University of Essex

Your studies

School of Computer Science and Electronic Engineering

Postgraduate Research Student Handbook 2024-25
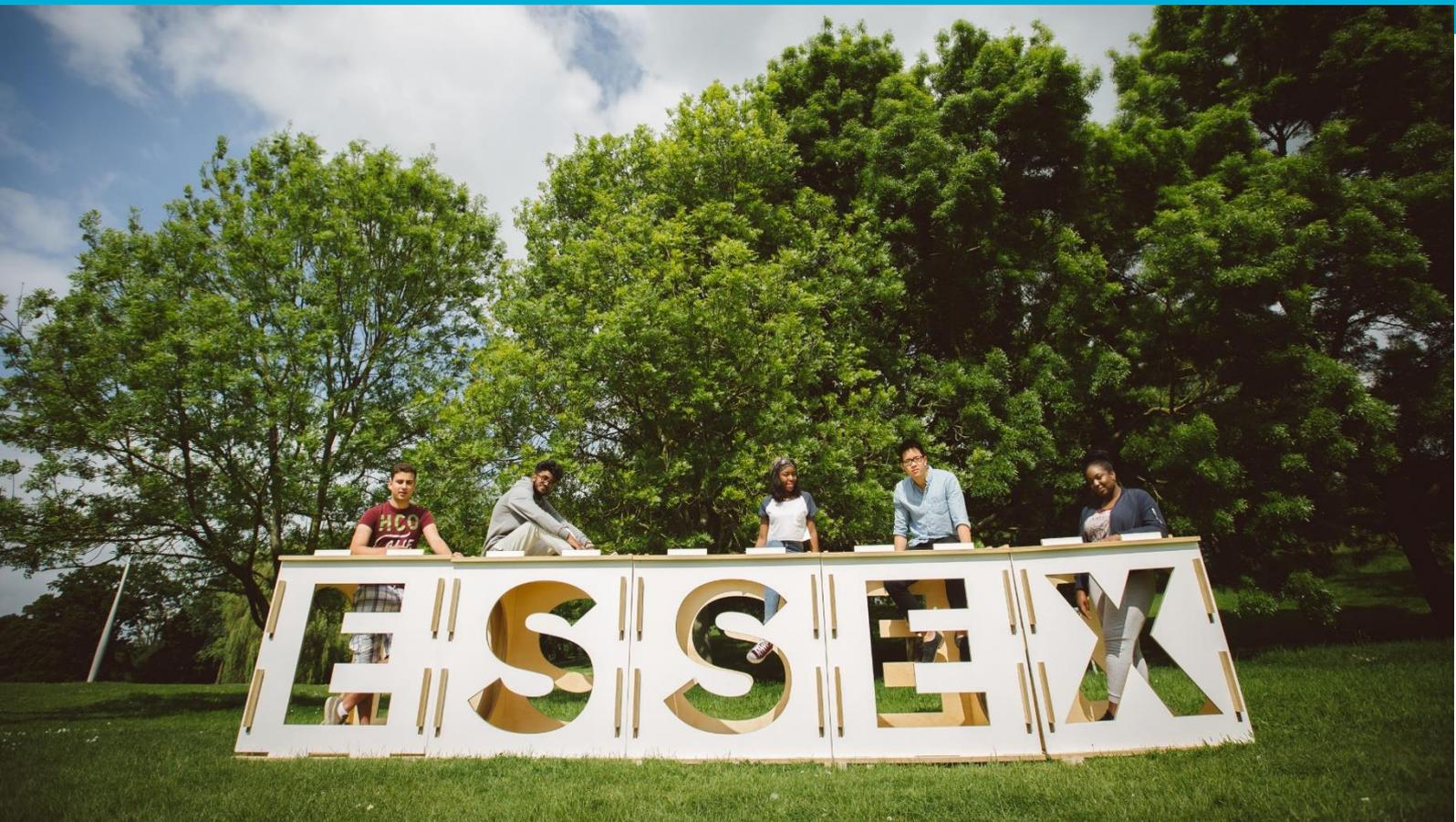
Welcome

Welcome to the School of Computer Science and Electronic Engineering and thank you for choosing to study with us.

Dear students,

I would like to extend a very warm welcome on behalf of the School of Computer Science and Electronic Engineering (CSEE) to all of you who are beginning or continuing your academic journey. You are now part of a diverse and dynamic environment that values curiosity, innovation, and collaboration.

At CSEE, we are committed to excellence in education and research and to creating an environment where transformative education thrives. With us, you are taught and supervised by a distinguished group of academics and experts in their respective fields of computer science and electronic engineering, who conduct high-quality research and are widely recognized for the excellence and impact of their research. You have the remarkable opportunity to study and learn under their guidance following modules that are informed by their expertise and skills. We are confident that you will find this year both stimulating and challenging.

Your academic journey will require a lot of commitment, effort, and the ability to overcome obstacles with critical thinking and creativity. You will face new challenges and will have to put in a lot of work and time to learn the basics and develop the necessary skills. We will be there to assist you in this process. It is important for me to emphasize at this point that failure is an essential part of learning. So be prepared to

face challenges and learn from mistakes. In this way, you will develop independent learning skills and deep critical thinking, strengthen your determination, and build your self-esteem.

An academic department such as CSEE would not be able to operate without the invaluable support of the professional services staff and technical staff. They are here to help and support you in your studies and they will often be the first point of contact for some of your queries.

Whatever your background, we're here to help you be successful and fulfil your potential. This handbook should list all the information that you need about your course, CSEE and the University of Essex. We want you to become an active member of our living and learning community. Please talk to us about anything that is affecting your studies. We will do our best to help you and put you on the right track.

We wish you every success in your studies with us and we look forward to meeting you all personally during the year.

Reinhold Scherer

Professor Reinhold Scherer
Head of School
Room: 1NW.5.3A
r.scherer@essex.ac.uk

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Introduction

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

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

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

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

Practicalities and getting started

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

Registration (new students)

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

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

Registration (returning students)

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

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

Right to study

The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you were born outside the UK or Republic of Ireland, your immigration permission to study in the UK will be checked via the online Right to Study system, when you first register on your course, and as necessary thereafter. Students have a duty to maintain valid UK immigration permission that allows study for the duration of their course, failure to do so may lead to withdrawal from the University under the University's General Regulations.

Students with sponsored immigration permission

The University is a Student Sponsor with a track record of compliance and must ensure we remain compliant to retain our sponsor status. Students with a Student visa have additional responsibilities to the University and the Home Office. There will be conditions attached to your visa that restrict what you can do in the UK, breaking any of the conditions may mean you can't remain in the UK and complete your course.

You are expected to attend in-person meetings with your Supervisor every month and this will be monitored throughout your course. If your attendance and engagement fall below expected levels or you are absent without permission for a period of time this is likely to impact on the University's ability to continue to sponsor your Student immigration permission. The International Services Team can provide immigration information and advice throughout your studies.

Explore your campus

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

Get connected

Your IT account

You will need to set up your Essex IT account. This will give you access to your Essex email, Moodle, campus wifi, campus computers and many more digital resources. When you set up your Essex IT account, you will need to register an external email address and passphrase so that if you forget your Essex password, you can also reset

it using these details. If you have forgotten those, you should contact the [IT Helpdesk](). Make sure you keep your password safe and do not share it with others.

For a quick rundown of what you need when you first start, head to the [Getting Started with IT]() guide on the Student Directory.

Campus wifi

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

Essex apps

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

MyEssex

[MyEssex]() is your online account and can only be accessed via an internet browser. This is different to your applicant portal – you can use MyEssex to update your personal details, request replacement student cards or supporting documents, contact the Student Services Hub, and much more.

Find Your Way

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

Zoom

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

Working while studying

Many students choose to work part-time to supplement their income. Working during your course can also give you excellent skills and experience to boost your CV.

Our [Student Services Hub](#) can help you find part-time work. There are also many opportunities to [work in paid jobs on campus.](#)

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

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

Your personal belongings

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

The Essex Experience

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

Embracing our Values

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

Equality, diversity and inclusion

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

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

The Athena SWAN Charter was established in 2005 to encourage and recognise commitment to advancing the careers of women in science, technology, engineering, maths and medicine (STEMM) employment in higher education and research.

In May 2015 the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and

support roles, and for trans staff and students. The charter now recognises work undertaken to address gender equality more broadly, and not just barriers to progression that affect women.

The University of Essex has a Women's Network to support female staff and students and was awarded the Athena SWAN Institutional Bronze Award in November 2013 in recognition of its continuing work to support women in STEM.

The School of Computer Science and Electronic Engineering was awarded a Bronze Departmental Award in October 2019.

The school also has a Women in CSEE group, whose main aim is to support, through a range of initiatives, women in CSEE, inspire a global shift in the attitude towards women in computer science and electronic engineering and reduce the gender gap. The group is open to all students and staff, of all genders. Further information can be found in the Women in CSEE webpage.

For further information see the Equality and Inclusion section of the CSEE webpages.

Student communities

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

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

Environmental Sustainability for All

The University of Essex is committed to reducing its environmental impact by reaching net zero carbon emissions by 2035. The Sustainability team works on a range of projects such as like carbon reduction, reuse and recycling, and sustainable education. During your time at Essex there are extracurricular opportunities for you to learn more about sustainable development and equip you with the skills and knowledge that will help you in your future choices – whether that's further study or

the start of your career. Be sure to check your programme modules if you're keen to take environmentally focused course options. You can access extra-curricular activities through Chart My Path and the vTeam, plus you can join the Students for Sustainability Group. Research students also have options through Proficio. When you are thinking about your research proposals, you can take bespoke workshops on considerations of sustainability designed to help you get best prepared for your thesis and career readiness. Your participation in all additional events is recorded on Higher Education Achievement Record (HEAR), your online CV. There are easy everyday habits to help you do your bit too – bring your own takeaway cup to cafes on campus for a discount and remember your bottle to refill at one of our many water coolers. There are lots of recycling bins across our campuses to encourage mindfulness when disposing of your waste. If you're living on campus, be sure to switch off lights and chargers when not in use, and keep windows closed in colder months when the heating is on. For any more information, head to the sustainability pages on the Essex website. If you have questions or an idea for a sustainability event or project of your own contact the Sustainability team: sustainability@essex.ac.uk. Follow us on Instagram: @uoe_susandgrounds and LinkedIn.

Essex Sport

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

Join Essex Sport and be part of something bigger. We're a community of like-minded individuals who are dedicated to enriching your experience at University of Essex. By fuelling your passion for all things active we help you make new friends, find new interests and be the best you. Whatever your sport, whatever your level, from fan to professional athlete, we've got a place for you.

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

Students' Union

We're famous for our [Students' Union at Essex](#), and for good reason. Here you're not just a member of a normal Students' Union; you're part of a family. They work hard to support our PGR community, and are here from day one to the moment you graduate to support you in any way we can.

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

Get involved!

There are opportunities to join [Sports Clubs](#), and get involved with competitive sports in our [BUCS teams](#).

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

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

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

Chart My Path

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

Essex spirit, social media and what's on?

Keep up to date with important news, events and offers from across the University with our Essex spirit newsletter, delivered directly to your Essex email address.

Follow us on social media:

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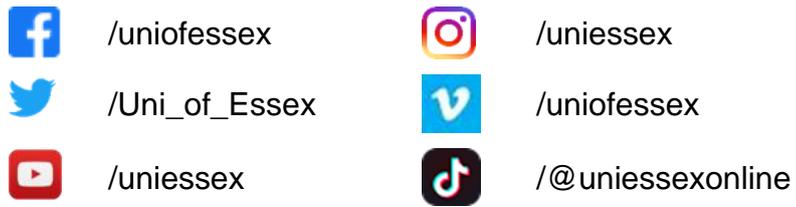
Our [Events calendar](#) brings together all the events happening across our three campuses, so you can make the most of your time at Essex.

About the School of Computer Science and Electronic Engineering (CSEE)

Meet the team

A [full list of all academic, technical and professional services staff](#) can be found on the CSEE webpages. Below is a summary of the roles of staff that you are likely to be in contact with most frequently. [1]

Head of School:	Professor Reinhold Scherer
Deputy Head of School:	Professor Martin Reed
Director of Education:	Dr John Woods
Director of Postgraduate Research Studies:	Dr Renato Amorim
Department Inclusivity and Disability Liaison Officer:	Dr Javier Andreu-Perez

Professional Services Staff

If you have any queries relating to your department or course of study, please contact the PGR Administrator Email: cseepgr@essex.ac.uk

Senior Student Services Manager	Jasmine Hill
Postgraduate Student Services Manager	Jessica Apter
PGR Administrator	Nicole Smither
PGR Administrator	Amanda Evans

A list of [all School professional services staff](#) can be found on the CSEE webpages.

For technical problems (e.g., problems with the VDI/ equipment problem in the labs) please contact our technical team at csee.helpdesk@essex.ac.uk

The Department's Inclusivity and Disability Liaison Officer (DDLO) is Dr Javier Andreu-Perez. The DDLO is a direct link for you between the Student Services Hub and your department. They can help make sure that the Disability Service know about any

adjustments you need. More information about the role of the DDLO can be found [here](#).

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

Your supervisor

A supervisor will have been appointed for you during the admissions process. You are expected to have regular contact with your supervisor during your studies and they should be the first port of call for any concerns/problems. We recommend that you consider attending the '[Making the most of your supervisor](#)' training course, provided through Proficio. In addition, if needed, the PGR Director within your department/school is also available to support you during your studies.

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

Supervision of research students during periods of leave

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

a) Members of staff are expected to continue to carry out their role as supervisor during periods of research leave.

b) Members of staff on research leave are not expected to attend Supervisory Panels but are expected to provide a written assessment of progress.

c) Members of staff on research leave should make arrangements for continuing contact with their supervisees, whether through face-to-face meetings, or through some form of remote communication,

d) In cases where a member of staff plans to be out-of-residence for an extended period during their research leave, an alternate member of staff should be named

(by the PGR Director in consultation with the supervisor) as a local contact for the supervisee student. The local contact is not meant to act as a substitute supervisor (see point (A) above) but to serve as a designated point of contact in the Department during the period when the supervisor is out-of-residence.

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

These are the formal committee meetings at which an individual student's work, training/skills development, and progress are reviewed against the published milestones. Progress decisions are considered by the SP with a recommendation being made to the RSPB. This includes Confirmation of Status and entry to the next stage of study or period of completion, along with extensions, downgrading and discontinuation. The final RSPB decisions and/or recommendations are reported to the relevant Faculty Dean (Postgraduate).

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

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

[Principal Regulations for Research Degrees](#)

[Professional Doctorate rules of assessment](#)

Staff research interests

Further information on the details of [staff research areas](#) can be found on the CSEE webpages.

Departmental/school resources and facilities

A wide range of facilities and resources are available for all students to access and use as part of their study at Essex. Each department and school also have a selection

for the exclusive use of their students. Below is a summary of the facilities and resources that are likely to be most useful to you.

Common Room

The Common Room is located in the Networks Centre Building, Square 2, Room 1NW.3.1 and is for the use of all postgraduate research students.

Postgraduate Research Shared Office

A shared office is available for all research students in Room 5B.540.

Laboratories and equipment

The School provides several laboratories and teaching facilities for the exclusive use of Computer Science and Electronic Engineering students – including four computer laboratories, two networking laboratories, an electronics hardware laboratory, a mechatronics laboratory, an embedded systems laboratory, and a robot arena. Our Laboratories are a range of sizes and designed to allow one-to-one interaction between staff and students during scheduled class times. The laboratories are managed by an experienced and dedicated team of technical support staff who can assist students with the most practical aspects of the curriculum.

Additional information on the technical facilities and services available in the School is contained in the [Technical Support section of the School website](#).

Laboratory Operations Manuals

Use of the School's laboratories is subject to regulations set out in each laboratory's "Lab Operations Manual". Students are required to familiarise themselves with the appropriate manual before attempting to use any laboratory. The Operations Manuals can be found on the Students page of the [School's Technical Wiki](#).

Laboratory Opening Times

Laboratory opening times are given in the table 'Teaching Laboratory Opening Times,' which appears on the following pages. Laboratories are classified as general computing (type C) or specialised laboratories (type S).

For Health and Safety reasons, principally lone working, access to specialised laboratories requires a technician or supervisor to be present while the laboratory is open. The specialised laboratories are closed at weekends. Access to specialised

laboratories outside the stated hours is by prior arrangement and subject to the approval of the Technical Manager. All requests for out-of-hours access will be carefully considered, but the scope for access, particularly at weekends, is limited.

During vacations, laboratories may be closed for refurbishment or due to reduced staffing levels. The School reserves the right to vary opening times for any or all of its laboratories as necessary. Students will be given advance warning of such decisions.

The Software present in the teaching laboratories is very complex, and problems do sometimes occur. Hence, as a general rule, please remember to save work to your M drive on a regular basis to prevent any data loss that may result in such exceptional cases.

For network security reasons connection of private laptops in the School's teaching laboratories to the wired network is not allowed. Please use the University wireless network for laptop network connection.

Instructions detailing how to connect to the University Wireless Network are available from the Computing Service website: The recommended wireless network service is Eduroam.

Please note it is a student conduct offense to remove network cables from laboratory machines, as spare network connections in the laboratories are primarily for students with disabilities.

Any problems should be reported by visiting CSEE's Helpdesk or by sending an email to csee.helpdesk@essex.ac.uk. Please use this service rather than individual staff email addresses so that if a staff member is absent, another team member can help with your request.

The School also provides access to a Virtual desktop infrastructure (VDI) called Horizon. The VDI allows students to remotely access the Schools specialist software and project PC's. More details are below.

List of Teaching Laboratory Opening Times

Laboratory	Room No	Capacity	Information

Software Laboratory (Lab 1) [24 hour access, 7 days a week, except during timetabled events]	5.512	77	Used for general computing (C). Technician: Simon Moore
Software Laboratory (Lab 2) [24 hour access, 7 days a week, except during timetabled events]	5.518	30	Used for general computing (C). Technician: Simon Moore
Software Laboratory (Lab 3) [24 hour access, 7 days a week, except during timetabled events]	5.517	26	Used for general computing (C). Technician: Simon Moore
Networks Laboratory (Lab 4) [8:30am – 7pm, weekdays]	4B.530	50	General computing and CISCO (C). Technician: Nick Warren, Simon Moore
Software Laboratory (Lab 7) [24 hour access, 7 days a week, except during timetabled events]	3.511	95	Used for general computing (C). Technician: Simon Moore
Hardware Laboratory (Lab 8) [9:00am – 5pm, weekdays]	1NW.2.10	44	Hardware/Electronic Laboratory (S). Technician: Jon Whitby, Robert Rayner
Robotic Area (Lab 9) [9:00am – 5pm, weekdays]	1N1.2.1	22	Robots Arena (S). Technician: Joshua Raistrick
Mechatronics Lab (Lab 10) [9:00am – 5pm, weekdays]	1NW.2.5	26	Mechatronics Lab (S). Technician: Jon Whitby, Robert Rayner
Clean Room [On Request]	1NW.1.2	N/A	Users receive training before access is allowed. Access is by prior arrangement and technician supervised (S). Technician: Adrian Boland-Thoms

iSpace [on request and appointment only]	1N1.4.2	N/A	Intelligent Environments research lab (S). Technician: Louis Clift
STEM IT Laboratory (STEM 4.2A&B) [24 hours, 7 days]	4.2A&B	72	New Labs in the STEM Building (C). Technician: Simon Moore
Horizon Virtual Lab [24 hours, 7 days]			Online virtual Lab (C). Technician: Louis Clift

Horizon Virtual Lab

The Horizon Virtual Lab is recommended for any software work not carried out on the physical lab PCs. This is because Horizon is equipped with all the same software versions as the lab PCs and therefore anything which runs on Horizon will run in the labs. Where assignment work needs to be demonstrated to the module supervisor or technical demonstrators, failure to successfully run your work in the lab could negatively impact your marks.

If you access the Horizon Virtual Lab (making sure there's nothing after the essex.ac.uk/ in the address bar) you should see the following page:
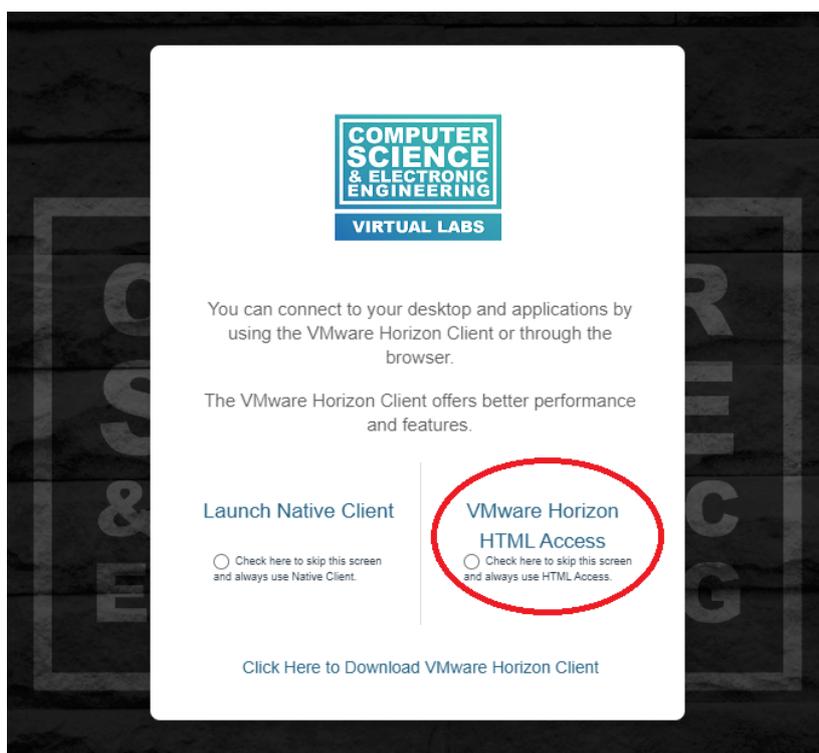
If you click the VMware Horizon HTML Access link (circled red), then you can use it in most if not all web browsers. This is the easiest option especially on computers where you can't install the client. You'll be taken to the MFA / SSO page after clicking that link.

The best experience is by using the native client though (e.g. supports multi-monitors), so if you have administrative privileges then you can install the client. The links for downloading it and using it can be seen in the above screenshot.

Technical Support and Resources

The Head of Technical Operations and Infrastructure, Mr. Ian Dukes, has overall responsibility for technical services and facilities and is responsible for the day-to-day operation of the computer laboratories and associated facilities.

Members of the School's Computer Support Team are responsible for the general maintenance of the computer laboratories and computing infrastructure. Each member of the team has specific responsibilities (see below) in addition to their laboratory responsibilities and should be contacted with any related queries in the first instance.

Name	Responsibility	Phone Extension	Email address
Ian Dukes	Head of Technical Operations and Infrastructure	2474	idukes@essex.ac.uk
Simon Moore	Specialist Technician	6136	moors@essex.ac.uk
Joshua Raistrick	Specialist Robotics Technician	2393	jr18744@essex.ac.uk
Jon Whitby	Specialist Hardware Technician	3678	jw19955@essex.ac.uk
*Robert Rayner	Senior Technician	3678	rr19316@essex.ac.uk
Adrian Boland-Thoms	Senior Technician	2392	bolat@essex.ac.uk
Nick Warren	Specialist Technician (Research)	2481	nick.warren@essex.ac.uk
Colin Hughes	Specialist Technician	2788	ch19222@essex.ac.uk

Dr. Louis Clift	Senior Specialist Technician	2431	lclift@essex.ac.uk
Paul Vincent	Senior Technician (Workshop)	2392	pvincent@essex.ac.uk
Nathan Edwards	Technical Demonstrator	2788	ne19145@essex.ac.uk
Mohamed Eljak	Technical Demonstrator	2927	m.eljak@essex.ac.uk
Ian Farnell	Technician	2828	if22882@essex.ac.uk
Callum Gutteridge	Senior Technician (Hardware)	3678	cg22628@essex.ac.uk
Daniel Miller	Senior Technician	2828	d.miller@essex.ac.uk
Shahin Salarian	Technical Demonstrator	2927	s.salarian@essex.ac.uk
Mushfika Sultana	Specialist Technician	2788	ms17811@essex.ac.uk
Holly Seaman	Technician	2828	hs21587@essex.ac.uk

* Part time staff

Registration as Authorised User

Following registration at the beginning of the Academic Year, all students automatically become authorised users of the University Computing Facilities. Authorisation to use University Computing Facilities implies that you agree to read and abide by the *Guidelines for the Proper Use of University Computing Facilities* - a copy of which will have been given to you at registration.

The University Regulations include as breaches of discipline:

- unauthorised access to, and use of, any University computing facility
- unauthorised access to computer material
- unauthorised modification of computer material

Students should refer to the guidelines for the use of IT facilities.

Care of your Laboratories

You are asked to be watchful for any actual or potential misuse of the facilities. In the very rare event of any "incident", please use the telephone to call a security officer immediately (Emergency number 2222).

- Please note that all teaching laboratories are monitored by a video surveillance system.

- Please use the laboratories in a socially responsible way.
- Do not take food or drinks into the laboratories.
- Do not create excessive noise that will disturb others.
- Do not leave computer printouts on the desks, please use the paper recycle bins provided.
- Please do not unplug keyboards/mice or monitors from PCs.
- All practical work must be undertaken in a safe and professional manner. In undertaking any experimental work, you are required (i.e. it is your own responsibility) to abide by the safety guidelines as specified in the CSEE Health & Safety and Laboratory Operation Manuals on the CSEE Technical support section on CSEE Tech Wiki page.
- Please complete Risk Assessment Form when undertaking any independent projects to adhere with the University Health and Safety Risk Assessments Guidelines.

IMPORTANT NOTE

The School's computers should only be used for course-related activities. Any student reported for misusing the School computer facilities runs the risk of losing access to these facilities.

Security

You are not allowed to remove any equipment, hardware, or components from the laboratories. Only under very exceptional circumstances will permission be given to remove equipment, and then only by approval from the laboratory supervisor and the Head of Technical Operations and Infrastructure. To seek permission, a written application must be presented to both the above-mentioned persons.

Passwords

Unfortunately, there are malicious and misguided people about, and it is a sad fact that given the ability to read, write and delete your files, somebody may wish to do so. No system is completely secure, but you can maximise your own security by choosing an unlikely password and by protecting access to your files appropriately.

Please refer to the Computing Service Password FAQ for detailed information regarding password changing and security.

Feedback and Special Requests

We welcome feedback on the operation of our laboratories, either by email to the laboratory supervisor, or via [our helpdesk](#).

Project Facilities

There is strict control on the installation and removal of Software in the general computing laboratories, but there is often a requirement for administrator-level privileges when students are working on projects.

Students who require a project PC in support of their project should contact Simon Moore in room 5.510, adjacent to Computer Laboratory One.

Hardware Projects

Students who need to purchase electronic components for their project should place their order through the relevant laboratory technician, Joshua Raistrick (Robotics), or Jon Whitby/Robert Rayner (Embedded Systems and Electronics).

Please select the required components using the online catalogue provided by one of the University approved suppliers Onecall (Farnell), Rapid Electronics or RS Components. If the component required is unavailable, seek the technicians' advice, who can often find a suitable supplier or recommend an alternative item. The lead time for in-stock components is typically two weeks. However, some components can have considerably longer lead times due to supply chain issues, so remember to order well in advance.

Please note that University purchasing regulations does not allow purchasing from eBay. Students are not entitled to reclaim costs for unapproved purchases.

Disk Space

Users' home directories (M drive) are maintained on disk managed by the University's Computing Service and are backed up nightly. Critical files, such as reports or your thesis, should be stored on your M drive. Less important files, typically those which you can easily recreate or download, may be backed up and stored on a USB memory stick or a writeable CD or DVD.

If you lose files from your M drive you should contact the Computing Service Help Desk (telephone extension: 2345), who can help restore lost files from the most recent backup.

There is an M drive quota of at least 1GB disk storage for all students. Please make sure that you delete unwanted files regularly.

Note that image and sound files occupy much more space than text and that certain applications (such as Microsoft Edge and other web browsers) maintain caches of recently accessed pages automatically, which may become quite large if not cleared periodically.

See Managing Your M Drive for more information relating to home directory space management. Further M drive useful information can be found on the IT Services File Storage page. Additional IT Services information is available at the IT Services Home Page.

Microsoft Azure Dev Tools for Teaching

The School is a member of the Microsoft Azure Dev Tools for Teaching programme (previously known as MSDNAA and Microsoft Imagine). Azure Dev Tools for Teaching is a facility for students and staff which allows them to download, free of charge, most Microsoft operating systems and development tools for personal non-commercial use and student projects. The only exception is Microsoft Office, which is available to students from IT Services. The IT Services web page at Microsoft Office 365 explains how to download and install Microsoft Office (365) and has a link to the download page.

Users can also register with the Microsoft Azure Dev Tools for Teaching website to download other Software. To do so, open the Azure Dev Tools for Teaching website, enter your full University of Essex email address, and then click on 'Work or School Account' before redirecting to the Essex login page.

You will be redirected to the University's login page, where you will be asked to enter your username and password. Once authenticated you will be returned to the Azure Dev Tools for Teaching portal. Click 'Software' in the navigation bar on the left. A list of the Software you can download will be generated. The list currently contains some 68 software products which the user can download.
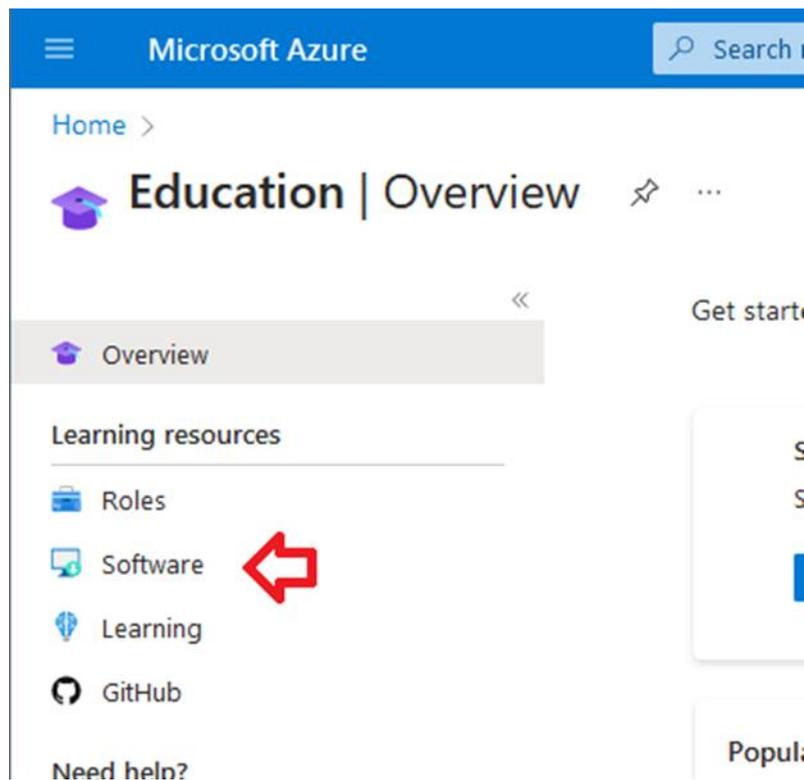
Postgraduate Research training

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

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

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

Printing, photocopying and scanning

All students can print, copy and scan for free at Essex, subject to our fair use policy. You can print from a campus PC or from your personal device using our mobile print service. Campus printers can be found in or near to study spaces where there are

computers. Find out how to print and how to top up your printer credit on the [Student Directory](#).

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

Noticeboards

Every department and school has their own noticeboard(s) providing information on staff, courses and classes, updates, careers, events and opportunities. The PGR noticeboard is located in the foyer of the computing building in square 2. Outside the School Office, you will find a board for Employability and Careers Vacancies. We also have a noticeboard for Wellbeing Information that is situated one level down from the School Office.

Pigeonholes

Access to the postgraduate research pigeonholes is via the common room which is located in the Networks Centre Building, Square 2, Room 1NW.3.1.

Social media

The School is on [Facebook](#), [Instagram](#) and [LinkedIn](#)– just search Essex CSEE and you should be able to find us.

Learning and Teaching

The University is committed to providing equal opportunities for all our students regardless of where or how you study. Our diverse student population is taken into account when developing the resources, services and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations.

Student Staff Partnership

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

- Read the documentation provided, including the [regulations](#) for your degree, the [Code of Practice](#) and details of the departmental supervisory arrangements.

- Attend meetings with your supervisors and Supervisory Panels as arranged, and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- Keep in regular contact with your supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).
- Provide updates on progress as outlined in the *Progress and Appeals Procedures for Research Degree Students*
- Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- Familiarise yourself with the departmental milestones for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at your RSPB which takes place twice a year (or equivalent for part-time students). It's important that you review your milestones regularly to ensure you'll be ready to submit your thesis by the required date.
- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
- Familiarise yourself with the expectations and conventions regarding academic referencing other people's work.
- Attend any research training and generic skills courses as agreed with your supervisor.
- As requested, submit reports on progress to professional practice and research supervisors, Supervisory Panels, or the departmental Research Students' Progress Board.
- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a logbook or research portfolio to be signed off by your supervisor.
- Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students' Progress Board in writing of any extenuating circumstances that you

believe have significantly affected your performance.

- Discuss any supervisory problems with your supervisor or the Head of Department or PGR Director. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the [Postgraduate Research Education Team](#) to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.

- You must present your thesis for examination by the end of the final term of your standard period, or by the end of the prescribed completion period.
  - o A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two-week period.

- If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree, unless you are permitted an exceptional further period of completion.

- Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.

- Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

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

- Attend lectures and seminars for taught modules where applicable and attend meetings with your professional practice supervisor. For more information on this, please refer to the section on [taught modules](#) in this handbook.

- Complete the work required for your taught modules.

- Maintain a professional practice portfolio which forms part of the assessment for the degree.

The academic year

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

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

You can view the University's week numbers with the equivalent dates in the week by week calendar. The University's key dates include an overview of the start and end of each term and exam periods.

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

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

My programme of study

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

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

Making changes to your study

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

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

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

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

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

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

If you are studying a course where an ATAS certificate is required and there are changes to your course, research area, supervisor or course length, you may need a new ATAS certificate. You can find further information on our Immigration webpages.

Students with a Student visa may not be able to change their course without first obtaining a new visa from overseas, if eligible. You can find information on the potential visa implications of your decision on our Immigration webpages. If you have any further questions you should contact the International Services Team

Thinking of leaving or taking a break?

You may experience doubts at some point during your studies. If you're thinking about leaving Essex, we're here to support you and give you the advice you need to help

you make an informed choice. You can contact your department/school, supervisor or Student Services Hub to speak in confidence about your concerns, and also the different options available to you and the impact they may have.

You can find information on the visa implications of your decision on our Immigration webpages. If you have any further questions you should contact the International Services Team

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

Periods of study

Research degree	Mode	Standard Period	Completion Period
Masters by Dissertation *(MA or MSc by dissertation)*	FT	One year	Up to one year
	PT	Two years	Up to one year
Master of Philosophy (*MPhil*)	FT	Two years	Up to one year
	PT	Four years	Up to one year
Doctor of Medicine (*MD*)	PT only	Two years	Up to one year
Doctor of Philosophy (*PhD*)	FT	Three years	Up to one year
	PT	Six years	Up to one year
Doctor of Philosophy Integrated (*PhD*)	FT	Four years	Up to one year
	PT	Eight years	Up to one year
Professional Doctorate	FT/PT	See individual programmes	See individual programmes

Library and Cultural Services

Library Services

The Library aims to provide all of the resources you will need to succeed in your course, via online reading lists and access to extensive collections of books, journals and a variety of other resources, both online and on our shelves.

As well as a team of specialist Librarians who can advise on appropriate resources for your area, there is also a Research Support team, who can advise on a variety of topics including open access, online research profiles, and how/where to publish and promote your work. Online support in these areas can be found in the Library's Research Support guide. A range of workshops and training sessions are also held throughout the year through Newcomers, a collaborative network that aims to support postgraduate research students and early career researchers by offering training and guidance covering topics across the research lifecycle. Signing up to the Newcomers mailing list is the best way to keep up to date with the latest training and development opportunities, and it also provides a platform to network with fellow early career researchers.

The Library is also home to a number of Special Collections which support the delivery of object-based learning across a variety of courses, and provide primary source material for research across many subject areas. We are home to two major art collections; ESCALA (the Essex Collection of Art from Latin America) and the University Art Collection. Our Colchester Campus library houses Special Collections, over 70 individual archives containing primary source materials and collections covering a variety of subjects and time periods. The collections provide a valuable resource for teaching, through object based learning and other sessions, and for research.

If you have any questions about Library services, there are a range of ways you can get in touch with the team.

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has a variety of study spaces, including individual and group work areas and bookable study pods and rooms. There is also a dedicated Postgraduate Study Room that is open 24/7. You'll need you student card to access this space, so be sure to bring it with you during your visit. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, live chat and the opportunity to book appointments with experienced Library staff to help you through your studies and into whatever you choose to do after graduation. The Albert Sloman Library is open 24/7 during term time and offers a laptop loans service which is also available 24 hours a day.

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

Art Exchange

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

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

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

We want everyone to get involved and enjoy great art.

Lakeside Theatre

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

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

We believe that theatre is for everyone, you don't have to be studying drama or theatre studies to take part in or develop as an actor, producer, director, technician, or performer. That's why we have our [Homegrown Programme](#), to develop theatre makers at the University of Essex. Students, researchers, staff and alumni of the university can join the programme at any stage in their journey for support, guidance and opportunity to become a performing arts professional. Keep an eye out for our

workshops and for when applications open up to our [Homegrown Studio Season,](#) where you can perform on our stage!

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

Peer Review with the Essex Student Journal

Peer reviewing is a vital academic skill that can help you improve the quality of your own writing by providing feedback to others on theirs. [The Essex Student Journal](#) provides the opportunity for you to gain practical peer reviewing experience, with training, guidance, and support throughout.

This invaluable experience will enhance your expertise as an early career researcher, developing your understanding of the academic publishing process and providing an opportunity for you to contribute to the community. Peer reviewing is typically expected of researchers at all stages of their academic careers, so starting in our supportive environment will build your confidence for the future. The analytical skills you develop are transferrable to a wide variety of other professions too.

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

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

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

Departmental support or funding for attending conferences/other events

PhD student support for Travel and presenting papers at Conferences

Subject to satisfactory progress, and at the discretion of the School, each PhD research student is entitled to up to £2,000, accrued at the rate of £500 per annum for the duration of his/her study in the school (three years minimum period + one completion year).

Students who have been invited to present a conference paper and wish to apply for funding to cover their expenses should complete the 'Conference/Travel Application for Research Students' form available from CSEE finance office in the Networks Building, Room 1NW.3.7 or email cseefin@essex.ac.uk to request an electronic form.

All requests should be supported by cost estimates. Flight, train and hotel estimates can be found online. Please make sure that you have completed the form in full and attach all the necessary estimates. Failure to do so could delay the approval of your travel request.

Please pass your completed form and cost estimates to your supervisor who will complete page 2 of the form in confidence. Your supervisor will submit the form to the Finance Office who will check the student's cumulative total of funding (this applies to students who have previously attended conferences funded by the School). The Research Group Leader will review the application and will confirm the outcome to the CSEE Finance Team.

If your travel request has been approved and allocated a budget, you will receive an e-mail from the Finance team along with instructions on how to reclaim your expenses. Once you receive this e-mail you can then pay for your travel, hotel and registration fee and claim back expenses using an expenses claim form. Please note, you may be liable for any expenditure over and above the approved budget.

International students who require a letter for the visa authorities should email the Postgraduate Research Administrator and provide the following information: Title of accepted paper; full name of conference and where and when it will take place; how expenses - registration fee, accommodation and travel - are to be funded.

Please note that if you are travelling on University business, you should fill in the [Travel Insurance Application Form](#), to ensure you have adequate insurance cover. Information regarding travel to high risk areas can also be found on this web page.

Study Abroad

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

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

The University of Essex is a founding member of the YUFE Alliance. YUFE (Young Universities for the Future of Europe) is a collaboration of 10 different European institutions, providing you with the opportunity to study across multiple partners virtually or physically; as part of your degree or in addition to it. YUFE aims to be a leading model of a young, student-centred, non-elitist, open and inclusive European University.

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

Assessment and Academic Integrity

Undertaking a research degree varies for each person. Some are predominantly lab based, others require significant library research, and some must undertake taught

modules. All schools and departments at the University employ a variety of assessment methods, and these will be tailored based on your research area and the course you're on.

Ethics and integrity in research

All research involving human participants and animal subjects, whether undertaken by the University's staff or students, **must** undergo an ethics review by an appropriate body and ethical approval **must** be obtained before it commences. You should first read the Guidelines for Ethical Approval of Research Involving Human Subjects or Guidelines for Ethical Approval of Research Involving Animals and then submit an Ethical Approval application form via ERAMS. You should be aware that ethical approval cannot be granted retrospectively so it is very important that you make your application before you start to recruit participants or collect data from them.

Further information about the research ethics process can be found on the University's ethics review webpages.

All research projects undertaken under the auspices of the University should observe a commitment to good research conduct. Information on research integrity can be found on the University's research integrity webpages.

The University offers the following training resources to ensure you are familiar with best practice in research: Epigeum module on research ethics and Epigeum modules on research integrity.

Studies involving the NHS (i.e. patients, their data or samples; staff, their data or samples; sites; data extracted from or through clinical systems) and studies involving human tissue or adults lacking capacity to consent are very likely to need some kind of NHS approval, such as ethical approval, governance approval or study registration. Even 'data only' studies, which do not involve direct contact with NHS staff or patients, will often require approval of some kind. Service evaluations, audits and similar involving the NHS may not require NHS ethical review. In cases where the project has not been defined as research by the HRA, ethical approval will need to be sought through the University's ethics review processes. If your study involves the NHS, you should contact the

REO Research Governance Team (reo-governance@essex.ac.uk) at an early stage for advice about the ethics review process.

Research involving vulnerable groups may require a DBS check if you are engaging in regulated activity. More information about the DBS check process can be found on the University's DBS webpages. The University offers a general introduction to safeguarding Moodle module which you are encouraged to complete at the same time as your DBS check. This training is additional to the mandatory safeguarding training that may offered by your department/school and/or the placement provider.

Risk assessments in research

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

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

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

Academic integrity, academic offences and research misconduct

The University expects students to complete all assessment with honesty and integrity and to follow our conventions for academic writing (including appropriate referencing of sources) and ethical considerations. If you don't meet these expectations, then you may be charged with having committed an academic offence or research misconduct, a matter the University takes very seriously.

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your work. An academic offence can take place even if you didn't mean to commit one, and examples include plagiarism,

falsifying data or evidence, and communicating with another candidate in an examination.

Referencing

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

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

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

Departmental Referencing Style

There are a number of accepted styles for a Bibliography such as the IEEE style and Harvard style.

The details about the IEEE citation and referencing style are available online.

Harvard citation and referencing style is described as follows:

▪ Within the text you should refer to a published paper or book by the author's surname followed by the year of publication, for example, Palaniappan (2008).

 ▪ Where you refer to two or more papers published by the same author(s) in the same year you should add an identifying letter, e.g. Wilson and Palaniappan (2009a). ▪ Where there are two authors they should be written as, for example, Balli and Palaniappan (2009); three or more authors need only be specified by giving the first author's surname followed by et al, e.g. Palaniappan et al (2002).

▪ For journal articles you should specify the journal title, date, volume and page numbers; for books you should specify the title, publisher, date and place of publication.

 ▪ References to material obtained from the WWW, including code incorporated in your implementation, should be checked that they are still available due to their transient nature. The date the material was accessed should be given.

▪ The general principle is to provide sufficient information for the interested reader to identify and obtain the paper, book or report you have cited. If in doubt, as always, discuss in supervision.

typical example of a bibliography is:

BIBLIOGRAPHY

▪ Palaniappan, R., Raveendran, P., Nishida, S., and Saiwaki, N. (2002) 'A new brain-computer interface design using fuzzy ARTMAP', IEEE Transactions on Neural Systems and Rehabilitation Engineering, vol. 10, no. 3, pp. 140-148. 43

 ▪ Balli, T. and Palaniappan, R. (2009) 'Nonlinear approach to brain signal modelling', published in Khosrow-Pour, M. (Ed.) Encyclopedia of Information Science and Technology, 2nd ed., IGI Global, Hershey, USA, vol. 6, pp. 2834- 2839.

▪ Palaniappan, R. (2009) 'Vision related brain activity for biometric authentication', In Proceedings of 32nd Annual Conference of the IEEE Industrial Electronics Society, 7-10 Nov. 2006, Paris, France, pp. 3227-3231.

To find out about your departmental referencing style and for help with referencing, visit the Library website or take the Academic Integrity Moodle course.

Academic Skills Support

There are a variety of skills and training opportunities available for postgraduate research students from Skills for Success, covering a range of aspects across the research and thesis writing process. We also run a dedicated English language

support class for international PhD students, a thesis writing class for all students and a PhD Support Network.

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

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

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

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

Departmental support

Name	Room	E-mail
Department Inclusivity and Disability Liaison Officer		
Dr Javier Andreu-Perez	5B.542	j.andreu-perez@essex.ac.uk

Students seeking advice on any kind of problem, whether personal or academic, may also contact the relevant the PGR Administrator or their Supervisor. We are here to help so please contact us.

Proofreading services

Before considering the use of proofreading services, all students should first discuss their work with their supervisor(s). Many students seek 'proofreading' services at some point during their studies, but different types of editing can occur under this name

which may not be appropriate in an academic context where work is assessed and could potentially qualify as an academic offence. The University is keen to ensure as far as possible that students understand what proofreading work should entail and the acceptable boundaries to which any proofreading or editing must adhere to.

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

Language classes

Academic English Support

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

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

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

- Dependants and close family members of students and staff at the University of Essex

- International staff at Essex who may want to work on their general English and fluency skills

- International students currently studying at UEIC Kaplan

- International students currently studying at both UG and PG level at Essex who wish to develop their language skills

The classes, which take place at the Colchester Campus, will enable you to meet people from other countries and cultures and will help you develop your language skills. These classes are free and are taught at three basic levels: Beginner (A1/A2), Intermediate (B1/B2) and Advanced (C1/C2) and will focus on listening, speaking, reading and writing. Throughout the course, you will have a unique opportunity to

develop your conversation skills, by reflecting on real-life examples of how language is used in context.

Learning a language

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

Extenuating Circumstances

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

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

If you do need to make an extenuating circumstances claim, you should first read the guidance very carefully and seek advice from SU Advice or the Student Services Hub. Please be prepared that you may need to include supporting evidence with your claim. Extenuating circumstance claims must be submitted to your Graduate Administrator in your department/school by no later than two weeks before the meeting of the Supervisory Panel, or by the deadline published by the department/school if different. It cannot be guaranteed that forms submitted after this date will be referred to the Panel/RSPB. You should also ensure that you record at least a brief summary of your extenuating circumstances on your Supervisory Panel report form.

Submission of Thesis

Thesis Submission Pre-Examination

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

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

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

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

a) A single PDF copy of your entire thesis; and

b) A submission form (RD1) completed and signed by yourself.

Thesis Submission for Award

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

Thesis Deposit and Retention

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

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

Examiners and the Viva

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

Exit Awards (Professional Doctorate students only)

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

Appeals

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

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

Students thinking about making an appeal are strongly advised to contact the SU Advice Centre.

Taught Modules

Teaching timetable

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

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

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

Marking criteria

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

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

Professional Doctorate Rules of Assessment

The Rules of Assessment are used to calculate the results for Professional Doctorates.

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

Core, compulsory and optional modules

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

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

Methods of Assessment

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

Coursework

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

Referencing in coursework

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

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

There are styles of referencing which will determine exactly how you format your reference. Your departmental referencing style is IEEE style and Harvard style. You must use this referencing style. Guidance on your referencing style is available online and you can also take the Academic Integrity course on Moodle.

Submission of coursework

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

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

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

Problems with FASER

If you have technical difficulties when submitting your coursework to FASER, you should contact the IT Helpdesk. They can advise on any system or computer problems. This will count towards your claim when submitting a late coursework extenuating circumstance form should you need to.

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

Late submission of coursework

We have a single policy at the University of Essex for the late submission of coursework in postgraduate taught courses: all coursework submitted after the deadline will receive a mark of **zero**. No extensions will be granted. The policy states

that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline but have been able to within the relevant Late Submission timeframe.

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

Examinations

Examinations will either be in person in an invigilated setting on campus, or remote via FASER or Moodle. To find out whether your exam is in-person or remote, you can check the module directory. Your personal exam timetable, when available, also has this information.

Exam timetable

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

Attending an in-person exam

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

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

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

Calculators in examinations

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

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

Open and closed-book exams

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

Exam stress

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

Access to your exam script

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

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

Moderation and marking

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

Marking

All student work is marked in line with the University's Marking Policy. Within this policy, moderation is the default approach to assuring the quality and standards of marking, with double marking used in certain situations. Some types of assessment may be single marked, including where they contribute only a small amount of the overall module weighting. The full procedure and assessment marking requirements and detailed definitions can be found in the [Marking Policy](#).

Moderation and double marking

Moderation is a process separate from that of marking and provides assurance that assessment criteria have been applied appropriately. Moderators review a sample of the marked student work and liaise with the first markers if they believe that the marks are not at the correct level or do not reflect the assessment criteria or feedback given. In some situations, double marking is used instead of moderation. This means that two markers each mark the work and then agree a final mark for it.

External Examiners for taught modules

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

Re-marking of coursework

You may, under certain circumstances, have the right to request a re-mark of your coursework. Should you feel that your work needs to be reviewed and potentially re-marked, you should first contact your department or school to advise you accordingly. The [Marking Policy](#) sets out the grounds on which a request for re-marking can be submitted.

If a request for a re-mark is accepted, your marks are **not guaranteed** to increase, however, **the mark awarded after re-marking will override your original mark**. Therefore, please be aware that in all incidences where coursework is re-marked, it is possible that your marks could go down, as well as up.

Feedback

If you need to undertake any reassessment on a module, your department or school will provide you with written feedback on any elements being reassessed.

Extenuating Circumstances for taught modules

Extenuating circumstances are circumstances beyond your control which cause you to perform to less of a standard in your assessment than you might have expected, or in some instances, may prevent you from submitting coursework or attending an exam entirely. In general, valid extenuating circumstances will be of a medical or personal nature that affect you for any significant period of time and/or during assessment.

If you do need to make an extenuating circumstances claim, you should first read the guidance very carefully and seek advice from SU Advice or the Student Services Hub. Please be prepared that you may need to include supporting evidence with your claim. Extenuating circumstance claims must be submitted via MyEssex by the appropriate deadline noted.

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

The Board of Examiners

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

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

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

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

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

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

Students with a Student visa can find the implications for each of the possible decisions that the Board of Examiners can make on our Immigration webpages. If you have any further questions you should contact the International Services Team.

Failure to pass

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

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

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

a) Pass all pieces of assessment of the taught component of the programme

b) Pass the assessment of professional competencies if they are a part of the programme (these are normally assessed on a pass/fail basis)

c) Pass the research thesis.

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

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

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

In the event your Postgraduate research studies are downgraded mid-course to a lesser degree, this could impact your immigration permission and may require you to obtain a new visa before you can continue your studies. You can seek immigration advice from our International Services team in the event of any downgrade to your studies to help you understand both the impact of the academic decision taken and any action you will need to take in order to continue on your course.

Student visa holders should be aware that obtaining a lesser award will impact eligibility to apply for a Graduate visa after completion of studies. Further guidance about the Graduate route and eligibility criteria can be viewed on our Immigration [webpages](#)

Publication of results

If you are studying on an Integrated PhD course, you will receive an email to your Essex email account as soon as your results for your Year One taught modules are published. You can find the [publication schedule](#) online.

Year and Degree Marks

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

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

Student Voice

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

Student Representatives

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

Student Voice Groups

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

Student Surveys

[Student satisfaction surveys](#) enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance your experience of learning at Essex by closing the feedback loop.

The University runs a PGR Student Voice Survey bi-annually, and this will be running this year . If eligible, you will be invited to participate via email.

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

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

You Matter

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

Student Services Hub

If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, the [Student Services Hub](#) is the place to go. You can find out about health and wellbeing, accommodation, careers services, money matters and much more. Your questions matter and you'll get answers from our team of experts.

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

Support for disabilities and additional needs

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

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

The University of Essex is committed to providing an inclusive educational learning environment for all students. The [Student Reasonable Adjustment Policy](#) provides a framework for the effective implementation of a reasonable adjustment and to ensure the legal requirements of the [Equality Act 2010](#) are met.

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

Support for students who are pregnant

If you are pregnant, you are protected under the [Equality Act 2010](#) and are encouraged to contact your department/school or SWIS via the [Student Services Hub](#). They can talk through a variety of issues including; arrangements for maternity-related absence, financial implications, visa implications and emotional support.

Support for students who are parents or guardians

There is a wide range of information, support and advice available for parents and guardians studying with us available on the [Student Directory](#). Please contact the [Student Services Hub](#) or your department for further guidance or to discuss your individual circumstances.

Children or young people under 18 who are not registered students are not permitted to attend any University teaching events so it is important that you make adequate childcare arrangements to enable you to attend your teaching and assessments. If you have emergency childcare needs or other circumstances linked to caring responsibilities that affect your availability for teaching or assessment, we have support in place. It is important that you contact your department by [reporting your absence](#) as soon as possible to let them know you won't be there and to discuss your situation and any support they can offer. The University also has an [Extenuating Circumstances Policy](#) where absence relates to missed assessment.

Personal Emergency Evacuation Plans (PEEP)

If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a [Personal Emergency Evacuation Plan (PEEP).](#)

Essex Access Forum

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

Seeing a Doctor

If you're studying on a course for more than six months, you're required to register with a local doctor. Our Colchester Campus has its own [health centre](#) or you can use the [NHS Choices postcode](#) finder to find your nearest doctor. If you require emergency medical or mental health services, there are a [number of options available](#) both through the NHS and also the University, regardless which campus you are studying at.

Counselling service

The University's counselling service is available to all registered students, including those who are intermitting on medical grounds. To learn more about the counselling service, visit the [counselling page](#) of the University website. You can also request counselling directly by completing this [form](#).

Digital wellbeing support

SilverCloud offers a broad range of programmes to support students with their wellbeing, mental health and long-term conditions. Use your Essex email to sign into a programme of your choice. Visit the [SilverCloud](#) platform.

Togetherall is a digital, peer support, mental health platform where you can share your lived experiences and learn from the experiences of others in a safe and anonymised global community. Use your Essex email to [register on the platform](#).

Student Wellbeing Support Line

Open 24-hours a day, including at weekends and bank holidays. Ring **0800 028 3766** for emotional support at any time.

Wellbeing appointments for students at Colchester, Southend and Loughton

Our team of Wellbeing Assessors offer a welcoming and friendly space where you will be able to talk about anything that is happening in your life.

We can help guide you to develop the personal resources and skills you need to navigate the challenges and opportunities of student life.

Our support is designed to be short term and intended to guide you on your next steps. If you need longer term support we can help to signpost you to external health/wellbeing services and partnerships.

You can make an appointment by emailing [wellbeing@essex.ac.uk.](mailto:wellbeing@essex.ac.uk)

We offer in person appointments, or online via Zoom, or via telephone (01206873133).

Study and Wellbeing Intervention Policy and Procedure

[The Study and Wellbeing Intervention Policy and Procedure](#) provides a framework to support students during their studies when it appears that their health and wellbeing is either disrupting or having a detrimental impact on themselves or on people around

them. The policy applies to all students and will aim to ensure students are offered appropriate intervention and support to succeed academically.

UK immigration advice and guidance

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

Money management

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

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

Funding opportunities

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

Students' Union Advice

Our SU Advice service also offers free, confidential, independent and impartial advice on many issues that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex. You can speak to us about Academic

processes and procedures, representation at University meetings, Student/Tier 4 visa extensions, housing, complaints, welfare and consumer issues.

Colchester students – suadvice@essex.ac.uk; 01206 874034
Southend students – suacsou@essex.ac.uk; 01702 328235 (term time only)
Loughton students – suaclou@essex.ac.uk; 01206 874034

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

Residence Life

Our Residence Life team is here to help you settle in and support you during your time living on campus. Residents' Assistants are student staff who organise social and community events to help you make friends and adjust to university life. You can find out about all our exciting events by following us on Facebook or by checking out the University Events page.

Religion, faith and beliefs

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

Harassment support

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

We encourage a culture of dignity and respect. We're committed to upholding an environment that's free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our Report and Support Service is on hand to help.

Health and safety on campus

Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this, we work closely with local agencies including

the police and borough councils. Take a look at our website for [general information and advice](#).

Please familiarise yourself with [fire safety and emergency evacuation procedures](#) for your accommodation, work or study location. If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a [Personal Emergency Evacuation Plan (PEEP).](#)

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

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

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

Making a complaint

The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination.

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

Your information

Changes to your information

During your period of study at Essex, you may wish to be known by a preferred name or update your legal name on our student record database (ESIS) if your circumstances change. It is important you keep your information up to date, including any change to your address or contact information, which you can [manage and update online](#). If you have immigration permission to study with us and obtain a new passport

or visa during your studies, please ensure you bring this to your [Student Services Hub](#) so a scan can be taken for University record.

Your personal information

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

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

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

Student Development

Careers Services

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

CareerHub

Book on to careers events and workshops, take career assessments, practice your interview skills, build your CV, and connect with employers on CareerHub, the online Essex careers and jobs portal. You will find hundreds of live opportunities from part-time jobs, internships and placements to graduate vacancies on the jobs board. You can login to CareerHub with your Essex username and password.

Get experience

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

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

Volunteering

Join the vTeam and be the difference. There are plenty of opportunities to volunteer during your time at Essex. The vTeam, run by the Students Union, is a fantastic

opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.

You Are Essex

Your Award Certificate

Award Certificates are issued upon final completion of an award. Upon conferral of your final award, your Award Certificate will be available on your GradIntelligence account within 7 days. In addition to your digital Award Certificate, you will also receive a physical embossed and crested Award Certificate either at Graduation or posted to you. You will be contacted by the Graduation and Awards team regarding issue of your printed Award Certificate.

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

Graduation ceremonies

The culmination of all your hard work! Graduation ceremonies take place at our Colchester Campus in the Ivor Crewe Lecture Hall with a departmental Reception held afterwards in the Sports Arena. All eligible students will be invited to attend a ceremony at the next available Graduation. Confirmed dates for future graduation ceremonies are published online. It is essential that all students book their place at Graduation by the deadline provided.

The Graduation and Awards team will contact eligible students directly with more information, including eligibility and how and when to book their place at Graduation.

References

Requesting references from members of staff

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

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

Copies of references

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

Alumni

Essex is forever and although your time here will fly by, you'll be part of the Essex family for life. When you graduate, you'll get an alumni card and join a community of over 125,000 fellow graduates around the world. We'd love to keep in touch and invite you to our alumni events, networking and volunteering opportunities, as well as offer you special alumni benefits. Want to know more? Visit our website.

We will be here for you wherever life takes you next. You might know the path you wish to take, but if you need help to reach your goals, our Careers Services Team offer information, guidance and advice on your different options after graduation. Careers support is for life as an Essex graduate and we'll be with you every step of the way.

We are proud of our world-class research at Essex and your invitation to contribute is lifelong. Whatever you choose to do, please stay in touch. We'd love to hear where your Essex degree has taken you.