UNIVERSITY OF ESSEX

POSTGRADUATE ADMISSIONS POLICY

This policy applies to admission in the academic year 2021/22

SCOPE OF POLICY

This policy applies to all admissions to full, part-time and distance learning postgraduate\textsuperscript{1} taught (PGT) courses and research degrees (PGR) at the University’s campuses in Colchester, Loughton and Southend. It covers all stages of an applicant’s interaction with the University from initial enquiry through application, receipt of the University’s selection decision, and the transition to first registration and induction for successful applicants.

RESPONSIBILITY FOR POLICY

The Postgraduate Admissions Policy is approved by the Senate. Implementation of the policy is the responsibility of the Director of Admissions Communications & External Relations.

REVIEW OF POLICY

Monitoring and review of the Postgraduate Admissions Policy is undertaken annually by the Senate and its sub-committees.

PRINCIPLES GOVERNING POSTGRADUATE ADMISSIONS

The University recognises the value of diversity and is committed to equality of opportunity. It aims to provide an environment in which applicants are treated with dignity and respect and solely on the basis of their abilities, merits and potential.

The University is committed to fair access and encourages applications from all students who are able to demonstrate the potential to meet the entry criteria for the relevant course and to benefit from study at postgraduate level. Individual applicants are considered on the basis of their merits, abilities and potential, regardless of race, ethnic origin, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations or other irrelevant distinction. The University’s admissions policies and procedures are designed to ensure that all applications are considered fairly and consistently and in accordance with professional standards.

The University acknowledges the guiding principles and precepts governing good admissions practice set out in the Quality Assurance Agency (QAA) UK Quality Code for Higher Education: Admissions, recruitment and widening access (November 2018). The University welcomes the recognition by the QAA of the autonomy enjoyed by higher education institutions in making admissions decisions and of the need to exercise judgement in making such decisions. Against this background, the University of Essex Postgraduate Admissions Policy is intended to provide a policy and procedural framework within which admissions decision-making is characterised by transparency, fairness and consistency.

The University strives to comply with all relevant legislation in relation to its postgraduate admissions activity.

\textsuperscript{1} This includes Graduate Certificate and Diploma courses, which are graduate in time, but not in level. Use of the term ‘postgraduate’ in this document is intended to be inclusive of provision at graduate as well as postgraduate level. Graduate level study is defined as equivalent to Honours level (6) by the Quality Assurance Agency in its National Qualifications Framework; for further details, see\url{https://www.qaa.ac.uk/quality-code/qualifications-and-credit-frameworks}
SECTION 1 – MARKETING AND STUDENT RECRUITMENT

The University is committed to the provision of comprehensive, open and consistent messages in its marketing and recruitment information, and to the management of activity which leads to the admission of students to the University in ways that are fair, clear and explicit and implemented consistently.

Ensuring consistency is important especially in relation to the very wide range of different countries, in which the University undertakes marketing and recruitment activities.

The University’s marketing and recruitment messages are delivered through promotional materials and activities in which we aim to ensure are accurate, relevant, current, and accessible in order to provide information that will enable applicants to make informed decisions about their options.

Marketing and Student Recruitment activities include:
- participation at education exhibitions around the world
- collaboration with potential and existing partner institutions
- communicating with enquirers and applicants
- working with agents who represent us around the world
- on-campus Open Days and Applicant Days
- working with schools and colleges around the world

Marketing and Student Recruitment information is communicated via a number of different channels and includes:
- printed prospectuses at undergraduate and postgraduate levels
- the University website (www.essex.ac.uk) which includes specific pages for international students (www.essex.ac.uk/international)
- HTML email campaigns to enquirers and applicants
- social and new media
- print and digital advertising campaigns

Marketing and Student Recruitment also ensure that communications with applicants and enquirers adheres to CMA (Competition and Markets Authority), GDPR (General Data Protection Regulations) and PECR (Privacy and Electronic Communications Regulations) legislation.

Marketing and Student Recruitment and admissions staff maintain a strong working relationship in order to ensure a holistic approach that is informed by the principles set out in the Postgraduate Admissions Policy.

SECTION 2 - ADMISSIONS

The University operates a centralised postgraduate admissions function for all direct applications, which are processed by a team of Senior Admissions Advisers in the Postgraduate Admissions Office, who act as the principal contact for admissions purposes.2

The selection of students for admission is the responsibility of the Dean of Postgraduate Research & Education (PGR) and Heads of Department3 (PGT). The Dean delegates the selection of research students to Heads of Department and in practice selection is further delegated to Admissions Selectors, who may be members of academic staff or members of the central Postgraduate Admissions team. The exact arrangements vary according to the organisational structure of the department and the variety of provision within the subject. Members of academic staff in a selecting role are supported by the post of a Graduate Administrator, who will liaise with the relevant Senior Admissions Adviser to ensure that selection decisions are made and reported in a timely manner and with access to appropriate resources and reference materials.

2 This function may be delegated to academic departments by agreement with the Director of Admissions
3 The term department is used generically in this document and includes academic Schools and Centres of the University.
The Postgraduate Admissions Office is responsible for approving the offer and any conditions. A formal offer letter and the University’s Terms and Conditions are communicated to applicants at the initial offer stage.

RESPONSIBILITY OF APPLICANTS IN ADMISSIONS PROCESS

Applicants are expected to:

- provide complete and honest information in applications submitted to the University
- respond in a timely manner to requests for further information from the University
- communicate any changes to the information originally supplied in their application as soon as possible
- be courteous and respectful in their communications with University staff involved in admissions.

ENTRY REQUIREMENTS

1. Academic requirements

Applicants for postgraduate study must meet the admissions criteria as set out in University Regulations and any course-specific entry requirements, which are published annually in the Postgraduate prospectus and on the University website. Entry requirements are reviewed annually and may include achievement in specific subjects and/or the submission of specific items with the general application.

2. English language competence

Applicants whose first language is not English are required to achieve a minimum English language score to be admitted to a postgraduate taught course or research degree. The University accepts a range of English language qualifications and degrees taught in English as being equivalent to IELTS.

Normally English language test results must be dated within three years of the date of admission to be valid. Other factors in addition to the test or qualification may be taken into consideration, including whether the applicant has undertaken further study or employment in English. The English language condition will be expressed in a standard format, according to the departmental requirement. Applicants that have a valid IELTS score that is below the entrance requirement for their course or research degree may be referred to the University of Essex International College as a route to achieving the English language entrance requirement.

The English language qualifications and tests which are acceptable for entry to the University and the levels required are listed on the following web page:

https://www1.essex.ac.uk/immigration/studies/english.aspx

3. Publication of entry requirements

Entry requirements are normally revised no later than 12 months before the start of the academic year in which admission is sought and are published in the printed Postgraduate prospectus. The University reserves the right to amend its entry requirements before the proposed point of admission. Amended entry requirements will be published on the University website. Applicants already holding offers at the time of the change will be admitted in accordance with the terms of the existing offer unless the new requirements are in favour of the applicant, in which case a revised offer will be issued automatically.
4. **Acceptable qualifications**

The University accepts Bachelors and Masters degrees from UK, EU and overseas institutions where the status of the institution and its degree awarding powers can be verified. The equivalence of other qualifications, including professional qualifications and non-UK qualifications, to level 6 of the UK qualifications framework (an Honours degree)⁴ and the equivalence of non-UK grading systems to the UK classification system will be evaluated in accordance with independent national guidance provided by UK NARIC and other recognised sources.

The Head of Postgraduate Admissions has overall responsibility for undertaking such evaluations in consultation with Admissions Selectors and recruitment staff, and for maintaining the University’s *Guide to International Qualifications* for use by Admissions Selectors and Senior Admissions Advisers.

5. **Verification of qualifications**

Applicants are required to submit evidence of their academic achievement to date at the point of application. Evidence of the award of a Bachelors or higher degree must be provided at the confirmation stage, if not already verified during the admissions process, and before the applicant’s place is confirmed. Information and guidance on qualification verification is sent to applicants at both the initial offer and at the confirmation stage of the admissions cycle.

6. **Tier 4 requirements**

Where an applicant requires a Tier 4 visa to study in the UK, an offer of a place will be subject to compliance with relevant aspects of the Home Office’s Tier 4 sponsor guidance and University guidance relating to the admission of Tier 4 applicants.

The Home Office/UKVI guidance can be found at:

[www.gov.uk/tier-4-general-visa](http://www.gov.uk/tier-4-general-visa)


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**SELECTION**

7. **Assessment of applications and initial checks**

All applications are subject to an initial check on receipt by a Senior Admissions Adviser. The initial check will identify applications which require specific attention, in order to ensure that they are dealt with in accordance with relevant procedures. The initial check will also verify that the applicant’s existing academic achievements are from institutions which can be verified as acceptable in accordance with paragraph 4 above. The Senior Admissions Advisers will request further evidence or clarification from the applicant if there is insufficient information for the application to be considered or passed to an Admissions Selector. On completion of the initial checks the application will be assigned to the appropriate Admissions Selector to make the selection decision.

8. **Applications from individuals who do not meet the University’s published admissions criteria for postgraduate study as set out in University Regulations and who do not demonstrate compensating professional experience may be rejected at the initial assessment stage. Applications where there is uncertainty about the level of existing academic achievement will be referred to the Head of Postgraduate Admissions who will determine whether the application should be forwarded for selection.**

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⁴ [https://www.qaa.ac.uk/quality-code/qualifications-and-credit-frameworks](https://www.qaa.ac.uk/quality-code/qualifications-and-credit-frameworks)
9. **Selection Decision**

In accordance with the University’s commitment to fair admissions, each application is considered individually by an Admissions Selector, who will determine whether an offer should be made on the basis of academic achievements to date, future academic achievement as indicated by transcripts and references and other evidence of the applicant’s ability and potential to complete the course for which they have applied. This includes evidence of the applicant’s motivation, skills, experience and attitude, as expressed in any personal statements and references. Admissions will endeavour to respond to PGT applications within two weeks of submission and within four weeks for PGR applications.

10. **Interviews, auditions and other evidence**

Interviews are not part of the standard admissions procedure for the majority of postgraduate taught courses, but exceptions apply, and applicants are notified accordingly during the admissions process where attendance at interview is required. Applicants to some health-related courses, for example MSc Social Work, BSc Physiotherapy, MSc Occupational Therapy and MSc Speech and Language Therapy, are required to attend a compulsory interview and may be required to complete specific tests before an offer can be made.

Applicants to courses with a compulsory interview are offered the opportunity to be interviewed and tested via video link where practical or necessary.

Applicants to a research degree who are being considered for an offer will be invited to interview (often by video link) to provide an opportunity for further conversation between applicants and the department. This does not always include the Admissions Selector but will where appropriate. A formal offer will be dependent on a satisfactory performance at interview.

Applicants to East 15 Acting School are required to undertake an audition, interview or workshop as part of the selection process.

Applicants to specific courses may be required to provide a sample of academic work.

Application processes and requirements are set out in the University’s Postgraduate prospectus and the University website and further information about the interview process will be communicated to relevant applicants within the application form at the application stage.

**OFFER-MAKING**

11. **Communication of Offer**

The Admissions Selectors in each subject area are responsible for proposing offers to suitably qualified applicants. The proposed offers are reviewed by the Postgraduate Admissions Office, on behalf of the relevant Head of Department (PGT) or the Dean of Postgraduate Research & Education (PGR) before being issued to applicants. Applicants will receive an offer letter, ‘Important information about your offer’ booklet and information on the University’s Terms and Conditions via the myEssex applicant portal.

12. The University aims to respond to all applicants with a decision or communication within two weeks of receipt of a complete application for taught courses and within four weeks for research degrees.

13. **Conditional Offers**

A conditional offer will be issued to an applicant who has not provided evidence of an academic or English language entrance requirement, or who is still to complete an academic or English language qualification, or where additional documentation is required, for example
a reference. The condition specified will be attainable by the applicant and will ensure that the University’s minimum entrance requirements for Higher Degrees and any specific course requirements are satisfied. These may include satisfactory completion of a Disclosure and Barring Service (DBS) check.

For courses that require an enhanced Disclosure and Barring Service (DBS) or Occupational Health check, applicants may not be able to register and/or undertake the relevant course placement, pending successful outcome of these checks.

The conditions of the offer will specify the minimum level of achievement and the level, subject area and awarding institution of the award which needs to be completed.

14. **Unconditional Offers**

An offer of a place to an applicant who has already demonstrated achievement of both the academic and any English language entrance requirements, and has fulfilled all other requirements, will be unconditional. The applicant is not required to demonstrate any further achievement for their place to be confirmed at the University.

15. **Research Degree Offers**

Departments are responsible for determining that the following three aspects of research study are appropriate before proposing an offer for a research degree:

- Supervisory capacity
- Field of research
- Applicant's capacity to undertake the proposed research.

The University aims where possible to provide the name of the prospective primary supervisor in the offer letter.

For overseas students being made an offer for a relevant programme, the Postgraduate Admissions Office will include a summary of the research area of approximately 200 words in the offer letter in order that applicants can apply for “Academic Technology Approval Scheme” (ATAS) clearance from the Foreign & Commonwealth Office.

A Research Degree to be completed by distance learning, on either a part-time or full-time basis, may also be offered to applicants who are resident outside the UK, subject to confirmation that supervision can be provided in this mode, and that an applicant will have access to the relevant resources required to undertake their research.

16. **Alternative Course or Research Degree Offers**

The Admissions Selector may determine that the applicant's academic objectives will be best met by taking a course or research degree which is different from that stated in the application. In such cases, the applicant will be notified that their application has been unsuccessful and directly offered a place on an alternative course or research degree.

17. **Tuition Fees**

The tuition fee for the first year of the course is included in the offer letter. Further information on tuition fees is provided in the documentation issued with the offer letter.

The University may require Research Degree applicants to pay an additional fee, such as a ‘bench fee’ to cover the costs of materials and technology required to undertake their research. Where ‘bench fees’ are applicable, this fee will be included in the applicant’s formal offer letter.
18. **Request to Defer an Offer**

The University will not automatically grant a request to defer an offer to a subsequent date of entry. Requests from applicants to defer an offer will be considered by the Admissions Selector, and are subject to the availability of programmes and academic staff in the future.

The Postgraduate Admissions Office will approve all deferred offers and will check that the status and text of the offer remain appropriate, amending them if necessary. If the entrance requirements have changed since the issue of the initial offer, a deferred offer will be based on the entrance requirements currently in force. Applicants requesting deferred entry must still be able to meet the academic and English language requirements for the course in the current admissions cycle and in the following admissions cycle. In addition, applicants who currently require a Tier 4 visa to study in the UK will need to meet the rules and requirements in force at the point of entry, including any changes to the immigration rules that may have been introduced since the initial application.

The Head of Postgraduate Admissions reserves the right to refuse a deferred offer if there is evidence to suggest that the applicant is not genuine in their intention to study at postgraduate level with the University of Essex.

19. **Unsuccessful Applications and Feedback**

Where the University decides that an offer cannot be made, this is communicated to applicants by e-mail. The University aims to provide feedback, if requested, in accordance with its feedback policy:


20. **Discontinuation, Suspension or Change of Title of Courses**

The University reserves the right to discontinue or suspend a course for which offers have already been issued but undertakes to do this in exceptional circumstances only. Where a course is discontinued or suspended, applicants holding offers are informed as soon as possible, and where possible and appropriate, are offered a place on an alternative course by the University. Where the title of a course is changed, applicants holding offers are informed as soon as possible of the change and given options for how they would like to proceed. Further information about changes or possible closures of courses is provided to applicants at the initial offer stage.

**CONSIDERATION OF ADDITIONAL DATA IN SELECTION AND OFFER-MAKING**

21. **Access to Student Wellbeing and Inclusivity Service (SWIS)**

The University’s Student Wellbeing and Inclusivity Service (SWIS) offers a confidential specialist advice service which takes place independently of the academic selection process, which is based entirely on academic merit and takes place in accordance with standard policy.

Applicants who declare a disability in their application are advised to contact SWIS, which can provide advice and guidance or, where appropriate, make recommendations about the applicant’s reasonable adjustment needs and what arrangements may be necessary to enable applicants to meet the course requirements. In individual cases, SWIS may invite applicants for an interview to support their understanding of the applicant’s requirements.

Applicants who declare they are Care Leavers or Estranged from their family may also wish to contact SWIS for advice and guidance.
22. **Accreditation of Prior (Experiential) Learning**

Applicants seeking recognition for prior or experiential learning are handled in accordance with the University’s Procedure on AP(E)L. If the AP(E)L request is approved, the offer will note the volume of credit which has been accredited and the changes to the applicant’s planned course structure and tuition fee which result from the approval.

Further information on the University’s policy and procedure for the accreditation of prior (experiential) learning (AP(E)L) can be found at:

www.essex.ac.uk/quality/university_policies/ap(E)L/default.asp

23. **Applicants requesting readmission**

Applicants who have previously withdrawn from study at the University, and who wish to be readmitted, will be considered in accordance with the University’s policy and procedure on the readmission of students. Information for students can be found at:

www.essex.ac.uk/students/course-admin/readmission.aspx

24. **Applicants admitted under specific link agreements**

The University may admit applicants to specific degree courses under link agreements with overseas institutions. Link agreements may include specification of the entry requirements for admission to the relevant course.

25. **Assessment of applicant fee status**

The Postgraduate Admissions Office is responsible for determining an applicant’s fee status, which will normally be UK (home), EU or Overseas (non-EU), from information provided within the application. If an applicant’s fee status is not clear at the point of offer, the applicant record will be set to show overseas fee status and the applicant will be issued with a Fee Status Questionnaire and explanatory documentation.

Fee status assessments are carried out by trained members of admissions staff in accordance with UK fees and awards legislation and guidance provided by the UK Council for International Student Affairs (www.ukcisa.org.uk). The University does not exercise discretion when determining applicants’ fee status.

The University reserves the right to amend an applicant’s fee status after the formal offer has been issued, in light of any relevant evidence of the applicant’s immigration and/or residence status in the UK.

Further information about fee status is available on the University’s website: www.essex.ac.uk/fees-and-funding/current/fee-status/

26. **Fraudulent applications**

Trained staff in the Postgraduate Admissions Office check the validity of documents submitted with postgraduate applications. Where possible and appropriate the validity of a document submitted will be checked with the issuing authority. English language test results will be verified with the qualification awarding body (e.g. IELTS).

If discrepancies in documentation, including evidence of plagiarised personal statements or research proposals, are identified at the selection stage, the University reserves the right not to proceed with the application and a record will be kept on the Postgraduate Admissions database for future reference. An email is sent from Postgraduate Admissions to the applicant informing them that their application has not been successful. If an applicant already holds an
offer and submits fraudulent or plagiarised documentation at the confirmation stage, the offer is withdrawn.

27. **Declaration of criminal convictions**

Applicants for courses that are subject to a mandatory DBS check are required by the University to declare all criminal offences that are deemed to be unspent and spent in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. If the Admissions Selector recommends that an offer be made, such applications will be referred for consideration in accordance with the University’s Student Membership and Disclosure and Barring Service Checks Policy. Formal offers of admission will only be made following consideration of the conviction and application in accordance with the policy. Application of the policy takes place independently of the academic selection process, which is based entirely on academic merit and takes place in accordance with standard admissions policy.


Applicants who are convicted of a criminal offence or receive a police caution after submitting an application for a mandatory course must inform the University. Disclosures can be made in writing to the Head of Postgraduate Admissions.

Applicants who accept a place for study on a non-mandatory course are not required to disclose their criminal record prior to admission, but applicants under supervision or currently on licence are encouraged to make us aware of any conditions or requirements which may prevent them from fully engaging with their course and the broader University community. Where possible, the University will undertake to make reasonable adjustments, but if it becomes apparent that the applicant is unable to meet the course learning outcomes, they may be required to withdraw their application or transfer to an alternative course.

In all cases, where applicants choose to share information about a criminal offence or police caution with the University, they will be offered support and guidance through the University’s specialist support services.

Students studying a non-mandatory course may be required to disclose their criminal record at a later date after registering for the course where they engage in regulated activity that requires a DBS check, for example, through selecting a particular research topic or an optional module.

**ACCEPTANCE OF OFFERS**

28. **Applicant contract and 14 Day Right to cancel**

Applicants are able to accept an offer of admission from the University via their myEssex portal. A contract is made between the applicant and University at the point an offer of a place is accepted via their myEssex portal. If an applicant changes their mind after accepting their offer, they have the right to cancel the contract within 14 days. The cancellation period ends 14 days after the day on which the offer was accepted, but it is still possible to cancel after the 14 day period.

Further information about the contract and the 14 day right to cancel is sent to applicants at the initial offer stage, in the University’s Terms and Conditions.

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5 A list of the courses that require a mandatory DBS check is published on the University’s DBS webpages. These are known as mandatory courses. Courses that require a mandatory DBS check involve regulated activity as defined by the University’s Policy on Safeguarding Adults and Children at Risk.
CONFIRMATION

29. Firm Acceptance of Places

The University requires each applicant to firmly accept an offer if they wish to take up a place. An applicant may only firmly accept one offer for a given start date. To firmly accept, an applicant must provide evidence that he/she has met all the conditions stated in the offer.

30. Deans Approval Process

Applicants that have not met the conditions stated in their conditional offer may still be admitted to the University, if the relevant department wishes to make a case to the Dean or Deputy Dean (Education) who has the authority to waive standard entry requirements in individual cases (except where doing so would mean that an applicant was not compliant with Tier 4 requirements).

31. Sponsored Applicants

Applicants with full or part sponsorship must provide documentary evidence of the sponsorship. Postgraduate Admissions will then record details of the sponsorship so that the tuition fee will be charged, in full or in part, to an organisation.

32. Payment of deposits

Applicants who require a Tier 4 visa and who are regarded as self-funded, must pay £1000 in advance in order to receive the University’s sponsorship for immigration purposes. This is in line with the University’s policy on Tuition Fee Deposits (which also includes details of applicants exempted from paying a deposit). The current policy can be found at:

www.essex.ac.uk/ tuitionfeedeposit/documents/tuition_fee_deposit_policy.pdf

Applicants that have paid a deposit (if applicable) and have met all the conditions stated in the offer are categorised as “Firm Accepts” and are regarded as “expected applicants”.

33. Applicants requiring a Tier 4 Visa

Where an applicant requires a Tier 4 visa to study in the UK, confirmation of their place and the issue of a Confirmation for Acceptance of Studies (CAS) will be subject to compliance with relevant aspects of Home Office’s Tier 4 sponsor guidance and University guidance relating to the admission of Tier 4 applicants.

www.gov.uk/tier-4-general-visa

www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators

COMPLAINTS

The Postgraduate Admissions Office strives to provide a high quality experience for all applicants throughout the admissions cycle. In the event that an applicant is dissatisfied with any aspect of the University’s admissions process, procedure or policy, they may submit a complaint to the Head of Postgraduate Admissions or to the Director of Communications and External Relations, in line with the ‘Complaints policy for applicants’. This policy can be found in full at:

www.essex.ac.uk/quality/university_policies/Admissions/default.asp
**TRAINING OF STAFF INVOLVED IN ADMISSIONS**

Senior Admissions Advisers are required to undertake training when they are new to the role. Training is the responsibility of the Head of Postgraduate Admissions. Admissions Selectors are required to make selection decisions in accordance with published policy on entry requirements and qualification equivalencies. The Graduate Directors, or equivalent, attend termly meetings, which are chaired by the Dean of Postgraduate Research & Education. These meetings are used by the Head of Postgraduate Admissions to brief Graduate Directors on any changes to admission procedures which may impact upon selection duties in their department, as well as to identify and share good practice, and updates relating to graduate qualifications and offer making. Specific training delivered by Tier 4 Compliance staff in Admissions is also undertaken by staff involved in the processing and decision-making of international applications when a Tier 4 visa is required.

**DATA PROTECTION, INCLUDING COMMUNICATION WITH THIRD PARTIES**

The Postgraduate Admissions Office aims to operate in compliance with data protection legislation and good records management practice. Applicant data is treated as confidential by all staff involved in the admissions process and is not divulged unnecessarily or inappropriately. In accordance with University policy, staff involved in admissions communicate only with applicants themselves, unless the applicant has given express permission for a third party to communicate on their behalf. Third parties may be advisers or agents acting on behalf of applicants.

The University’s Privacy Policy explains what data we might hold about our applicants and students, how we use it, who we might share it with and the reasons for doing so:

https://www.essex.ac.uk/student/my-essex/privacy-notice-students.

The University’s Data Protection Policy explains how the University complies with its obligations under the relevant legislation, including the procedures for subject access requests and complaints in respect of personal data:

www.essex.ac.uk/records_management/policies/data_protection_policy.aspx

**SECTION 3 – REGISTRATION AND INDUCTION**

35. **General Induction**

As part of its Welcome and academic induction process, the University aims to provide a comprehensive programme in order to support the transition of applicants to registered students at the end of the admissions process.

Prior to the start of the online registration process, students are prompted to activate their University of Essex e-mail and IT account. This email and IT account is used to access online registration and welcome. This account also provides access to a range of resources once students are registered and throughout their studies at Essex, whilst also enabling free internet access on campus.

Before University commencing their studies, all University applicants are prompted to complete online University registration, proceeded by a Welcome programme and departmental induction.

These arrangements will as standard include Registration to the University which permits the commencement of studies, a central Welcome programme and academic induction to a students’ home department or school supporting transition to University life. Together these items will provide: introduction to the University and Students’ Union, introduction to starting studies including learning and study resources, where to get help and support and specific information for international students.
Postgraduate Taught students - As part of this process, applicants will be provided with information about optional modules that are available to them and will be invited to select optional modules online in advance of commencement of studies at the University. Please note, not all module choices will be possible to timetable.

36. **Induction for Research Students**

The University provides Doctoral Welcome events in October, January and April for new and continuing students. The Doctoral Welcome events are designed to help research students to feel part of a cohort within their department or school, and of a broader research student community. They also provide some initial skills development to assist students with planning their work and managing their relationships with their supervisors.