
- +3 : 3 year PhD only

1+3

Students undertaking an ESRC 1+3 must complete a Masters course with an overall mark of 65. They can only progress to their PhD if they have achieved this mark for their Masters. Students will be expected to participate in the First Year Defence and pass it.

2+2

Students undertaking an ESRC 2+2 must complete an MRes course with an overall mark of 65. They can only progress to their PhD if they have achieved this mark for their Masters. Students will be expected to participate in the First Year Defence in the second year of their MRes and pass it.

+3

Students undertaking an ESRC +3 will embark on their research straight away.

Careers

We are extremely proud of our graduates who acquire a wide range of methodological, analytical and statistical skills that make them highly adaptable and attractive to employers. Our academic reputation is illustrated by the fact that many of our graduates go on to teach at universities, colleges of higher education and schools. Other graduates have gone on to have careers in politics, Civil Service, local government, management, armed forces, finance and business. Some specific examples are:

Research fellows and academic staff at Mannheim; ETH Zurich, Switzerland; Duke University, USA; NATO/SHAPE, Belgium; University of Amsterdam, Netherlands.

Politics careers including roles such as MPs; Speaker of the House; Political lobbyists; and Staff Assistants to MPs and MEPs.

Other careers include jobs at the World Bank, United Nations Development Programme in Vietnam, NATO, YouGov and YouGov America.

Our Departmental Careers advisor is: Dr Rob Johns (rajohn)

Careers Centre at the University of Essex

The Careers Centre is open to all students. The Careers Centre offers one-to-one advice on all aspects of planning your career and on job hunting techniques such as making applications and interview skills. There are programmes of talks and workshops run by Careers Centre staff and employers each term. Details are available at <http://www2.essex.ac.uk/careers/>.

Do You Need a Reference?

Looking for work or further study? Providing a reference for our current and former students is an important service that staff can provide to help student's enhance their employability. Every reasonable effort will be made to meet the request from a student within a minimum of three years after your departure. Any request after this time may be met if a member of staff who knows you is able and willing to write the reference. Where there is no member of staff available to provide a personal reference, a factual reference, which includes information about attendance and grades, may be provided.

Sponsor Reports

If you receive funding from a sponsor who requires a report, please inform the Graduate Office and provide the following information:

- How often the report is required
- What information will be needed
- Who is required to write the report
- Details of who the report should be addressed to

If you need a letter simply stating your Registration status (including dates) this can be obtained through Registry.

Student Support

The University has a dedicated Student Support Office. We realise that students need support or guidance from time to time in matters like welfare and financial issues, advice for international students, immigration, learning difficulties and adjusting to University life. For more information, please look at the Student Support website: <http://www2.essex.ac.uk/stdsup/>

Students with Disabilities

If you have a disability, specific learning difficulty or long term medical condition you are encouraged to disclose this to the University so that individual arrangements can be made. Arrangements for disabled students are co-ordinated by the Disability Service based within Student Support. Further details are available at the student Support Disability and Dyslexia web pages at www2.essex.ac.uk/stdsup/disab

The Department has a Disability Liaison Officer (DDLO) Dr Theresa Crowley. It is your responsibility to notify the Department at the beginning of the year so that arrangements can be made. Please contact Theresa Crowley for help in making sure that the Disability Service know about any adjustments you need.

Important Links Index

Academic Offences Procedures (Cheating)	http://www.essex.ac.uk/academic/docs/regs/offpro.shtm
Accommodation	http://www.essex.ac.uk/accommodation/
Appeals	http://www.essex.ac.uk/academic/docs/regs/researchap.shtm
Arrangements for students with disabilities and Specific Learning Difficulties	http://www2.essex.ac.uk/stdsup/disab/home.shtm
Careers Office	http://www.essex.ac.uk/careers/
Code of Practice: Postgraduate Research Degrees	http://www.essex.ac.uk/academic/docs/regs/prdcode.shtm
Complaints Procedure	http://www2.essex.ac.uk/academic/students/complaint.html
Disciplinary Procedures	http://www.essex.ac.uk/academic/docs/regs/discpro.shtm
Disciplinary Regulations	http://www.essex.ac.uk/academic/docs/regs/disreg.shtm
ESRC DTC	http://www.essex.ac.uk/dtc/
Electronic Student File	https://www.essex.ac.uk/esf/
Equal Opportunities Policy	http://www.essex.ac.uk/academic/docs/regs/equalop.shtm#policy
Extenuating Circumstances	http://www2.essex.ac.uk/academic/students/pgt/extenpg.htm
Funding	http://www2.essex.ac.uk/academic/students/pgr/funding.htm
Harassment Policy	http://www.essex.ac.uk/academic/docs/regs/harassment.shtm
Higher Degree Regulations	http://www.essex.ac.uk/academic/docs/regs/higher.shtm#research
Intellectual property rights	http://www.essex.ac.uk/academic/docs/cal/ipr.shtm
Library	http://libwww.essex.ac.uk/
Loyalty Discount	http://www.essex.ac.uk/loyalty/terms/alumni.aspx
Map of Colchester Campus	http://www.essex.ac.uk/visiting/maps/colchester_campus_map_print.pdf
Module Directory	http://www.essex.ac.uk/courses/Default.aspx
Moodle	http://moodle.essex.ac.uk/
myEssex – the Student Portal	https://www.essex.ac.uk/myessex/
Nightline	http://www.essex.ac.uk/nightline/
Plagiarism Website	www.essex.ac.uk/plagiarism
Proofreading	http://www.essex.ac.uk/proofreading/
Research Governance	http://www.essex.ac.uk/reo/research_community/research_governance/
Registry	http://www2.essex.ac.uk/academic/offices/registry/
Residence Regulations	http://www.essex.ac.uk/academic/docs/regs/residence.shtm
Safety Regulations	http://www.essex.ac.uk/OHSAS/

SSLC Code of Practice	http://www.essex.ac.uk/quality/pages/sslccop.htm
Student Support Office	http://www2.essex.ac.uk/stdsup/index.shtm
Study Abroad	http://www.essex.ac.uk/studyabroad/
Teaching Room Locations	http://www.essex.ac.uk/colchester/guide.aspx
University of Essex Student Handbook	http://www.essex.ac.uk/academic/docs/hbks/shbk_index.shtm
University procedures relating to extenuating circumstances	http://www2.essex.ac.uk/academic/students/pgt/extenpg.htm
University Skills Centre	http://www.essex.ac.uk/skillscentre/