School of Computer Science and Electronic Engineering

Undergraduate
Welcome

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

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 starting, or, perhaps returning to, their undergraduate studies. I am delighted to greet those of you who are new to the country and have chosen to undertake your studies in the UK and the University of Essex. It is a particular pleasure to lead a School with an international outlook, in a truly international university.

Wherever you are from, I am sure that you will find a new home and put down strong roots in the ancient town of Colchester.

The strength of any department is the knowledge, skill and originality of its academic staff. At Essex, you will have the chance to study with a very distinguished group of academics, experts in their respective areas of Computer Science and Electronic Engineering, who carry out high quality research with both national and international recognition for their work. You have a remarkable opportunity to study and learn under their guidance following modules that are informed by their expertise and skills. Please take this opportunity to develop your own knowledge of, and competence in, computer science or electronic engineering or any of the areas that they both support – these attributes will undoubtedly take you forward as you later embark on a fulfilling career in whichever sector your choose.

An academic department such as CSEE would not be able to operate without the invaluable support of the administrative 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.

There has never been a better time to study in this area: the rate of technological advancement is truly amazing but the potential rewards for those who can master the technology are great. Indeed, for the last several years more than 85% of our graduates have gone straight into a graduate-level job or graduate study. I am sure that you will find this year both stimulating and challenging. I wish you every success in your studies with us and I look forward to meeting you all personally during the year.

CSEE- making something wonderful

Professor Anthony Vickers

Head of School
Room: 1N1.3.2
Telephone: 2876
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Introduction

This Handbook is designed to provide you with an overview of all the essential information about the University and the School of Computer Science and Electronic Engineering. Your Student Handbooks provides details of your School. This includes staff and contact details, facilities and ways to communicate and receive updates, as well as information relating to your course of study at Essex, including Rules of Assessment and the related policies, prizes awarded by the department each year, student feedback and meetings, and University regulations regarding progress, appeals and extenuating circumstances.

At our three uniquely intimate campuses we celebrate diversity and challenge inequality. Whatever your background, race or sexual orientation, you are part of a vibrant community that lives, learns and plays together.

Essex is about more than just getting a degree: we have so much to offer our students! This Student Handbook contains information on your Essex Experience, including the Students ’ Union, sports clubs and societies, Essex Sport, Careers Services, campus information, IT support, services, and our extensive range of student support and services.

The Student Directory contains a wealth of other helpful sources of information, which can be found at: https://www.essex.ac.uk/student
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 set up and started at Essex.

Complete your Registration

Whilst you have accepted your offer and made your way to Essex, you still need to officially register yourself. At the start of each academic year, all new and returning students are required to register at the University. Registration is not only a formal procedure of enrolling you into the University, but it also connects you up to a number of vital systems you will need access to, including your IT account. As part of this process, you will need to complete online pre-arrival, physically attend a registration event on campus, and also activate your IT account.

To begin your registration, use one of the links below:

New students: https://www.essex.ac.uk/welcome/registration

Returning students: https://www.essex.ac.uk/student/registration/returner-registration

eNROL

You may have to select options as part of your course structure. If you do, you must choose the options that you wish to enrol on before the academic year begins. New students will access the system from the end of August. Returning students will access the system from the April preceding the next academic year. Departments will approve your selections within a few weeks of them being made, and timetables will take module enrolment into account when planning for the next academic year. Early module enrolment will ensure that you know which modules to attend and where the lectures and classes are ready for the start of term. You can view and choose your specific options through the eNROL system.

eNROL: https://www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2Fenrol%

Explore your Campus

There is a broad range of facilities across each of our campuses to support your living and learning experience at Essex. We provide study-based services, like the IT helpdesk and group study pods, but also various food and drink venues and leisure facilities. The Students’ Union also runs a wide range of facilities, bars and general stores. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.

https://www.essex.ac.uk/life/student-facilities

Get connected

Your IT account

You will need to set up your IT account and create a password through the University website www.essex.ac.uk/it/getaccount. You will need to register an external email address and passphrase to set up your account. Once you are set up, you can access your email, log on to lab computers, connect to campus wi-fi, and much more.

You must change your password within four weeks of your account being created, and then once every four months after that. You should receive email notifications to change your password shortly before it is due to expire. The easiest way to change your password is online at: www.essex.ac.uk/password. If you have forgotten your password, you can also reset it
through this link using your external email address and passphrase. If you have forgotten those also, you should either visit the IT Helpdesk or call 01206 872345. Make sure you keep your password safe and do not share it with others!

**Campus Wi-fi**
Wi-fi is available across all campuses. Simply find the ‘eduroam’ network on your device and use the same log in details as your IT account to connect up!

**Essex Apps**
The University has a variety of online systems and platforms designed to enhance your learning and to 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. You can use it to see your timetable, keep your personal details up-to-date, request replacement registration cards or supporting documents, such as council tax exemption certificates, see how you’re doing on your course, let us know if you’ll miss a lecture or class, contact the Student Services Hub, and much more.

**PocketEssex**
Pocket Essex is the University's official app for students, giving you access to comprehensive information about living and learning at Essex. The app provides an interface of icons that act as a portal through to a variety of useful links, areas and resources. PocketEssex links to many areas that MyEssex does in a handy app form, but also takes you through to many other key contacts and resources, such as the Students’ Union, FindYourWay and the Library.

**Find Your Way**
We know that finding your way from one room to another can be challenging to start with. Our Colchester campus in particular can be difficult to navigate with a historically complex room numbering system that leaves even our final year students still baffled! FindYourWay is our interactive campus map that can be accessed either via PocketEssex, downloaded as its own app, or via web browser. It is designed to help you get from A to B on either the Colchester or Southend campuses with quick and easy directions.

http://findyourway.essex.ac.uk/
https://www.essex.ac.uk/myessex/

**Your personal belongings**
University insurance cover is very limited for the belongings of students using graduate study rooms. Therefore, you are strongly advised to take out personal insurance cover for your possessions. This is especially important for items of particular value, such as personal electronic devices (i.e., laptops, phones and tablets). The University does not cover costs for personal damage or loss of your possessions; only in instances where the University has been negligent would a claim be viable for compensation for personal belongings.

**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(s). If you require immigration permission to study in the UK, this will be checked when you first register on your course and as necessary thereafter.

For Tier 4 sponsored students, you will have conditions attached to your leave restricting study and work; some nationals are required to register with the Police. You are expected to have the finances in place to pay your tuition fees and living costs throughout your course and do not have access to state housing or benefits.

The Tier 4 rules and guidance include restrictions relating to the length of time you can spend studying in the UK and academic progress; this may mean you are unable to take an academic option.
offered to you or that we can't continue to sponsor you under Tier 4. The University has many duties as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 licence. Find out more on the University's website:

https://www1.essex.ac.uk/immigration/
https://www.essex.ac.uk/about/governance/regulations

If you would like to get additional support with your English language skills, you can find helpful information and a range of resources here:

https://www.essex.ac.uk/welcome/international-students

**English classes for the dependants of international students and staff (ECDIS)**

The Department of Language and Linguistics offers dependants of international students and staff at the Colchester Campus the chance to improve their English language, through our ECDIS programme, at no extra cost. Classes are taught at three basic levels: Elementary (A1/A2), Intermediate (B1/B2) and Advanced (C1/C2) and will focus on listening, speaking, reading and writing.

https://www.essex.ac.uk/departments/language-and-linguistics
ecdis@essex.ac.uk
The Essex Experience

The University and the Students' Union have developed our Student Charter as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community. The Student Charter reiterates that you are a member of the University of Essex community, not just while you are a student or recent graduate here, but for life. You can read the full Student Charter at:

www.essex.ac.uk/students/experience/charter

You are welcomed to 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, and challenge your discipline and have your ideas shaped by peer and professional knowledge from all over the world.

Your time at Essex will be an experience beyond the classroom; there is so much available to all students so you can make the most of your time at Essex and have a truly unforgettable Essex Experience.

Equality, Inclusion and Diversity

The University recognises the value of diversity and is committed to equality of opportunity within the University. It therefore aims to create the conditions whereby students and staff are treated with dignity and respect, and solely on the basis of their merits, abilities and potential, regardless of 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 irrelevant distinction.

The University is committed to a programme of action to ensure that this policy is fully effective. You can find out more information on the University’s policy, and get in touch with any comments or questions, here:

https://www.essex.ac.uk/information/equality-and-diversity/equality-and-diversity-policy-and-strategy

Embrace the Essex 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 full heartedly encourage students to challenge the status quo and explore the unknown, we expect that students do so respectfully, intelligently and act as true ambassadors for the University.

The University’s Code of Student Conduct can be found on the website:

www.essex.ac.uk/governance/regulations

Essex Spirit, social media and events

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:

Facebook: www.facebook.com/uniofessex
Twitter: www.twitter.com/uniofessex
Instagram: www.instagram.com/uniofessex

Our Events calendar brings together all the events happening across our three campuses, so you can
make the most of your time at Essex.

http://www.essex.ac.uk/events

**International Students**
We are proud to be a global community and we recognise that living and studying in the UK may be very different from your own country.

Essex has a wide range of support covering academic and health and wellbeing issues. Our friendly and professional staff will be able to guide, give advice and assist you during your time at Essex. You can find helpful information here:

https://www.essex.ac.uk/welcome/international-students

http://www.essex.ac.uk/student/student-communities/international

**Mature and part-time students**
We appreciate that studying as a mature student can present challenges. This is particularly true if this is your first experience of higher education and you have other commitments and responsibilities to meet, such as work and family. We want you to be aware of the support available so that you can make the most of your time at Essex.

You can find more information here: www.essex.ac.uk/students/groups/mature-students.aspx

**Student Ambassadors**
Be a Student Ambassador, make a difference to others and make a difference on your CV! Student Ambassadors help to promote the University and higher education. You will be a valued part of the Student Recruitment and Outreach teams. Keep an eye out for Student Ambassador vacancies on CareerHub+ in January.

www.essex.ac.uk/careers/job_hunting/on_campus

**Essex Sport**
Be active at Essex! Learning doesn't just happen in the classroom. Keeping active during your studies can help relieve stress, increase productivity, provide a sense of community and improve your employability.

Essex Sport offers a great range of sport courses, social active sessions, over 300 fitness classes a month and a state-of-the-art gym, so there's something for everyone!
Visit the Essex Sport website or download the app to discover all the ways you can keep active during your time at Essex.

www.essex.ac.uk/sport
https://download.mobilepro.uk.com/a/1CJ8?p=4?pv=1

**Students’ Union**
We’re famous for our Students’ Union at Essex, and for good reason. Here you’re not just a member of a normal Students’ Union; you’re part of a family. We’re here to cheer you on as you walk into exams and to help you absolutely destroy the competition in interviews and land your dream job. The Students’ Union is run by students for students, and you have the ability to shape what we do. From suggesting what we serve in our venues, to changing aspects of your course, we are here to represent you and work with you to make amazing things happen. There are opportunities to join 45 different Sports Clubs, to get involved with our BUCS teams which offer a wide individual championships programme of activities taking place across the year and lots of competitions take
place on Wednesdays and weekends, or if you don’t want to commit to a regular team check out our Just Play programme of activities.

https://www.essexstudent.com

**Get involved**

We have 120 existing Societies where you can meet people with similar interests, challenge yourself with something new or, if you can’t find what you’re looking for, start your own society!

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

https://www.essex.ac.uk/life/colchester-campus/get-involved
About the School of Computer Science and Electronic Engineering

Meet the School Office team
School Office Opening hours:

Monday – Friday 10.00am to 1.00pm and 2.00pm to 4.00pm.

Please feel free to come and see us any time if you have queries about your course or would like to seek advice.

Direct Tel: 01206 872770
Email: csee-schooloffice@essex.ac.uk
Website: https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering

Academic staff
Information on academic staff within the School, including office locations and contact details can be found here:

https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/people/academic

Some of the key staff you may come into contact with during your undergraduate studies include:

Head of School: Professor Anthony Vickers
Director of Education: Dr John Woods
Director of Examinations: Dr David Bebbington
Degree Apprenticeships Co-ordinator: Dr Renato Amorin
Study Abroad Officer: Dr Nick Zakhleniuk
Senior Tutor: Dr Nick Zakhleniuk
Disability Liaison Officer & Inclusivity Lead: Professor Francisco Sepulveda

Deputy Directors of Education (1 per year group) and year Supervisors - tbc

Administrative Staff
If you have any queries relating to your department or course of study, please contact the School Office (Tel: 01206 872770 Email: csee-schooloffice@essex.ac.uk) or the relevant year administrator detailed below:

School Manager Miss Marie Scott 3488
Examinations and Finance Manager Mrs Gemma Aitchison 2438
Education Manager Mr Daniel Gobbitt 6547
Deputy School Manager Miss Irene Smith 2679
Undergraduate Administrator (Year 1) Dr Woroud Melhem 2418
Undergraduate Administrator (Year 2) Mrs Tracy Bettany 6057
Undergraduate Administrator (Year 3 & 4) Mrs Valerie Hartgrove 2448
Student Administrator Mrs Nicole Smither 4122
Student Administrator (UG and PGT) tbc 4879
Project Worker (Student Engagement) Miss Esther Hyman 2770

Please use the link below to access full information on School administrative staff:

https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/people/professional-services
Your Module Supervisor
All teaching staff hold regular weekly academic support hours during term time. This is a time when you can go and see them about anything to do with your modules; from difficulties you might be having with your seminar readings, to discussions about feedback on your coursework. These academic support hours operate on a ‘drop-in’ basis - this means that you do not need to book an appointment; you can just turn up during the time advertised. Details of academic support hours are posted on office doors and on the schools Moodle site. If you cannot make the advertised time for any reason, you can e-mail your supervisor to make an appointment.

Please note that academic staff do not hold regular academic support hours during the vacations, and may on occasions, be away from the University on research trips and visits. Therefore, if you need to get in touch with them during the vacation periods, you should e-mail them in the first instance.

You can find out who is the module supervisor for each Module here:

https://www1.essex.ac.uk/modules/

Your Personal Tutor
All undergraduate students have a Personal Tutor who will meet you soon after you arrive, and regularly throughout your course. Your Personal Tutor will be a member of the academic staff from within the Computer Science and Electronic Engineering department and is there to help you feel connected to your department. Your Personal Tutor is someone who you can talk to if you have questions about your course or encounter any difficulties that may affect your studies, and can recommend and direct you to other support services on campus that might be able to further help and support you. You can find out who your Personal Tutor is through MyEssex, and the contact details of all staff can be found on our website: https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/people

Support from GLAs, GTAs, and Technical Demonstrators
In your practical lab sessions Graduate Laboratory Assistants (GLAs) or Graduate Teaching Assistants will sometimes support you and the Lecturer. These will usually be postgraduate students from the School. The postgraduate students are trained and briefed before each practical. They are not there to carry out the work for you or to provide you with the answers, but they are there to help, to answer technical and scientific questions, and to check and aid your understanding. They will also check that you have tidied up your bench space before you leave the laboratory.

The School’s technical demonstrators who are there to assist students by demonstrating methods and providing support for projects and experiments will also support some labs. Feel free to contact these staff for additional help and support.

Your Peer Mentor
Any questions? Ask a peer mentor! Most new undergraduate students have questions about starting at University - and this is where our Peer Mentoring initiative can really help. We understand that you might have many questions that you would prefer to ask a more experienced student rather than a staff member. That’s what a Peer Mentor can provide.

Mentoring is a relationship usually between a new student (the mentee) and a more experienced student (the mentor) to help the new student settle in, and to make them aware of ways that they can get involved and make the most of their University experience.

At Essex, most departments run their own Peer Mentoring scheme and so how they operate varies slightly between departments. For example, some departmental schemes operate in pairs or groups. Most Peer Mentoring schemes are for undergraduate students.
**What is a Peer Mentor?**
A Peer Mentor is another student (normally from your department) with experience of the University who can offer practical advice and information, and point you in the right direction to services that may be available to you. You might be feeling confused about where to find things on campus, how to use the library, who’s who in your department, or how to get to know other students. You might just feel like having a chat with someone who has had experience of adjusting to University life and who can give you tips about how to settle in. This is where your Peer Mentor can help you!

**How do I get a Peer Mentor?**
In the School of Computer Science and Electronic Engineering, all first year students will be emailed with details of who our department mentors are and how they can contact them.

Further information on mentoring at Essex role can be found here:

[http://www.essex.ac.uk/students/study-resources/mentoring/peer-mentoring/default.aspx](http://www.essex.ac.uk/students/study-resources/mentoring/peer-mentoring/default.aspx)

**Become a Mentor**
If you are in second or final-year and are interested in becoming a Peer Mentor, a call for mentor applications is usually circulated in the Spring term. For further information about the Peer Mentoring Scheme, please contact the Peer Mentor Coordinator, Woroud Melhem (wmelhem@essex.ac.uk) (01206 872418) or visit the CSEE School Office (room 4.514.)

**Confidentiality, record keeping and data protection**
It is important you understand that the mentoring relationship will remain confidential. A Peer Mentor is in a position of trust and is expected to treat student concerns and private matters with utmost sensitivity.

However, they are not expected to keep secrets. To handle information confidentially means that information is not shared beyond the scheme, and it will normally only be shared with your scheme co-ordinator or Student Support. Details of the confidentiality to be offered within your scheme are available from your peer mentor co-ordinator.

**Buddying Scheme**
The Students’ Union co-ordinates an informal ‘Buddy’ scheme for specific groups of students, including mature students and LGBT students. Buddies are:

- Informal, social
- Friendship-based
- Buddies are not trained
- Buddies are not automatically v Team members
- Buddies cannot log hours

**Additional departmental support**
In addition to your Academic Tutor (see section 2.5), the School has a Senior Tutor and a Disability Liaison Officer, who may be contacted by any student at any time during School hours for help or advice (see contact details below).

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<th>Name</th>
<th>Room</th>
<th>Telephone</th>
<th>E-mail</th>
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<tr>
<td>Senior Tutor</td>
<td>1NW.4.14</td>
<td>01206 87 (4248)</td>
<td><a href="mailto:naz@essex.ac.uk">naz@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Nick Zakhleniuk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability Liaison Officer</td>
<td>1NW.3.20</td>
<td>01206 87 (4151)</td>
<td><a href="mailto:fsepulv@essex.ac.uk">fsepulv@essex.ac.uk</a></td>
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<tr>
<td>Professor Francisco Sepulveda</td>
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Students seeking advice on any kind of problem, whether personal or academic, may also contact the relevant Year Administrator, the School Manager or the relevant Year Supervisor. We are here to help so please contact us.

Staff research interests
Our research is changing people’s lives and underpins tomorrow’s must-have technologies. Research and development has to stay one step ahead of the industry, so our curriculum is constantly evolving. Our work combines creativity and imagination with technical excellence – we’re not your typical geeks!

Further information on the details of staff research areas can be found at:
http://www.essex.ac.uk/csee/research/interests.aspx

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

Printing, Photocopying and Scanning
All students can print, copy and scan for free at Essex! There are over 100+ multi-function devices that can be used at various locations across our three Campuses. Facilities are available at the Library, Roding House and Unit 4 at Loughton Campus. In Southend, printing facilities are available on 5th floor of the Gateway Building and in The Forum.

Simply log in to the devices using your Essex login and password, or tap with your student card. These devices can also scan to email and feature mobile printing. Whilst printing is free for all students, please think of your carbon footprint and only print if necessary.

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

https://library.essex.ac.uk/copyright

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, an electronics hardware 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 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.

https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/facilities

School Laboratories
Students have free access, subject to published opening hours, to the laboratories except when there is a scheduled practical class in progress. If a class is in progress general access is granted at the discretion of the class supervisor. Lab 7 (Brooker Lab) is a non-timetabled Lab which is available for CSEE students to use exclusively 24-7.
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). Most software development modules are taught in Computer Laboratory One, Two or Three. These laboratories are open 24 hour, 7 days a week including the Christmas and New Year holiday closure period. Access to all other laboratories is restricted to the times specified.

For Health and Safety reasons, principally lone working, access to specialised laboratories requires that a technician or supervisor is present while the laboratory is open. The specialised laboratories are closed at weekends and out-of-term time. Access to specialised laboratories outside the stated hours is by prior arrangement and subject to the approval of the Systems Manager. All requests for out-of-hours access will be carefully considered, but 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.

Please note when using laboratories with 24 hour access, that at approximately 0400 hours every day, each system may automatically restart to perform system maintenance. This includes rebooting systems which are running Linux back into Windows. The software present in the teaching laboratories is very complex and problems do sometimes occur, so as a general rule, please remember to save work on a regular basis to prevent any data loss that may result in such exceptional cases.

In addition to the School’s computer laboratories, students are entitled to use any of the Computing Service’s general access laboratories.

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 web site: - https://www1.essex.ac.uk/it/ The recommended wireless network service is eduroam.

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

Any problems relating to day-to-day systems administration (installation, maintenance and repair) should be reported to by email to ces-faults@essex.ac.uk. Please use this email address rather than individual staff email addresses, so that if a member of staff is absent another member of the team can help with your request.

<table>
<thead>
<tr>
<th>Laboratory</th>
<th>Room No</th>
<th>Capacity</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Laboratory (Lab 1)</td>
<td>5.512</td>
<td>77</td>
<td>Used for general computing.</td>
</tr>
<tr>
<td>[24 hours, 7 days]</td>
<td></td>
<td></td>
<td>Technician: Jayne Bates, Bob Self</td>
</tr>
<tr>
<td>Software Laboratory (Lab 2)</td>
<td>5.518</td>
<td>33</td>
<td>Used for general computing.</td>
</tr>
<tr>
<td>[24 hours, 7 days]</td>
<td></td>
<td></td>
<td>Technician: Jayne Bates, Bob Self</td>
</tr>
</tbody>
</table>
### Technical Support and Resources

The Computer and Electronic Systems Manager, 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, including loading printers with paper and dealing with both hardware and software problems. 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.

<table>
<thead>
<tr>
<th>Laboratory Name</th>
<th>Room No.</th>
<th>Seats</th>
<th>Description</th>
<th>Technician(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Laboratory (Lab 3)</td>
<td>5.517</td>
<td>25</td>
<td>Used for by CCFEA for general computing.</td>
<td>Jayne Bates, Bob Self</td>
</tr>
<tr>
<td>Networks Laboratory (Lab 4)</td>
<td>4B.530</td>
<td>52</td>
<td>General computing.</td>
<td>Simon Moore</td>
</tr>
<tr>
<td>Networks Laboratory (Lab 6)</td>
<td>4B.531</td>
<td>25</td>
<td>General computing.</td>
<td>Nick Warren</td>
</tr>
<tr>
<td>Software Laboratory (Lab 7)</td>
<td>3.511</td>
<td>45</td>
<td>Not timetabled. Accessible to all students for own study and project work.</td>
<td>Bob Self, Robert Rayner</td>
</tr>
<tr>
<td>Hardware Laboratory (Lab 8)</td>
<td>1NW.2.10</td>
<td>44</td>
<td>Embedded Systems Laboratory</td>
<td>Malcolm Lear</td>
</tr>
<tr>
<td>Robotic Area (Lab 9)</td>
<td>1N1.2.1</td>
<td>12</td>
<td>Robots plus workstations with a software build for robotics usage.</td>
<td>Robin Dowling</td>
</tr>
<tr>
<td>Mechatronics Lab</td>
<td>1NW.2.5</td>
<td>26</td>
<td>Used for teaching Mechatronics classes</td>
<td>Malcolm Lear</td>
</tr>
<tr>
<td>Clean Room</td>
<td>1NW.1.2</td>
<td>N/A</td>
<td>Users receive training before access is allowed. Access is by prior arrangement and technician supervised.</td>
<td>Adrian Boland-Thomas</td>
</tr>
<tr>
<td>iSpace</td>
<td>1N1.4.2</td>
<td>N/A</td>
<td>Intelligent Environments research lab</td>
<td>Louis Clift</td>
</tr>
<tr>
<td>STEM IT Laboratory (STEM 4.2A&amp;B)</td>
<td>4.2A&amp;B</td>
<td>71</td>
<td>New Labs in the STEM Building</td>
<td>TBC</td>
</tr>
</tbody>
</table>

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**Technical Support and Resources**

The Computer and Electronic Systems Manager, 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.

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<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibility</th>
<th>Phone Extension</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ian Dukes</td>
<td>Computer and Electronic Systems Manager with overall responsibility for teaching laboratories</td>
<td>2474</td>
<td><a href="mailto:idukes@essex.ac.uk">idukes@essex.ac.uk</a></td>
</tr>
<tr>
<td>*Bob Self</td>
<td>Software Technician Projects</td>
<td>6136</td>
<td><a href="mailto:rpself@essex.ac.uk">rpself@essex.ac.uk</a></td>
</tr>
<tr>
<td>Simon Moore</td>
<td>Linux and Systems Programming</td>
<td>2920</td>
<td><a href="mailto:moors@essex.ac.uk">moors@essex.ac.uk</a></td>
</tr>
<tr>
<td>*Jayne Bates</td>
<td>CAD and Multimedia</td>
<td>6136</td>
<td><a href="mailto:jayne@essex.ac.uk">jayne@essex.ac.uk</a></td>
</tr>
<tr>
<td>Robin Dowling</td>
<td>Robotics Technician</td>
<td>4066</td>
<td><a href="mailto:dowlr@essex.ac.uk">dowlr@essex.ac.uk</a></td>
</tr>
<tr>
<td>Malcolm Lear</td>
<td>Electronics and Embedded Systems Technician</td>
<td>2149</td>
<td><a href="mailto:malcolm@essex.ac.uk">malcolm@essex.ac.uk</a></td>
</tr>
<tr>
<td>Paul Vincent</td>
<td>Project Mechanical Technician</td>
<td>2392</td>
<td><a href="mailto:pvincent@essex.ac.uk">pvincent@essex.ac.uk</a></td>
</tr>
<tr>
<td>*Robert Raynor</td>
<td>Software Technician</td>
<td>2902</td>
<td><a href="mailto:rr19316@essex.ac.uk">rr19316@essex.ac.uk</a></td>
</tr>
</tbody>
</table>

* 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 to 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 at: [https://www1.essex.ac.uk/it/about/acceptable-use-policy/default.aspx](https://www1.essex.ac.uk/it/about/acceptable-use-policy/default.aspx)
Care of your Laboratories
In past years, excellent co-operation from students has enabled us to keep long opening hours for the programming laboratories. The continuation of this policy is very much in your control and therefore all authorised users of the laboratories carry the Head of School’s authority to look after the laboratory. You are asked to be watchful for any actual or potential misuse of the facilities. In the very rare event of any physical “incident”, please use the telephone to summon 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.

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 Computer and Electronic Systems Manager. 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: - https://www.essex.ac.uk/password/faq.aspx

Feedback and Special Requests
We welcome feedback on the operation of our laboratories, either by email to the laboratory supervisor or ces-faults@essex.ac.uk.

Reservations/Bookings
During term time the laboratories are usually reserved for classes in the daytime and a timetable of scheduled teaching will be posted outside each laboratory. You may use spare machines during scheduled classes, but only with the expressed permission of the laboratory supervisor. Outside of scheduled teaching times, you may use the laboratories when you wish.

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.

Machines are set aside for project use by the Computer Support team in the Project areas located in Laboratory 7. These machines are considered “insecure” and are networked behind a firewall, to isolate project machines from the rest of the University network.
Systems and removable disks are allocated to students for the duration of projects. Linux or Windows can be used as required. Students who require a project disk in support of their project should contact Jayne Bates in room 5.515, 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, Robin Dowling (Robotics), or Malcolm Lear (Embedded Systems).

Please select the required components using the online catalogue provided by one of the University approved suppliers Onecall (Farnell) or RS Components. If the component required is not available seek the advice of the technicians, who can often find a suitable supplier or recommend an alternative item. The lead-time for in-stock components is typically two weeks, but some specialised components can take longer to source so remember to order well in advance.

Please note that University purchasing regulations do allow purchasing from Ebay, but only under very strict guidance and must be approved from the Computer and Electronic Systems Manager. Only in the most exceptional circumstances should students order or supply components themselves. Such cases must be approved in advance by the Computer and Electronic Systems Manager. Students are not entitled to reclaim costs for unapproved purchases.

**Disk Space**

Users’ home directories (M drive) are maintained on disk drives 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 5MB disk storage for all students. Please make sure that you delete unwanted files regularly. The disk management utility ‘WinDirStat’, which is installed on all lab machines, is ideal for managing M drive space and identifying the best candidate files for removal.

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

See ‘Managing You M Drive’ for more information relating to home directory space management:- [http://www1.essex.ac.uk/csee/documents/ManagingMDrive.pdf](http://www1.essex.ac.uk/csee/documents/ManagingMDrive.pdf)

**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 linked below explains how to download and install Microsoft Office (365).

Users need to register with the Microsoft Azure Dev Tools for Teaching web site in order to use this facility and download software. To do so open the link below and enter your full University of Essex email address, and then click on ‘Work or School Account’ before it redirects to the Essex login page.

[https://aka.ms/devtoolsforteaching](https://aka.ms/devtoolsforteaching)
You will be redirected to the University's login page where you will be asked to reenter your user name and password. Once authenticated you will be returned to the Azure Dev Tools for Teaching portal. Enter ‘Education’ in the Search bar and select Education (preview) and then Software. A list of the software you can download will be generated. The list currently contains some 135 software products which the user can download.

Microsoft Office 365
https://www.essex.ac.uk/student/it-services/microsoft-office-365

Computer Science and Electronic Engineering Study Spaces

The Network Foyer Space, off Square 1, is available as a relaxing and informal study space for students. Additionally the Brooker Lab is a non-timetabled PC Lab which students can access at any time for informal study. Students may also utilise the exhibition space (Room 3.1) in the STEM building off Square 1 when it is not in use for events.

**Printing, Photocopying and Scanning**
All students can print, copy and scan for free at Essex! There are over 100+ multi-function devices that can be used at various locations across our three Campuses, including in the following areas:

- All IT labs
- Silberrad Student Centre
- Albert Sloman Library
- Orangery
- Limehouse
- Roding House and Unit 4 (Loughton)
- Gateway Building (Southend)
- The Forum (Southend)

Simply log in to the devices using your Essex login and password, or tap with your student card. These devices can also scan to email and feature mobile printing. Whilst printing is free for all students, please think of your carbon footprint and only print if necessary.

Premium services (chargeable) for printing and finishing, including binding your documents for presentational purposes are available at The Copy Centre (Square 4).

Please note that there are strict laws about infringement of copyright; more information can be found on the library website which explains what and how much you are permitted to copy. Usage is monitored and subject to a fair use policy.
Noticeboards
Every department and school has their own noticeboard(s) providing information on staff, courses and classes, updates, careers, events and opportunities. Outside the School Office, we have an Undergraduate Notice Board for students for general information and a further board for Employability and Careers Vacancies. We also have a noticeboard for Wellbeing Information that is situated one level down from the School Office.

Departmental prizes
The following prizes are awarded annually by the First Year Examinations Committee (for first year students) or the Board of Examiners (for second/final year students). No student will be eligible for the award of more than one prize in any one year, with the exception of the Institute of Engineering and Technology prize-winner.

First year prizes

K. F. Bowden Memorial Prize
Four prizes, in memory of a former Professor, are awarded to the first year undergraduate students. These prizes are awarded on the recommendation of the First Year Examinations Committee to the four first year students with the best overall year mark. Each prize is worth £250.

The O'Reilly UK Academic Prize
Awarded to the first year student who achieves the best overall average mark on one of the single honours degree courses in either Computer Science or Computer Systems Engineering theme. The prize-winner will receive a 1 year membership to the O'Reilly Safari Learning Platform which has access to all of the books published by O'Reilly as well as more than 200 other publishers.

The Degree Apprenticeship Prize
Awarded to the First Year Degree Apprenticeship student with the best overall year mark. Each prize is worth £125.

Second Year Prizes

K. F. Bowden Memorial Prize
Four prizes, in memory of a former Professor, are awarded to second year undergraduate students. These prizes are awarded on the recommendation of the Board of Examiners to the four second year students with the best overall year mark. Each prize is worth £250.

The Degree Apprenticeship Prize
Awarded to the Second Year Degree Apprenticeship student with the best overall year mark. Each prize is worth £125.

Second Year /Final Year Prize

The Devdas Korappath Gopel Prize
In memory of a former student, is awarded for outstanding performance on the BSc Computer Science degree. It is open to both second and final year students. The prize of £100 will be awarded to the second or final year BSc Computer Science student with the best overall year mark.

Final Year Prizes

The Computer Science and Electronic Engineering Prize is awarded to the final year student who achieves the highest degree mark and is worth £250.
The Institute of Engineering and Technology Prize
The IET Prize is awarded annually by the IET to outstanding students who are undergoing or have just completed a course of study which has been accredited by the IET. (Eligible courses include BSc Computer Games, BEng Computer Networks, BSc Computer Science, BEng Computer Systems Engineering, BEng Computers with Electronics, and BEng Electronic Engineering). The prize will be awarded to the student who achieves the highest degree mark. The Prize consists of a Certificate and two years free membership of the IET effective immediately on award of the Prize.

The Wind River Systems Prize
Awarded to the final year student who achieves the highest mark in the module of either CE323 (Embedded Systems Design) or CE315 (Mobile Robotics) and is worth £250.

The two10degrees Prize
Donated by global software development company, two10degrees, this prize is awarded to the student who achieves the highest mark for the final year BSc project, and is worth £150.

The TeamCast Prize
Donated by TeamCast this prize is awarded by the Board of Examiners to the Final Year student achieving the highest degree mark on the BEng Communications Engineering degree. The value of the prize is £150.

BT Project Prize
Awarded for outstanding individual performance on a BEng project and is worth £125. To determine the winner of this prize, the BEng student with the highest mark for the Individual Project Report will be awarded this prize.

BT Project Presentation Prize
Awarded for the best presentation mark on a final year BEng project and is worth £125.

The Project Presentation Prize
Awarded for the best presentation on a final year project at the Project Presentation Day and is worth £125.

The Degree Apprenticeship Prize (x3)
Awarded to the First Year, Second and Final Year Degree Apprenticeship student with the best overall year mark. Each prize is worth £125.

Communication
It is important to keep up to date with information relating to your school and course. This section also summarises how the departments/school will communicate updates with you and provides some guidance on communicating with University staff.

By email
The University’s departments and schools will predominantly use e-mail for routine communication between staff and students. Your Essex e-mail address will have been added to the relevant e-mail groups specific to your department or school, course and modules to ensure that you receive the essential information, updates and general communication related to your study and issues that may affect you. It is therefore vital that you check your Essex email regularly. It is recommended that you check your Essex email each day to ensure you do not miss any important updates to classes and assessment.

If you are elected to a Student Representative position, work as a Student Ambassador, or volunteer in another form or means, it is even more important to regularly check your Essex email as should other students and staff need to get in touch, they will do so via your Essex email.
You will automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. To opt in or out of such lists, please visit:

https://www1.essex.ac.uk/it/services/forms/default.aspx

**How you should communicate**

While email can be a quick and easy means of communicating, you should still consider how you structure and write each email to ensure it is appropriate when contacting members of staff at the University. How you communicate is a reflection on your professional and academic self, and so we have provided some useful tips to consider when constructing an email for different purposes. These are also useful when contacting professionals and academics outside of the University and are widely recognised as a matter of courtesy in the United Kingdom.

**The level of formality**

- If you are writing to your lecturer for the first time, it is good practice to use a relatively formal manner and use their correct title, for example, ‘Dear Dr Bercow’ or ‘Dear Professor Hammond’.

- If your lecturer signs their reply using their first name, then it is generally acceptable to reply using just their first name in your response; if not, continue to address them with their full, formal name.

- If you are unsure of your lecturer’s title, you can find their full details here: https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/people

- If no title is noted, then you should use the member of staff’s full name.

**Identify yourself**

- In the first few weeks of term, academic staff will be busy getting to know all of their students. Therefore, it is important that you begin by introducing and identifying yourself to them as they will not know every student right away. For example, ‘I am taking module AB123 and was at your lecture on Research Methods on Tuesday morning…’

- You should always use your Essex email as your full name will appear to the member of staff you are emailing, but still remember to sign off your email with your name, including your preferred name if this is different to your official legal name on your record and account.

**Consider your question**

- You should always check that who you are contacting is the most appropriate person to answer your query. The useful department contact list provided earlier in this section should help you determine who will be able to help you on a range of different queries.

- Before emailing the member of staff, you should make sure that you have checked the resources provided, including the University website, Student Directory, Departmental Moodle pages and this Student Handbook in case the answer to your question can be found in one of these.

If your question is particularly long or complex, it may be quicker and more useful to see someone in person. Your department office is open daily and all staff hold academic support hours when you can just drop in. If you cannot make the advertised support hours, or wish to notify the member of staff before you drop in, you can always email them beforehand to arrange an alternative time or make them aware you will be coming along.
Our website
Each department and school has its own section of the University website. This is an important source of information and news about all aspects of your studies. You can find the Computer Science and Electronic Engineering website here:

https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering

MyEssex
Your MyEssex student portal will alert you to updates about modules and other aspects of your course and studies. It is important that you check your MyEssex regularly, as well as email, to ensure you have the most up to date information.

By telephone
You will only be contacted via phone in emergencies, or when it is otherwise necessary to receive an immediate response, but you should ensure that you provide the University with a contact number with your personal details.

By text message
In instances where a last minute change has been made, and the department or school need to communicate this with short notice, you may receive a text message to communicate the change, such as a lecture or class cancellation. You should ensure that you provide the University with a contact number with your personal details.

By letter
Letters may be attached to your Essex email or posted to your term-time address, so please make sure the University has got your current contact details. Your address and contact details can be updated via the MyEssex portal.
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.

The School’s educational aims include to:

- Deliver an education in the chosen subject of high academic standard set in a framework of procedures to monitor and improve quality;
- Offer coherent, flexible, modular undergraduate degree courses, shaped by the research strengths of the School, allowing specialisation in relevant disciplines and accessible at different levels by students with varied backgrounds and qualifications;
- Provide a choice of undergraduate degree courses with curricula designed: (a) to promote the progressive development of subject knowledge and understanding and of practical and key skills; (b) to encourage the development of independence in learning;
- Deploy a range of teaching, learning and assessment modes structured to meet the requirements of the curriculum in a well-resourced environment;
- Stimulate interest in and enthusiasm for the chosen subject and encourage students to realise their academic potential;
- Help students by providing a friendly, supportive environment and clear, comprehensive information relating to degree organisation, year structure, module content and assessment methods;
- Produce graduates who can proceed either to postgraduate study particularly in appropriate subject areas, or to a range of careers, using the key skills acquired during their study.

The Student Staff Partnership

Successful teaching and learning involves a partnership between student and staff. Whatever level of study you’re following at Essex, you’re here for an excellent education. We’re committed to research-led teaching and your personal development, and during your time here, we’ll support you in demonstrating your academic potential, and in developing the knowledge and skills you’ll need as you embrace your future graduate career.

Teaching and Learning expectations

You can expect that we will:

- Work to achieve our aims;
- Provide clear and comprehensive documentation for all modules;
- Provide teaching sessions which (a) are well prepared and delivered, (b) are supported by sufficient materials and equipment and (c) for practical work, are safe;
- Notify you as far in advance as is possible of any changes to the teaching timetable;
- Return assessed work within 4 term-time weeks;
- Deal with queries you may have relating to modules within a reasonable timescale.

We expect that you will:

- Make the best use of the educational opportunities and resources available and work to achieve the stated objectives and to realise your academic potential;
- Familiarise yourself with the contents of this handbook and the documentation which accompanies each module and follow the guidance, procedures and rules described;
- Attend prescribed instruction of all types and where absence is unavoidable notify the relevant person;
- Regularly consult notice boards and your email and keep your address updated so that you do not miss important information;
- Prepare adequately for and participate actively in teaching sessions;
- Support your formal tuition with an appropriate level and intensity of student managed learning;
- Submit assessed work in the appropriate form and by the published deadlines;
- Use feedback on written work constructively, both to build on your strengths and to identify and remedy your weaknesses;
- Regularly review your academic progress (marks) and take appropriate action where and when necessary;
- Contribute to the development and improvement of the student learning experience by providing accurate and considered feedback on modules when required, and by participating in the staff-student liaison process.
- Abide by the various rules and regulations in the School and University that have evolved in order to provide safe, fair and effective teaching and learning support for all students.

Teaching and Assessment Methods

The School uses a range of teaching methods depending upon the level of the module and the type of material that is being dealt with:

- Lectures and classes play a key role in all years, conveying knowledge and facilitating understanding.
- Lab sessions are used to develop key skills, and to augment knowledge and understanding of the lecture material. They can be supported by Technicians and by trained Graduate Lab Assistants.
- Project work develops skills in planning, problem solving and research methodology.
- Students develop oral presentation skills as part of the presentation of the 3rd year project.
- Outside formal contact hours, you will undertake student managed learning (e.g. studying lecture material, preparing coursework assignments, revising for exams)
- Team work skills are developed in Group Project modules in both Years 1 and 2.
- Some students may undertake part of their studies in the workplace, accessing learning materials via distance learning. Distance learning materials will be provided through our Moodle server and through the use of Webinars.

You are expected to work a minimum 35 per week, although high achieving students may do considerably more. The formal timetable comprises a relatively small fraction of this. You are responsible for organising your time in an effective way. Independent learning is developed by systematically increasing the proportion of time available for student-managed learning over the three years.

An important part of our teaching and your learning is the feedback that we give you on all assessed coursework; this may be comments written directly on your work, or on marks’ criteria grids and cover sheets, or it may be more general feedback when the work is returned. Feedback can also be given orally during discussions in the labs or at formal meetings. You should review carefully and learn from all these sources of feedback. Whilst staff may give general feedback on the progress tests, you do not receive feedback on any of the end of year exams in any year.

The academic year

The academic year uses a week numbering system that covers the 52 weeks of a calendar year, but corresponds to typical term dates. Therefore, the start of the academic year is week 1, which is Welcome week.
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 courses within departments have slightly different term dates. However, you will find that all campus activities and events make reference to the standard academic year terms and schedule noted above.

The official University teaching day runs from 9am to 6pm, Monday to Friday and you are expected to be available during these times in term time to attend teaching events.

**Module enrolment**

You may have had to select some optional modules as part of your course structure. If this is the case, you should have done this prior to the start of term. More information on how to do this can be found in the ‘Getting Started’ section of this handbook and a full list of modules available in the department can be found here: https://www1.essex.ac.uk/modules/

**Teaching timetable**

Once you have chosen all of your modules (if applicable) and received confirmation, they will appear on your personal timetable. Each student has a personal timetable, this shows you when and where you teaching is taking place, as well as who is teaching you. Check your personal online timetable regularly for up to date teaching information. You can access your timetable on most mobile devices, including smart phones and tablets.

You may find that the first week of your timetable is blank if you do not have any course commitments during Welcome Week (week 1). Due to unforeseen, unavoidable circumstances, there may be some room changes during the year; therefore it is vital that you regularly check your timetable and Essex email where any changes will be communicated immediately.

Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found at: https://www.essex.ac.uk/student/timetables/your-timetable

**Personal Recording of Teaching Events/supervisory meetings/ formal meetings**

A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student’s academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of those present. Disabled students who have difficulty with note-taking are encouraged to contact Student Support for further information on when recording is permissible and other access strategies.

**Course structure**

Each course at the University has its own syllabus, full details of which can be found in the University’s Programme Specifications Catalogue. Information on course structures, including a mapping of which modules are core/compulsory and which are optional for your course can be found on the relevant programme specification at: https://www1.essex.ac.uk/programmespecs/

The information is kept as up-to-date as possible, but the School reserves the right to make changes to the provision of modules before the academic year starts.
Programme specifications provide key information, including the aims and learning outcomes of your course. Your own course structure, including your specific programme specification, can be found in the MyStudy section of your MyEssex homepage.

https://www1.essex.ac.uk/myessex/

**Professional Accreditation**

The majority of the School’s degrees have received formal accreditation from the Institution of Engineering and Technology (IET) and/or the BCS on behalf of the UK Engineering Council. We encourage students to join one or both of these professional bodies. Please contact Dr Martin Reed (mjreed@essex.ac.uk) for further advice on applying for membership.

Further details regarding our professional accreditation can be found at https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/accreditation

If you wish to check if your particular course carries professional accreditation, please check the course programme specification for details which can be found at: https://www1.essex.ac.uk/programmespecs/

**Learning Outcomes**

Each course has learning outcomes, as outlined in the Programme Specifications. Course learning outcomes are categorised into knowledge, intellectual, practical and key skills and are also defined more specifically at a modular level highlighting the particular aims, learning outcomes and methods of assessment for each module. Having this information means that you can measure your progress against the outcomes, for example when reviewing coursework feedback, and they can be used to guide you when undertaking independent study.

**Credits**

You will take 360 credits worth of modules in total during your course at Essex. This is divided into 120 credits per each year of study.

**Module information**

Most modules taught reflect the individual research interests of members of our academic staff. New modules are regularly explored, researched and developed in collaboration with the University’s Quality and Academic Development Team to expand our transformative educational offering at Essex. A full list of modules available in the department can be found here: https://www1.essex.ac.uk/modules/

**Changing Modules**

Where you must make a choice as to which optional modules you undertake, you should make every effort to research the module and discuss with your Personal Tutor and department before selecting them. In instances where you need to make a change to your module choice, you may do so up until the second week of the Autumn Term. If you wish to change an optional module after the deadline, you should seek advice from the Department or School Office that runs the particular module that you may wish to change to.

Late changes may be permitted, but will be subject to the approval of the department that runs the module and the relevant Dean. Late changes of modules that run for one term or less will not usually be permitted. Students may not change modules that are core or compulsory for the course for which they are registered.
Module Supervisors
Module Supervisors are responsible for the individual modules, which make up courses. They design the modules, teach them and examine them. They monitor student progress and talk to students about any academic issues related to their particular module.

Module Materials
Reading lists for each module can be found on the bibliography tab on the module directory. All other information and module materials can be found on MOODLE.

Study Abroad
The School of Computer Science and Electronic Engineering offers a Year Abroad in the majority of our undergraduate degree programmes. There is an option for students to combine a study abroad with an Industry placement. You may have applied for and been accepted on a course with a Year Abroad. If you have not, but are interested in undertaking a Year Abroad or other international experience, you can get in contact with the Essex Abroad Team here:

https://www.essex.ac.uk/study-abroad

The marks from the year of study abroad are only used to improve a student’s degree classification. However, the year abroad mark does count towards the numerical mark for your degree, regardless of whether or not it raises your mark. A converted mark of 40% must be achieved at the end of your year abroad to allow you to proceed in the 4 year variant of your degree.

Calculation of degree classification at the Final Year Examination Board is therefore undertaken both with and without the year abroad.

Whilst on a year abroad you will pay only 15% of your tuition fees to Essex no tuition fees to your host university. Also, in many cases, the cost of living elsewhere is lower than in Colchester, so you should not assume that study abroad is an expensive proposition.

Any student interested in applying should contact Dr Nick Zakhleniuk, Departmental Study Abroad Officer, in the first instance at naz@essex.ac.uk, for approval in principle. Degree Apprenticeship students are not eligible to undertake this option as part of their course. Further information on study abroad, particularly in relation to insurance, accommodation, language and finance can also be found online: https://www.essex.ac.uk/study-abroad or through the Essex Abroad Office (email: essexabroad@essex.ac.uk).

Work Placements
The School of Computer Science and Electronic Engineering offers a Placement Year in the majority of our undergraduate degree programmes. It is your responsibility to find a work placement year, however, the Industry and Placements Team can help prepare and support you in finding placements and will advertise relevant placements available to Essex students. If you are interested in undertaking a Placement Year, or other work-based opportunities that may be available to you and your course, you can find more information, including who to contact, here:

https://www1.essex.ac.uk/careers/placements/default.aspx

Placements are an excellent way to gain practical experience relevant to your degree and improve your chances of getting a good job on graduation. Working as an employee on an approved placement enables you to:

- apply knowledge gained through your course to practical problems
- learn about current work-based practices
make an informed choice for your final-year project topic

We encourage all eligible* second-year students to consider actively seeking opportunities to experience industry, whether this is for the summer vacation period, typically ten to twelve weeks, or for a whole year i.e. between the second year and final year as part of a placement year degree (see separate placement handbook). Students will usually receive a salary and most significantly many go on to be permanently employed by their placement company when they graduate.

Some placement opportunities can be found by the School and the Placements Team. Students will be sent details of these by e-mail or via Facebook. Students should also expect to be proactive in seeking suitable opportunities themselves. Because of their popularity, you need to be aware of the timeline that covers applications for placements. Some of the larger companies (e.g. IBM, Google, BAE Systems) typically close applications in November i.e. a full 8 months prior to the commencement of the placement. Smaller companies are normally more flexible, with many seeking students up to and after the third term examinations.

The task of finding employers, and of advising students about possible employers, is undertaken by students, staff and the Work Based Learning (Placements) Team. The suitability of any proposal is examined by the School’s Placements Officer but cannot be guaranteed. They will be pleased to hear about your interest in this scheme and discuss options with you.

If you wish to seek advice on placement opportunities and requirements please contact one of the following in the first instance:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Dariush Mirshekar-Syahkal</td>
<td>Placement Year Module (CE300) Module Supervisor</td>
<td><a href="mailto:dariush@essex.ac.uk">dariush@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Anirban Chowdhury</td>
<td>Placements Officer</td>
<td><a href="mailto:a.chowdhury@essex.ac.uk">a.chowdhury@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Lina Barakat</td>
<td>Placements Officer</td>
<td><a href="mailto:lina.barakat@essex.ac.uk">lina.barakat@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Maria Kyropoulou</td>
<td>Placements Officer</td>
<td><a href="mailto:maria.kyropoulou@essex.ac.uk">maria.kyropoulou@essex.ac.uk</a></td>
</tr>
<tr>
<td>Mrs Valerie Hartgrove</td>
<td>Student Administrator (Year 3 and Placement)</td>
<td><a href="mailto:vhartg@essex.ac.uk">vhartg@essex.ac.uk</a></td>
</tr>
<tr>
<td>David Everiss</td>
<td>Work Based Learning Manager</td>
<td><a href="mailto:deveriss@essex.ac.uk">deveriss@essex.ac.uk</a></td>
</tr>
</tbody>
</table>

* Permission will normally be given only if a student’s progress is satisfactory and the work experience is seen to be complementary to, or supportive of, his or her course. Degree Apprenticeship students are not eligible to undertake this option as part of their course. Eligibility also requires that the student holds a tier-4 visa, if required, and is already registered on the placement year degree scheme. Changing onto the placement year degree part-way through a degree is normally possible, but students may miss out on additional support classes until they are registered correctly.

For further support regarding placements please use this link: https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/working-with-business

Employability Modules
The School has an excellent employability record; more than 85% of graduates go into graduate level work or further study following their undergraduate course. It embeds employability related material through all three years of the undergraduate courses. Employability modules that students will study on in CSEE are:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>2019-2020 Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE101-4-FY</td>
<td>Team Project Challenge</td>
<td>Dr Vishuu Mohan</td>
</tr>
</tbody>
</table>
### Degree Apprenticeships

As a student undertaking your study as degree apprentices you are an employee of your sponsoring company. In some degree apprenticeship schemes you will take some modules on campus and some while working in your company through distance learning. All learning material will be provided through Moodle for these modules. You will have access to the lectures through the Listen Again service. You will also receive Webinars, tailored to your educational needs. If you have any questions regarding your distance learning modules please contact the Degree Apprenticeship Co-Ordinator.

Your apprenticeship degree consists of an academic part and a work part. The two are independent but the academic part will help you with your work part and vice versa. It is important to keep in mind that the time you spend at your company is not time spent ‘outside’ your degree, but that what you learn at your company will enhance what you learn at the University and the two are therefore closely connected.

### Contact

<table>
<thead>
<tr>
<th>Head of School</th>
<th>Professor Anthony Vickers</th>
<th><a href="mailto:vicka@essex.ac.uk">vicka@essex.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Apprenticeship Coordinator</td>
<td>Dr Renato Amorim</td>
<td><a href="mailto:r.amorim@essex.ac.uk">r.amorim@essex.ac.uk</a></td>
</tr>
<tr>
<td>General Course Administration</td>
<td>CSEE School Office</td>
<td><a href="mailto:csee-schooloffice@essex.ac.uk">csee-schooloffice@essex.ac.uk</a></td>
</tr>
<tr>
<td>Specific Degree Apprenticeship Administration</td>
<td>CSEE Degree Apprenticeship Queries</td>
<td><a href="mailto:csee-apprenticeships@essex.ac.uk">csee-apprenticeships@essex.ac.uk</a></td>
</tr>
</tbody>
</table>

### The Apprenticeship Agreement

Before you start your Degree Apprenticeship, you should have an Apprenticeship Agreement with your employer which states the course you are studying along with the duration of the course. This may be embedded within your employment contract. You should have also signed a Commitment.
Statement with the University and your employer which sets out your responsibilities in your apprenticeship as well as those of your employer.

**Training experience**
You have a right, as set out in the Commitment Statement, to an apprenticeship which enables you to achieve the specified learning outcomes. In particular, this means that you have the right to be given real tasks and responsibilities which enable you to learn new skills and to reflect on them. You have the right to an apprenticeship company mentor, who must be available to you, within reason, to respond to any queries or issues, and to give you feedback on your work.

In the UK, besides these rights, you have the same rights at work as every individual working in the UK. You can get information on basic employment rights on the Citizens Advice Bureau website (http://www.adviceguide.org.uk/england/work_e/work_rights_at_work_e.htm).

**Academic matters**
Your time spent at your company is an integral component of your degree apprenticeship course. As this takes place outside of the University context, it is paramount that you take responsibility for your own learning, supported by your company mentor and academic tutor. Reflect regularly on how your work relates to the learning outcomes of your modules, and think about how you will achieve all of them.

Should you have any questions about the academic requirements of your apprenticeship, you should talk to your academic tutor.

**Relationship to your company mentor**
The mentor should assist you in combining your academic studies with your company work and give you feedback and advice on your work.

In return, you are obliged to conduct yourself professionally towards your mentor, in order to achieve a successful working relationship. Be respectful and reliable towards your mentor, and perform your tasks to the best of your ability. If you have any problems, discuss them with your mentor early on.

Should you have any major problems with your mentor, you should contact your School academic tutor.

**Disability and specific learning needs**
If you have a disability or specific learning need, or if you are pregnant or a carer, it is your responsibility to inform the Degree Apprenticeship Student Administrator, who can provide information and refer you to the right point of contact within the university.

**Library Services**
At our Colchester Campus, the Albert Sloman Library on Square 5 is open 24/7 and has a variety of study spaces over six floors, including individual and group work areas. 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 your Subject Librarian to help you through your studies and beyond.

library.essex.ac.uk

The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and academic integrity, using reference management software, and evaluating sources. Find out who your subject Librarian is and get help with your subject area at library.essex.ac.uk/studyres
Skills for Success
We are committed to ensuring that every student is able to get the most out of their academic study and achieve their potential on their course. Whether you need support with researching, assignment writing, mathematics and statistics, digital skills, or English language for academic purposes, support is available to help you succeed during your time at University. Reach your potential and enhance your chances of success with classes, workshops, drop-in clinics and on-line resources. Find out more at: www.essex.ac.uk/students/study-resources/tdc/

The use of proofreading services
Many students seek ‘proofreading’ services at some point during their studies, but different editing practices at times go on in this name that may not be appropriate in an academic context, and could potentially qualify as an academic offence. In a context where work is to be assessed, 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.

The University maintain a list of local freelance proofreaders who offer services to students and staff at Essex that have read and agreed to abide by the University’s policy and guidance on proofreading. The University’s full policy and guidance can be found along with the list of local freelance proofreaders on the website:

https://www.essex.ac.uk/student/academic-skills/proofreading

Before considering the use of proofreading services, all students should first discuss their work with their personal tutors.

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.

www.essex.ac.uk/study/why/languages

Attendance Monitoring (Count me in)
Recording attendance
You’ll need to record your attendance at all teaching events using the electronic reader in the teaching room. Just ‘tap in’ for every timetabled teaching event you attend.

Your attendance at lectures and classes has a significant impact on how successful you are in your studies. At Essex, we monitor attendance so we can identify students who may need extra guidance and support.

You should not tap in and then immediately leave the teaching event; you should not tap in for someone who is not attending the class. These are recognised by the University as a formal academic offence and may result in disciplinary action being taken against you.

Recording an absence
If you are unable to attend a teaching event, you must report your absence in your MyEssex portal.

Your department consider the reasons and may record it as an authorised absence. Accepted reasons for absence from teaching include extenuating circumstances (such as illness), participation in certain events (such as a significant extra-curricular University or SU Society event or Jury Service). Examples of reasons that will not be accepted include oversleeping, or missing the bus or train. Be prepared that you may need to provide evidence, including medical evidence, if relevant.
If you need to report an absence from an examination or class test, you must report your absence in your MyEssex portal and submit an extenuating circumstances form. You can find out how to do this in the Extenuating Circumstances section of this Handbook.

Please contact your Personal Tutor, department staff or the Student Services Hub for advice and support, particularly if you are going to be absent for several weeks.

**Lost or faulty cards**
If you lose your card or it is faulty, please go to the Student Services Hub to get a new card and have your attendance record updated (a fee may be applicable).

**Making changes to your study**

**Changing your course**
If you are thinking about changing course, we recommend that you speak to someone in your school/department as soon as possible. They will be able to advise you if there are any specific requirements for the course you are looking to change to. If the course you are looking to change to is within a different school/department, then you should also speak to someone in that department. If you are thinking of undertaking a placement year or year abroad, you should check the requirements for these programmes and contact the Industry and Placements Team or Essex Abroad Team.

There are deadlines in place for when you need to change course by, so please make sure you are aware of these deadlines before requesting to change. Further details on changing course and the relevant deadlines can be found at [www.essex.ac.uk/students/course-admin/changing-course.aspx](http://www.essex.ac.uk/students/course-admin/changing-course.aspx) or by visiting your Student Services Hub.

You should investigate your potential new course by looking at course information on the department’s web pages, talking to students on the course and speaking to tutors. You should also look at our [Rules of Assessment](http://www.essex.ac.uk/students/course-admin/changing-course.aspx) for the new course to check whether there are any course-specific requirements.

**Maximum period of study**
Undergraduate students have a maximum period in which to complete their studies. This is set at the point at which you register, and is normally the length of your programme plus two additional years. This is to allow some flexibility in cases where you find you must intermit, or you fail a stage of study and must repeat it, or you want to transfer to a new course and must retake a stage of study.

**Thinking of leaving or taking a break from your studies?**
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.

Intermission is a temporary withdrawal or leave of absence from the University and provides you with the opportunity to take a break from your studies. Normally, this is for reasons beyond your control (e.g. health or personal problems) although other reasons are permitted. Intermission must be approved by the University first, so if you are thinking about intermitting, we strongly advise you to contact your department and your Student Services Hub to talk to one of our advisers.

You should also read our guidance on intermitting very carefully at [www.essex.ac.uk/see/intermit](http://www.essex.ac.uk/see/intermit). If your intermission is agreed to, we will also give you the advice and support you need to help you carry on with your studies.

Withdrawing is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from your Department or the
Student Services Hub at the earliest opportunity. It is very important that you discuss your circumstances with the University and follow the formal procedure for withdrawing. If the university is not formally notified, then you may risk continuing to incur further tuition or accommodation fees. More advice and information is available at www.essex.ac.uk/see/withdraw.

The use of personal devices in teaching
You can use laptops and tablet PCs during teaching classes for purposes related to the class you are attending. You should refrain from using your mobile phone during all teaching events, except in cases where a lecturer uses a programme which requires these devices to be switched on for participation.
Assessment and Good Practice

All schools and departments at the University should employ a variety of assessment methods designed to ensure that the learning outcomes of each module, and course, have been successfully met by the student.

The Regulations relating to Academic Affairs which govern assessment at the University can be found online:

www.essex.ac.uk/governance/regulations

Rules of Assessment

The Rules of Assessment are used to calculate your results. There is a main set of rules for 3 year and 4 year courses, but some departments also have additional variations which can be found in the Variation to the Rules of Assessment.

https://www1.essex.ac.uk/students/exams-and-coursework/ppg/ug/default.aspx

Please note that courses within the School of Computer Science and Electronic Engineering which carry professional body accreditation by the BSC and/or IET are subject to specific Rules of Assessment. This includes the following:

- a requirement to pass all modules at each stage of study, as this is a requirement by our accrediting bodies. (All modules are considered core, even if they are listed as core with options).
- At Stage 2 and Final stage, students must pass each module and must also achieve a minimum mark of 30% in the coursework aggregate mark and the exam mark where both are used in the assessment of the module.

You should make sure you familiarise yourself with these rules as set out under Appendix A in the Rules of Assessment.

If you are thinking of undertaking a work placement or year abroad, you should check the requirements for these programmes.

Within the School of Computer Science and Electronic Engineering, students failing to meet the specific requirements of our accredited degrees may be offered the opportunity to transfer to a non-accredited degree route if they meet the requirements for one of these alternative awards (which follow the standard University Undergraduate Rules of Assessment). Our non-accredited degree routes are as follows:

- BSc Computing (including with placement year/ year abroad)
- BSc Computing with Electronics (including with placement year/ year abroad)
- BSc Electronics (including with placement year/ year abroad)

Please note that these alternative honours degrees do not carry accreditation by either the BCS or IET.
If after re-assessment you do not meet the specific requirement for an accredited degree you have originally enrolled on, the examination board will consider your eligibility to transfer onto one of these non-accredited degree routes and will advise you of your options.

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 and the Framework for undergraduate courses give you more information about this.

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, departmental administrator, or SU Advice.

**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](https://www.essex.ac.uk/)

<table>
<thead>
<tr>
<th>Core</th>
<th>You must take this module</th>
<th>Must pass this module. No failure can be permitted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory</td>
<td>You must take this module</td>
<td>There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.</td>
</tr>
<tr>
<td>Core with Options</td>
<td>You can select one of a restricted list of modules</td>
<td>Must pass this module. No failure can be permitted</td>
</tr>
<tr>
<td>Optional</td>
<td>You can choose which module to study</td>
<td>There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.</td>
</tr>
</tbody>
</table>

Most modules in each year must be passed, with only a small number of credits, if any, being allowed to be failed in the degree.

**Ethics in research**

All research involving human participants, 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 can find our Guidelines for Ethical Approval of Research Involving Human Participants here - [https://www.essex.ac.uk/staff/research-governance/ethical-approval-resources-for-applicants](https://www.essex.ac.uk/staff/research-governance/ethical-approval-resources-for-applicants) - along with a link to the online Ethical Approval application form in ERAMS ([https://erams.essex.ac.uk/do/essex-login/login](https://erams.essex.ac.uk/do/essex-login/login)).

‘Human participants’ are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.

**Academic Integrity and Academic Offences**

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

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your coursework. 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.

If you aren’t sure what the conventions are, particularly in relation to referencing, you should ask your department and contact Skills for Success via the Student Services Hub.

More information about academic offences and getting support can be found at:  
www.essex.ac.uk/about/governance/policies/academic-offences.aspx.

Methods of Assessment in Computer Science and Electronic Engineering

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.

Tests

The School runs internal tests in addition to the examinations run by the University. These take a number of forms including multiple choice progress tests, time-constrained assignments or online assessments. Any student entitled to special examination arrangements should inform the School (Julie Poole: jpoole@essex.ac.uk) as soon as this has been agreed with student support in order that appropriate arrangements can be made.

Departmental Tests are usually shown on your teaching timetable. You should enquire with your Module Supervisor the form in which your test will take.

Coursework

CE301 Final Year Project

(Triple module = 45 credits)
Project Co-ordinators: Dr Vishwanathan Mohan/ Prof. Anthony Vickers
Telephone extension: 6524
E-mail: Vishwanathan.mohan@essex.ac.uk

Introduction

This module represents the first and only time within your degree that you will manage a project entirely on your own. Starting from a simple project description, provided either by yourself or your Personal Tutor, you will create a product using an agile methodology which you will demonstrate publically at the Project Open Day and then privately at your demonstration/oral examination.

Learning Outcomes

On completion of the module, students will be able to:

- L1 Apply Agile design methodology in practice to achieve a product.
- L2 Use an industrial standard project management tool Jira to manage a project over a period of six months or more.
- L3 Locate and read references and produce summaries and critical analysis of them. Be aware of peer review as a means of the quality assurance of written work.
- L4 Record plans, ideas, results, and reflections as evidence in Jira.
- L5 Work as an individual to specify, design, construct and test a system to meet a project requirement.
L6  Demonstrate oral and written communication skills through the writing of the final report, through the preparation and presentation of a poster at the Project Open Day, and by providing a working demonstration of the project product.
L7  Present and discuss ideas informally with academic supervisors.
L8  Plan an employability strategy in light of current knowledge regarding graduate employment.
L9  Define and discuss the role of an engineer in society particularly related to professional ethics.
L10 Plan and report on the aspects of risk within their specific project.
L11 Explain the meaning of Intellectual Property and ways in which IP can be protected.

Project Organisation
Students work under the supervision of a member of academic staff, who is responsible for setting the initial terms of reference for the project. Projects are allocated at the end of the Year 2. Projects in general require a balance of theory, practical work, experiment, and appraisal of the relevant background literature undertaken during the summer vacation. Students undertake projects individually.

The details of the project are agreed with the supervisor before the end of the Summer term of Year 2 so that preliminary research and background reading can be undertaken during the Summer Vacation between Year 2 and Year 3. Practical work commences at the beginning of the Autumn term and continues until the end of the Spring term.

You are expected to dedicate approximately 15 hours a week to your project throughout the Autumn and Spring terms, maintaining a record of your work (planning, action, results, evidence reflections) in Jira. You are also expected to attend the CE301 Lectures, Workshops and Conferences. The module supervisor and your own project supervisor will monitor your work rate. Many students will be able to work on their project in most of the University or School computer laboratories. Some students are provided with bench space or a designated computer and access to necessary equipment to carry out their project work. You should see your project supervisor regularly. At least once a week is recommended.

Presentations/Workshops
There is a series of workshops and lectures that are given by the module supervisor and external speakers. These events are provided to help you with your project and with your future employment.

Method of Assessment (100% coursework)
Assessment of the module consists of the following components:

- The Challenge week deliverable (5%)
- An Interim Oral Interview (10%)
- An Open Day Abstract and Poster (5%)
- A Final Report (55%)
- A Planning Record using online tools provided by CSEE (5%)
- Project Presentation, Demonstration and Oral Examination (20%)

Do remember that each report can only use previous reports as references. You must not copy from one report to another.

Please read the CE301 Project Guidelines, and the Grading Guidelines on the CE301 Moodle server.
PLEASE NOTE:

All submissions are to be submitted electronically, via FASER.

Referencing in coursework
Respecting authorship through good academic practice is one of the key values of higher education in the UK.

The University takes academic offences very seriously. You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully.

Referencing is a key academic/scientific skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising).

Referencing allows you to give credit to authors/researchers' concepts and ideas/ ideas and results, demonstrate your breadth of reading and knowledge on a subject, direct readers to your sources, and avoid plagiarism.

You should always use the best available sources of evidence, such as peer reviewed journals and recognised books.

Your departmental referencing style is IEEE

https://ieee-dataport.org/sites/default/files/analysis/27/IEEE%20Citation%20Guidelines.pdf

To find out about your departmental referencing style and for help with referencing, visit the library website: library.essex.ac.uk/referencing, or take the Academic Integrity Moodle course:

https://moodle.essex.ac.uk/course/view.php?id=5844

Submission of coursework
The online coursework submission system (FASER) can be accessed through myEssex or at this web address: http://faser.essex.ac.uk/ where you will find full instructions. The system allows you to upload a digital copy of your assignment to the web.

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 for you to use as a practice submission. There is a helpful guidance on how to use FASER here: https://www1.essex.ac.uk/e-learning/tools/faser/Student/HelpCentre#uploading

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

Problems with FASER
If you have technical difficulties: Please contact the Learning Technology Team ltt@essex.ac.uk as soon as possible to find out if this is a University issue or whether it may be a problem with your computer. This will count towards your claim when submitting a late coursework form should you need to. You can also contact IT Services helpdesk on it.helpdesk@essex.ac.uk
If you are confused or unsure how to upload, or are having any non-technical difficulties you should contact your Undergraduate Administrator

**Late submission of coursework**

We have a single policy at the University of Essex for the late submission of coursework in undergraduate courses: all coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the University’s and Department’s arrangements for late submission drawn to their attention. 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.

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.

The University’s full Late Submission policy and further information can be found on the website:

https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx

**Return of coursework**

The School is committed to providing timely feedback that is designed to help you understand your strengths and weaknesses and give you the opportunity to enhance those strengths and overcome the weaknesses. Marked coursework/assignments, including feedback, will be returned to students within four working weeks of the submission deadline. A due date for feedback and grades will be provided for each piece of coursework. In exceptional circumstances there may be a delay in the return of grades and feedback. If the submission deadline is during the last three weeks of term, the marked coursework will be returned to the student at the start of the following term.

All assignment marks are recorded in a University database. With the exception of the project modules, students will receive their coursework marks by email as soon as the marks have been entered. The marks for modules which are assessed by coursework only will be provisional and subject to possible change until they have been confirmed by the meeting of the Board of Examiners. The final mark for project modules will not be released until after the meeting of the Board of Examiners. You should check your coursework marks carefully against your records, and report any discrepancy immediately to the CSEE School Office.

Module supervisors reserve the right to ask students to come to a meeting to discuss any piece of work submitted.

**Examinations**

Attendance at examinations is **compulsory** and if you do not attend them and do not have extenuating circumstances then you are at risk of being withdrawn.

You can find your personalised exam timetable online at: www.essex.ac.uk/examtimes/ The exam timetable will be published on the date shown at https://www1.essex.ac.uk/students/exams-and-coursework/dates-and-timetables.aspx and you will receive an email to your Essex account when it is available to view.

**You must bring your registration card and exam entry form with you to the exam.** You will not be allowed entry without them. Remember to check your exam entry form carefully and email the Examinations Office (exams@essex.ac.uk) if there are any errors.
For exams that are more than an hour long, you will not be allowed to enter the examination room if you arrive later than 55 minutes after the start of the exam. If your exam is only an hour long, you will only be admitted up to ten minutes after the start of the exam.

You can download a guide to examinations and watch a short video at: www.essex.ac.uk/students/exams-and-coursework/default.aspx

**Sample and past papers**
Sample exam papers are available for all UG modules on Moodle, specially devised to help you prepare for your summer exam. Please note all MCQ questions are not published to students, so will be removed from exam papers or the paper completed excluded if it is 100% MCQ. Bear in mind that the detailed content of a module can change from year to year, so papers from previous years may contain questions no longer relevant.

**Revision classes**
Revision classes will be timetabled at the beginning of the summer term.

**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.

**Calculators in Examinations**
If you are allowed to use a calculator in your examinations, the only models you are permitted to use are the Casio FX-83GT PLUS/X, or the Casio FX-85GT PLUS/X.

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).

A limited number of Casio calculators will be available to borrow on the day of your exam from the Exams Office on a first-come, first-served basis, on production of your registration card. Please note financial calculators will not be available.

**Dictionaries**
Please note that dictionaries are not allowed during exams. If you take a dictionary into an exam, you will be reported on suspicion of committing an academic offence. Even if English is not your first language, you are still not entitled to use a translation dictionary or any other kind of dictionary.

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

https://www1.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy/default.asp

**Moderation**
Moderation is a process separate from that of marking and provides assurance that the assessment criteria has been applied appropriately. When work is moderated, it means that a second member of
academic staff takes a random sample of the work for a particular assessment and reviews the marks given. In instances where the moderator feels marks may not be entirely appropriate, the moderator would not change individual marks for the work, but would liaise with the first marker to agree whether marks should be reviewed across the particular piece of assessment or module. Should a review of marks be agreed, this may lead to marks being adjusted accordingly.

**External Examiners**
External Examiners are typically 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 courses at the University meet the academic standards expected across UK higher education. External Examiners write reports on the courses and modules they are responsible for which are made available to you via your department. Unless the External Examiner has been specifically sent work to arbitrate on a dispute between internal markers, the External Examiner’s role will in assessment will be as a moderator. You can find the name and institution of the External Examiner for your course and modules by looking on the Programme Specifications Catalogue and the Module Directory.

You can find out more about how the University uses External Examiners here: [www.essex.ac.uk/quality/external_examiners/default.asp](http://www.essex.ac.uk/quality/external_examiners/default.asp)

**Please note:** you may not contact External Examiners directly under any circumstances. If you have any concerns about the quality and standards of your course, please contact your Student Representative, your Head of Department, or the Students’ Union.

**Second marking**
Second marking is where a second marker marks the work but has access to the first marker’s marks and/or comments. Where two members of staff are involved in marking a piece of work, the markers should make every effort to agree a mark, rather than merely averaging the two marks. Departments keep a full record of both individual and agreed marks for all work which is second marked.

**Anonymous marking**
Anonymous marking is when your work is marked anonymously, i.e. your name is not attached to the piece of work for marking.

Where it is practical to do so, all coursework which contributes to your final module mark should be marked anonymously. Where this is not possible, departments will inform you in advance of the assessment task.

All formal examinations at the University of Essex are marked anonymously. You will be provided with a candidate number on your exam entry form. This will be in large print in the centre of the page. This is the number you should write on your examination scripts. It is important that you do this so we can, once the paper has been marked, allocate the marks to your record correctly.

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

The re-marking of work is included within the University’s Marking Policy can be found here: [www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy](http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy)

In order to make a request, you will need to complete a form. By submitting your work for re-marking, your marks are not guaranteed to increase, but 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.

**Appeals**

**Appeals on academic grounds** can be made following the meeting of the Board of Examiners and the publication of your results. There are limited grounds available to appeal on and strict deadlines to adhere to. As such, we strongly advise all students thinking about making an appeal to contact the SU Advice Centre.

More information about appeals, including the deadlines and forms to complete, can be found online at: [www.essex.ac.uk/see/appeals](http://www.essex.ac.uk/see/appeals)

**Extenuating Circumstances**

**Extenuating circumstances** are circumstances beyond your control which cause you to perform to less of a standard in your coursework or examinations 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.

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

If you do need to make an extenuating circumstances claim, you should first read the guidance very carefully and seek advice from SU Advice ([www.essex.su/advice](http://www.essex.su/advice)) or the Student Services Hub ([www.essex.ac.uk/students/contact/default.aspx](http://www.essex.ac.uk/students/contact/default.aspx)). 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.

[https://www1.essex.ac.uk/myessex/ExtenuatingCircumstancesHome.aspx](https://www1.essex.ac.uk/myessex/ExtenuatingCircumstancesHome.aspx)

Further information and the full Extenuating Circumstances Policy can be found on the website: [https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx](https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx)

**Feedback**

The School is committed to providing timely feedback that is designed to help you understand your strengths and weaknesses and give you the opportunity to enhance those strengths and overcome the weaknesses.

**The Board of Examiners**

The Board of Examiners meet at the end of the Summer Term and use the Rules of Assessment to determine whether:

- you have passed the modules you have studied and can be awarded credit
- you have met the requirements to progress to the next year of your course
- you have met the requirements to pass your course and what classification you will receive for each module
- how your module marks are used to calculate your degree classification
- you are eligible to receive a merit or distinction
If it determined that you have not passed sufficient credits to progress to the next stage of study, or, for final year students, to graduate, the Board of Examiners will also determine:

- what reassessment you could be offered and when you can take it
- whether you must withdraw from your course, with or without an exit award

**Examination results**

You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule at: www.essex.ac.uk/students/exams-and-coursework/schedule.aspx

**Access to exam scripts**

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

*Students must not attempt to engage the member of staff in discussions about whether the work has been marked correctly. The marks will have been approved by the external examiners and ratified by the examination board.*

A student who wishes to view an examination script or project should contact their Undergraduate Administrator. You can find further information about Assessment Policies at: www.essex.ac.uk/quality/university_policies

**Reassessment**

You may only undertake reassessment if the Board of Examiners says that you may do so.

If you have to take compulsory reassessment, whether coursework or examination, it is really important that you do this. If you do not, it is likely that you will be unable to progress with your studies at the University. The Board of Examiners will not consider permitting you to proceed carrying fails if you have not undertaken the required reassessment offered.

Reassessed modules are normally capped at the pass mark of 40% unless you have extenuating circumstances which are accepted by the Exam Board. Please be aware that reassessment in examinations and coursework carries a fee.

**Failure and reassessment exceptions**

**Modules CE101/CE291/CE292/CE293/CE299 Coursework**

Please note that due to the specific nature of these modules which involve group-work, if for any reason you fail the coursework element of modules CE101/CE291/CE292/CE293 and CE299 you will not be able to undertake the re-assessment for these modules over the Summer, and will have to retake the module part-time during the next academic year. This means that if you fail the coursework for one of these modules your progression will be held back for one year until you have had the opportunity to pass the module successfully. It is therefore very important that you make every effort to pass these modules. If you are at all unclear on the coursework requirement for your module please contact your module supervisor with any queries.

**Module CE301**

Students failing module CE301 will usually be required to undertake re-assessment during the
following academic year depending on the level of failure. Timing of re-assessment will be
determined by the board of examiners.

**Resit exams**
Resit exams are scheduled in early September or ‘out of residence’ in the summer of the following
year. A considerable amount of useful revision material is available on Moodle. Students can contact
staff, particularly Module Supervisors for the modules they are resitting if they need help with revision
or specific queries (do not leave this until the last minute as staff availability will be reduced
throughout the summer). Staff can give individual feedback on summer exam performance, if
requested.

You can find further information relating to resitting exams at: [www.essex.ac.uk/students/exams-and-
coursework/resits.aspx](http://www.essex.ac.uk/students/exams-and-coursework/resits.aspx)

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

**Exit Awards**
If you decide to withdraw from your course before you finish, or you fail too many credits to be
awarded a Bachelor’s degree, you may be awarded a qualification at a lower level, if appropriate.
Computers, Learning Technologies and your Information

Computers
Using a campus computer

If you need to use a computer on campus our computer labs are the perfect place to study or work. We also have group study pods which are ideal for group projects. You can find a full list of computers available to use on our website: https://www1.essex.ac.uk/it/labs/usage/. Many labs stay open until late and some are open 24/7. Labs may be booked for teaching, and so it is best to check availability first.

As part of your IT account at Essex, all students have full access to:

- **Office 365**
  Office 365 is an online version of the Microsoft Office suite of programmes. You can access these by logging into your account from anywhere, which means you can use Microsoft programmes from at home too.

- **1TB of OneDrive cloud storage space**
  OneDrive lets you create, edit, and share documents online so you can access them from anywhere in the world and from any device.

- **5 GB of local storage**
  This is known as your M: drive. You can only access this when logged onto a lab computer on campus. Go to ‘This PC’ and select the M: drive network. If you want to access documents saved here from your personal laptop, you will need to either save them in your OneDrive or transfer the documents in another secure method, such as via USB.

Information on other software available to students and general IT matters is available here: www.essex.ac.uk/it/services/computers-and-software/default.aspx?tab=3

**IT Help and Guidance**

You can search the Student Directory for more IT information, including how-to guides, answers to frequently asked questions, and links to video screencasts.

https://www.essex.ac.uk/student

If you can’t find what you’re looking for, or if you need to talk to someone, then the IT Helpdesk team are here to assist you further. The contact details for your campus Helpdesk can be found online along with the opening times: https://www.essex.ac.uk/student/it-services/it-helpdesk
Learning Technologies and Systems

eNROL
The eNROL system is an online tool to review and select available modules specific to a particular course and year of study. All new and returning students should use the online system prior to the start of each academic year.

eNROL: https://www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2Fenrol%

Learner Engagement Activity Portal (LEAP)
LEAP is our student centered, personalised engagement tool. LEAP displays your engagement with university resources (Moodle, FASER, Listen Again, the Library and university computers usage as well as attendance).

An algorithm within LEAP combines your engagement with university resources and activities to produce an overall engagement indicator. There are 5 engagement indicators (high, good, partial, low and very low) which will help you map and better understand your engagement pattern over time.

By providing you with a more holistic view of your studying experience, LEAP offers you the opportunity to take control of your own learning and make more informed choices about your studies, enabling you to:

- Reflect on your academic activates and overall engagement to make informed decisions about your academic studies
- Discover who your Personal Tutor is
- Review the notes created in LEAP from meetings with Tutors or other university staff
- Check your attendance and ensure the information is correct

Tutors and other university staff may use the information in LEAP to:

- Suggest ways you could achieve better outcomes
- Check that all is well and offer information, advice and guidance
- Help you in areas of their studies that you are finding a challenge

https://leap.essex.ac.uk/login

Moodle
We use Moodle as our online learning environment, to enhance face-to-face teaching. It lets you get to course materials, and has built-in features to enhance learning such as discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.

https://moodle.essex.ac.uk/

FASER
FASER is our online coursework submission and feedback system. Use it to check coursework deadlines, upload coursework and receive electronic feedback all in one place.

faser.essex.ac.uk

Talis Aspire
Talis Aspire is our online reading list system. Use it to find out the details of each week’s reading and to access resources through the library.
Listen Again
Did you miss something? Our Listen Again digital recording service lets you listen again to lectures so you grasp every detail. It’s available in teaching rooms or lecture theatres where you see the sign.

listenagain.essex.ac.uk

Your information

Changes to your information
During your period of study at Essex, you 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. Information about updating your name on your student record is available at: https://www1.essex.ac.uk/students/course-admin/default.aspx

Keep your information up to date
During your period of study at Essex, your details may change, including your name. It is really important that your information on our student record database (ESIS) is accurate, so make absolutely sure that if your circumstances change that you let us know. Equally, you may wish to be known by a preferred name. You can add this to your record for staff to use, and find more information about updating your name on your student record at: https://www1.essex.ac.uk/students/course-admin/default.aspx

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. Where possible, we will ask you for your permission to share.

You have a right to ask for copies of information we hold about you.

www.essex.ac.uk/records_management/request

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.

https://www1.essex.ac.uk/records_management/policies/students.aspx
**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. 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.

**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.

https://www.essexstudent.com/representation/
http://www.essex.ac.uk/quality/student_representation/student_rep.asp

Every year, we will ask you to complete the Student Assessment of Module and Teaching (SAMT). This survey will be summarised and discussed by SSLCs and will inform reports written by us for central University committees as part of our quality assurance processes.

**Student Voice Box**

The Student Voice Box is an engagement initiative that is unique to CSEE. We are keen to hear your views and thoughts, so wanted to make it easier for you to get in touch with an online suggestion box. You can submit your feedback to us from anywhere in the work via the Student Voice Box which is hosted on our Moodle pages:

https://moodle.essex.ac.uk/course/view.php?id=7106&section=7

Remember - If you don’t want to fill in a form, then you can always use our email address:
projectworkercsee@essex.ac.uk

**Student Voice Groups**

Student Voice Groups (SVGs), formerly known as Student Staff Liaison Committees (SSLCs), are made up of elected 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 academic department/school/centre to consult with students and receive feedback on new proposals.

https://www1.essex.ac.uk/quality/student_representation/SVGs.asp

**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.

**Mid-Module Questionnaire (MMQ)**

This is brief and concise questionnaire which gives the School a “snap-shot” perspective from each of our final year students. These are intended to take place over the AU and SP terms for all final year modules, and are designed to get any of your comments and suggestions for how we can continue to improve. The best part about the MMQ is that we take you feedback, crunch the numbers, and return to you a week later to show what you said and what changes we’re making – all before the end of term! No more waiting years for something to change – it is happening right now.
National Student Survey (NSS)
This is an independent survey commissioned by the Office for Students aimed mainly at final-year undergraduate students. The survey provides students the opportunity to provide feedback on their University course and experience. The feedback you provide will be used to help shape the future for your fellow students, and published on the Unistats website to help prospective students make informed decisions about where and what they want to study.

https://www.thestudentsurvey.com

Student Assessment of Module and Teaching (SAMT)
Every year, we will ask you to complete the Student Assessment of Module and Teaching (SAMT). This survey allows you to feedback on each of the modules you have studied. Receiving feedback at this level is critical for the University to understand what works well, and what could be improved, from the perspective of students. All feedback from SAMT will be summarised and discussed by SVGs and will inform reports written for central University committees as part of our quality assurance processes.

There are also many other satisfaction surveys taking place, to ensure students are happy with the services the University of Essex provides. From time to time you will be invited to participate via an email.

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

https://www.essex.ac.uk/student/feedback/student-voice
You Matter

We know university life can throw up all kinds of concerns and questions - if you need some information, advice or support to succeed, stay healthy and happy, we've got it covered.

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. Ask us about health and well-being, accommodation, careers services, money matters and much more. Your questions matter and you'll get answers from our team of experts.

Colchester: askthehub@essex.ac.uk / 01206 874000

Health Centre

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.

www.rowhedgesurgery.co.uk
www.nhs.uk

Disability and emotional wellbeing

We would encourage all new students with a disability, long term medical condition, specific learning difficulty or mental health difficulty to disclose and register with the Student Services Hub so that we can plan how best to support you in your studies.

You can find out about the support we offer here:

www.essex.ac.uk/students/contact/help.aspx

UK students may be eligible for a Disabled Students’ Allowance grant. See our webpages for more information, including application forms and key changes:

www.essex.ac.uk/students/disability/funding.aspx

Your Student Services Hub provides advice, information and support on a range of health and wellbeing issues.

www.essex.ac.uk/students/health

Counselling services

Our University offers a range of services and resources to support students with a variety of counselling opportunities.

Validium

The University works in partnership with an organisation called Validium to offer short-term counselling to help you explore and work through problems and difficulties that are causing distress and interfering with your life at University.

You might be worried, depressed, confused or feeling bad about yourself. There might be a problem in your family, friendships or with your partner, or you might be experiencing difficulties with your work and exams. Counselling can provide a safe space for you to talk through and explore your feelings.
You can also contact the Validium 24-hour Student Wellbeing Support Line. You will be able to have an initial chat, in confidence, about the difficulties you’re experiencing and the support available to you.

Call **0800 970 5020** or **+44 141 271 7168**.

**Chat with Charlie**
Chat with Charlie offers online mental health support every evening between 6pm – 10pm. You can get support with exam stress, relationships, low mood, anxiety or anything else which may be troubling you, however big or small it may seem.

Log on just to chat or find out how to get additional support. For more information, contact wellbeing@essex.ac.uk.

https://mnessexmind.org/chat-with-charlie/

**Nightline**
Established at Essex in 1970, Nightline is a friendly help and support service run by students, for students. We work under strict confidentiality ensuring complete anonymity, and we’re always willing to listen. From tea and toast to camp beds, whether you’re waiting for a taxi, need a revision break, or just want to chat, pop in or call us.

www.essex.ac.uk/students/health-and-wellbeing/nightline.aspx

If you feel you would benefit from support, including counselling, please contact your Student Services Hub. You can find more information, including the full range of counselling services available to you, on the website: https://www.essex.ac.uk/student/mental-and-emotional-health/counselling

**Money management**
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. Advisers in our Student Services Hub and our independent SU Advice can listen and talk you through the issues you are experiencing.

www.essex.ac.uk/fees-and-funding/money/

**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, Tier 4 UK visa extensions, housing, complaints, welfare and consumer issues.

www.essex.su/advice

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

**Residence Life**
Our Residence Life team is here to help you settle in and support you during your time living on campus. Each residents’ assistant (RA) is assigned an area and will aim to get to know you and
organise a range of social activities. Plus they can help if you’ve got any concerns or complaints. Residence Life operates outside of office hours when other University support services are closed.

https://www.essex.ac.uk/life/accommodation/living-on-campus/residence-life

**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.

www.essex.ac.uk/students/experience/mfc

**Harassment support**
We are Essex. 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 Harassment Report and Support Service of trained Harassment Support Workers are on hand to help.

https://www.essex.ac.uk/student/report/report-harassment

https://www.essex.ac.uk/student/equality-and-diversity

https://www.essex.ac.uk/welcome

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.

https://www.essex.ac.uk/student/student-communities

https://www.essex.ac.uk/student/access-and-disability

**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 advice and information:

www.essex.ac.uk/students/experience/safety.aspx

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).

https://www.essex.ac.uk/student/emergencies/fire-emergency-action

https://www.essex.ac.uk/student/fire-safety/peep

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

https://www.essex.ac.uk/student/health-and-safety/electrical-safety

You will find further health and safety information connected with your studies and life on our campuses in the Student Directory under health, safety and wellbeing.

https://www.essex.ac.uk/student
If you have any health and safety concerns or need to report an incident, please do get in touch:

https://www.essex.ac.uk/student/report

**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.

https://www1.essex.ac.uk/students/experience/complaints.aspx
Student Development

Careers Services
Get valuable, one-to-one advice from careers specialists throughout your time at Essex and beyond. You can access our services via the Student Services Hub or log in to CareerHub+ whether you have one hundred questions or just don’t know where to start! We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online services for creating CVs, interview preparation and job vacancies.
www.essex.ac.uk/careers You can also undertake many courses that include a Placement year – for more information, see your department handbook and email placements@essex.ac.uk.

CareerHub+
Find hundreds of part-time jobs, internships and graduate vacancies, book on to careers events and workshops, take career assessments, practice your interview skills, build your CV, and connect with employers on CareerHub+, the online Essex careers and jobs portal. Login with your Essex username and password.

careerhub.essex.ac.uk/students/login

Big Essex Award
The University’s Big Essex Award gives you recognition for all your extra-curricular achievements. All of your Big Essex Award activities go onto your Higher Education Achievement Report (HEAR). Get involved and get ahead of the game. Activate your HEAR and get started.

www.essex.ac.uk/careers/bige

Frontrunners
Challenge yourself. Frontrunners is Essex’s unique on-campus work placement scheme for students. You’ll get the chance to work on real projects in real workplaces and develop real skills for you to enhance your CV. You’ll get fully trained in your role and you’ll get paid for it.

www.essex.ac.uk/frontrunners

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.

www.essex.su/vteam

Essex Interns
Essex interns create paid internships exclusively for you as an Essex student. They’re flexible too; part time during term time or full time in vacations. You can even take part up to three years after you graduate, as part of our Essex graduates support package. Sign up for Essex Interns to kick-start your career.

www.essex.ac.uk/careers/internships
You Are Essex

Year and Degree Marks
As your studies draw to a close, and once your exam board 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 and graduating undergraduate students will be able to access their electronic HEAR; which gives details of all marks obtained during their studies.

Further information can be found at: www.essex.ac.uk/students/graduation/award-documents/default.aspx

HEAR
When you study at Essex, you graduate with far more than just a degree. Along with showcasing your academic achievements, the Higher Education Achievement Report (HEAR) records any activities you have undertaken and logged through the Big Essex Award, and any other awards and prizes that you may have received.

When you graduate, you will have full electronic access to your HEAR for free for life. You will be able to share this with employers and other universities by providing them with a University-certified record of your achievements. To start making the most of your HEAR, visit our website to activate your account:
https://www.essex.ac.uk/student/awards-and-achievements/hear

Graduation
The culmination of all your hard work, Graduation ceremonies take place at our Colchester Campus each July in the Ivor Crewe Lecture Hall. All eligible students studying at our Colchester, Loughton and Southend Campuses will be invited to attend. For more information, visit our graduation pages: www.essex.ac.uk/students/graduation/default.aspx

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

For example, final year project supervisors, year organisers, and core course supervisors are likely to be more suitable than lecturers that have taught you on a first-year option course. Every reasonable effort will be made to meet a request for reference for a student who has undertaken study within our Department. Requests received from students who have graduated from the University within the last three years will be prioritised. Requests received outside of this period may of course be met if a member of staff is equipped with the necessary information and is willing to provide a reference.

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

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

**Alumni**
Essex is forever and although your time here will fly by, you’ll be part of the Essex family for life. When you graduate, you’ll get an alumni card and join a community of over 100,000 fellow graduates around the world. We’d love to keep in touch and invite you to our alumni events, networking and volunteering opportunities, as well as offer you special alumni benefits. Want to know more? Visit our website [https://www.essex.ac.uk/alumni](https://www.essex.ac.uk/alumni)

**What comes next?**
The world is your oyster! The options and opportunities open to you as a graduate can be overwhelming. You may know the exact path and next steps that you wish to take, or you might not, and this is okay. Our Careers Services can offer information, guidance and advice on your different options after graduation and you can return to Essex for these services at any time. Whether it is discussing different career paths, bringing your CV or LinkedIn profile up to date, or prepping for that interview you have worked all year for, the Student Development Team are here to support you.

Spread your wings graduand; but you can always come back! As an alumnus of Essex, you can take advantage of generous discounts on postgraduate qualifications and degrees if you chose to return to study at Essex as a postgraduate student.

[https://www1.essex.ac.uk/fees-and-funding/masters/loyalty/](https://www1.essex.ac.uk/fees-and-funding/masters/loyalty/)

We are proud of our world-class research at Essex and your invitation to contribute is lifelong. If you do decide to stay on for further study with us, you’ll develop extensive knowledge in your chosen area and learn from some of the top academics in the field. You can explore our incredibly range of courses online.

Whatever you chose to do, please stay in touch! Keep us up to date with your achievements and explore the variety of ways through which you can give back to Essex too.

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

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