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.

Before I give my usual welcome can I just say that given the unprecedented times that we all find ourselves in, it is through working together, that we will ensure a successful academic year for 2020-21. All staff have been working hard throughout the summer to adapt their teaching to provide you with a safe educational experience. Studying this year will be very different for you and we will continually monitor and take feedback from you to maintain a high standard of education. Let us all work together.

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

All Schools and Departments at Essex create a Student Handbook each year. These are designed to be useful tools for you to find out what you need to know about your department, the University and its academic policies and procedures, and all of the resources available to you.

We know things might be a little different this year, but we remain absolutely determined to provide you with the best Essex education and student experience we can while safeguarding your health and wellbeing. Make sure that you keep up to date with what we all need to do to keep safe as a community.

At Essex we celebrate diversity and challenge inequality. 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, challenge your discipline and have your ideas shaped by peer and professional knowledge from all over the world. Essex is about more than just getting a degree: we have so much to offer our students!

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

Registration
Whether a new or returning student, you will need to officially register at the start of each academic year. Registration is not only a formal procedure of enrolling you into the University, but also connects you to a number of vital systems which allow you to access your online Welcome and Induction information and start your studies. As part of this process, you will need to activate your Essex IT account, register online and, once you arrive on campus, undertake a Right to Study check and collect your student registration card.

Right to Study
The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you require immigration permission to study in the UK, this will be checked when you first arrive on campus and as necessary thereafter. Students have a duty to maintain valid UK immigration permission that allows study for the duration of their course, failure to do so may lead to withdrawal from the University under the University’s General Regulations.

Student visas
The University has many duties as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 sponsor status. Students with a Tier 4 or Short-term student visa have responsibilities to the University and the Home Office. There will be conditions attached to your visa that restrict what you can do in the UK, breaking any of the conditions may mean you can’t remain in the UK and complete your course. Please be aware that changes to your course, whether due to academic failure or choice, must be considered against the Immigration rules and guidance in place at the time, this can mean that some academic options may not be available to you.

If you are coming to the UK on or after 1 January 2021 to study, you may be applying for a visa under the new immigration rules that the UK government intend to introduce. These rules will also apply to European and Swiss nationals who do not already have EU settled status or UK immigration permission. The government aim to release the new rules in the autumn of 2020, we’ll publish more information on our immigration web pages after they have been published and considered.

Choosing your modules
You may have module options to select as part of your course structure. If you do, you must select the modules you wish to enrol on before the academic year begins. You can view and choose your specific options through the eNROL system. New students can do so from the end of August and returning students can from the April preceding the next academic year. Early module enrolment ensures that timetables can be scheduled effectively. We’ll talk more about how you might decide which modules to take in the Learning and Teaching section of this Handbook.

Explore your Campus
There is a broad range of facilities across each of our campuses to support your experience at Essex, whether in person or virtually. For the latest information, see the updates on services on campus and make sure that you’re aware of the guidance for those coming onto campus.
Get connected
Your IT account
You will need to activate your Essex IT account. Once you're set up, you can access your Essex email, log in to Moodle, access lab computers and library services, print for free on campus, connect to campus wi-fi, and much more. When you activate your account, you should register an external e-mail address and passphrase so that if you forget your password, you can also reset it using these details. 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
If you are studying on any of our campuses, connect to our Wi-Fi by simply finding 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 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. This is different to your applicant portal – you can use MyEssex to view your timetable, update your personal details, request replacement student cards or supporting documents, monitor your course progress, 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; its interface of icons act as a portal through to a variety of areas and resources. PocketEssex links to many areas that MyEssex does, but also takes you through to other key resources, such as the Students’ Union, FindYourWay and the Library.

Find Your Way
When on campus, we know that finding your way can be challenging to start with. Our Colchester campus in particular can be difficult to navigate with a historically complex room numbering system! FindYourWay is our interactive campus map designed to get you from A to B on either the Colchester or Southend campuses with quick and easy directions.

Working while studying
Many students choose to work part-time to supplement their income. Working during your course can also give you excellent skills and experience to boost your CV. Our Student Services Hub can help you find part-time work. There are also many opportunities to work in paid jobs on campus.

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

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

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

The Essex Experience

The University of Essex is proud of its inclusivity and its international community. Our campuses are places that are welcoming, where every single person can feel they have a place where they belong and where you can find the world in one place. As part of our ongoing commitment we have created a Student Charter as a pledge that every student becomes a part of when they join us. With the Student Charter you agree to support our community and we promise to provide you with a transformational educational experience.

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 has a Code of Student Conduct that outlines the rules and regulations that help us maintain our high standards of behaviour.

Equality, Diversity and Inclusion
The University recognises the value of diversity and is committed to 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.

Student communities
We pride ourselves on being a welcoming and inclusive student community. The University recognises the value of diversity and are committed to equality of opportunity within the University. We aim to create an environment whereby students and staff are treated with dignity and respect, and solely on the basis of their merits, abilities and potential regardless of their background whether that is race, gender, sexual orientation, religious beliefs, or any other distinction.

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

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

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

We’re famous for our Students’ Union at Essex, and for good reason. Here you’re not just a member of a normal Students’ Union; you’re part of a family. We’re here from day one to the moment you graduate to support you in any way we can.

The Students’ Union is run by students for students, and you have the ability to shape what we do. From deciding who leads the SU, to shaping your own experiences at Essex, we are here to represent your views and work with you to make amazing things happen.

**Get involved!**

There are opportunities to join Sports Clubs, to get involved with our BUCS teams which offer the opportunity to play competitively in a wide range of sports across the year. If you just want to try a sport, don’t want to commit to a regular team, or would rather not play competitively, check out our Just Play programme.

We have 120 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!

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

**Essex Spirit, social media and What’s on?**

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

Follow us on social media:

- /uniofessex
- /uniofessex
- /Uni_of_Essex
- /uniofessex
- /unissex
- /unissex

Our Events calendar brings together all the events happening across our three campuses, so you can make the most of your time at Essex.
About the School of Computer Science and Electronic Engineering

Meet the team

A full list of all staff can be found on https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/people. Below is a summary of the roles of staff that can help you with a variety of areas during your time at Essex.

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 Shoaib Jameel
**Study Abroad Officer:** Dr Nick Zakhleniuk
**Senior Tutor:** Dr Nick Zakhleniuk
**Disability Liaison Officer & Inclusivity Lead:** Professor Francisco Sepulveda

**Deputy Directors of Education**
- Year 1: Professor Francisco Sepulveda
- Year 2: Dr Anirban Chowdhury
- Year 3 & 4: Dr Alba Garcia

**Year Managers**
- Year 1: Dr Mays Al-Naday, Dr Delaram Jarchi
- Year 2: Dr Michael Gardner, Dr Serafeim Perdikis
- Year 3 & 4: Dr Katerina Bourazeri, Dr Sefki Kolozali

**Administrative Staff**
If you have any queries relating to your department or course of study, please contact the School Office email: csee-schooloffice@essex.ac.uk. A list of key staff you may contact are below:

- **School Manager:** Miss Marie Scott
- **Examinations and Finance Manager:** Mrs Gemma Aitchison
- **Education Manager:** Mr Daniel Gobbitt
- **Deputy School Manager:** Miss Irene Smith
- **Undergraduate Administrator (Year 1):** Dr Woroud Melhem
- **Undergraduate Administrator (Year 2):** Mrs Tracy Bettany
- **Undergraduate Administrator (Year 3 & 4):** Miss Jessica Franks
- **Student Administrator:** Mrs Nicole Smither

**Teaching staff and support**
If you need academic support with a particular module, you can raise a question with the module supervisor via the module’s MOODLE page. Each page has an active FAQ area set up where students can post queries. If you feel comfortable sharing your query with others, this is the first port of call. The answer will be shared with other students on the module, which is really useful as often other students might have the same types of questions as you, and you can learn from the questions that other students raise.

If you need more individual support, all teaching staff hold regular weekly academic support hours during term time. This is a time when you can meet with them about anything to do with your
modules, from difficulties you might be having, to discussions about feedback on your coursework. Details of academic support hours are posted on office doors and on the School’s Moodle site. Meetings can be held on campus (if the student and staff member are both available) or via zoom or telephone. As next year we will be delivering our courses via blended delivery and staff and students may not be on campus as regularly as normal, we recommend you contact the staff member in advance to make an appointment and agree how you plan to meet. If you are unable to make the scheduled support hours for any reason, please contact the member of academic staff to arrange to meet them at an alternative time. 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.

We have also listed some other key staff roles and how these individuals will be able to support you.

**Module Supervisors**
There are dedicated Module Supervisors to support students for each module. The module supervisor for each module can be found on Moodle. If you have a specific study question the relevant module

[https://www1.essex.ac.uk/modules/](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 academic staff and is someone you talk to about your course or any difficulties that may encounter. They can recommend and direct you to other support services 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](https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/people)

**Your Peer Mentor**
All first-year students are assigned a Peer Mentor. Peer Mentors are either a second or final-year student. They will contact you to introduce themselves and organise how you’ll stay in contact.

**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. If you have any questions in the meantime, you can contact the Peer Mentor Coordinator, Woroud Melhem (wmelhem@essex.ac.uk) for further details.

**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.

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

Note: At present, there are no 24/7 labs. Access to labs outside timetabled teaching is planned and will hopefully be available soon after the start of term. All teaching spaces (inc labs) are accessible through timetable. Currently, due to social distancing measures or ventilation, all teaching spaces, Office spaces, PhD spaces all have a maximum capacity cap set by a risk assessment.

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). Due to COVID-19 response measures, access to 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 Technical 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.

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.

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://www.essex.ac.uk/student/it-services/eduroam. 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.

**List of Teaching Laboratory Opening Times**

<table>
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<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>[Timetabled only]</td>
<td></td>
<td></td>
<td>Technician: Simon Moore, 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>[Timetabled only]</td>
<td></td>
<td></td>
<td>Technician: Simon Moore, Bob Self</td>
</tr>
<tr>
<td>Software Laboratory (Lab 3)</td>
<td>5.517</td>
<td>25</td>
<td>Used for by CCFEA for general computing.</td>
</tr>
<tr>
<td>[Timetabled only]</td>
<td></td>
<td></td>
<td>Technician: Simon Moore, Bob Self</td>
</tr>
<tr>
<td>Networks Laboratory (Lab 4)</td>
<td>4B.530</td>
<td>52</td>
<td>Used for by CCFEA for general computing.</td>
</tr>
<tr>
<td>[Timetabled only]</td>
<td></td>
<td></td>
<td>Technician: Nick Warren, Simon Moore</td>
</tr>
<tr>
<td>Networks Laboratory (Lab 6)</td>
<td>4B.531</td>
<td>25</td>
<td>Used for by CCFEA for general computing.</td>
</tr>
<tr>
<td>[Timetabled only]</td>
<td></td>
<td></td>
<td>Technician: Nick Warren, Simon Moore</td>
</tr>
<tr>
<td>Software Laboratory (Lab 7)</td>
<td>3.511</td>
<td>45</td>
<td>Used for general computing.</td>
</tr>
<tr>
<td>[Timetabled only]</td>
<td></td>
<td></td>
<td>Technician: Simon Moore, Bob Self</td>
</tr>
<tr>
<td>Hardware Laboratory (Lab 8)</td>
<td>1NW.2.1</td>
<td>44</td>
<td>Embedded Systems Laboratory</td>
</tr>
<tr>
<td>[Timetabled only]</td>
<td>0</td>
<td></td>
<td>Technician: 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</td>
</tr>
<tr>
<td>[Timetabled only]</td>
<td></td>
<td></td>
<td>for robotics usage.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Technician: Robin Dowling, Jon Whitby</td>
</tr>
<tr>
<td>Mechatronics Lab</td>
<td>1NW.2.5</td>
<td>26</td>
<td>Used for teaching Mechatronics classes</td>
</tr>
<tr>
<td>[Timetabled only]</td>
<td></td>
<td></td>
<td>Technician: 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.</td>
</tr>
<tr>
<td>[on request]</td>
<td></td>
<td></td>
<td>Access is by prior arrangement and technician supervised.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Technician: Adrian Boland-Thomas</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>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>Jon Whitby</td>
<td>Robotics Technician</td>
<td>4066</td>
<td><a href="mailto:jw19955@essex.ac.uk">jw19955@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>
</tbody>
</table>

**Technical Support and Resources**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
<th>Phone</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>iSpace</td>
<td>1N1.4.2</td>
<td>N/A</td>
<td>Intelligent Environments research lab Technician: 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 Technician: Simon Moore, Bob Self</td>
</tr>
</tbody>
</table>
*Robert Raynor  Software Technician  2902  rr19316@essex.ac.uk

Adrian Boland-Thoms  Departmental technician  2392  bolat@essex.ac.uk

Nick Warren  Research technician  2481  nick.warren@essex.ac.uk

Colin Hughes  Technical demonstrator  4066  ch19222@essex.ac.uk

Louis Clift  Senior technical officer  3584  lclift@essex.ac.uk

Paul Vincent  Workshop technician  2392  pvincent@essex.ac.uk

* Part time staff

**Registration as Authorised User**

Following registration at the beginning of the Academic Year, all students automatically become authorised users of the University Computing Facilities. Authorisation to use University Computing Facilities implies that you agree to read and 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

**Care of your Laboratories**

You are asked to be watchful for any actual or potential misuse of the facilities. In the very rare event of any 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.
- Please do not unplug keyboards / mice or monitors from PCs.
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](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.

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.

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 Simon Moore 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 does not allow purchasing from Ebay. Students are not entitled to reclaim costs for unapproved purchases.

Disk Space

Users’ home directories (M drive) are maintained on disk 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 1GB 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

Further M drive useful information:-
https://www.essex.ac.uk/student/it-services/home-directory

**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

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.
Printing, photocopying and scanning

All students can print, copy and scan for free at Essex! You can even print from your mobile by sending your attachment to mobileprinting@essex.ac.uk.

Once you’ve located a device, simply log in using your Essex login and password, or tap with your student card to print. 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.

Premium printing

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

Noticeboards

Every department and school has their own noticeboard 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

Each year we are pleased to award prizes signifying excellence. 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 and British Computer Science Membership Prizes – with these prizes, students will be eligible for one further prize. In the case that a student is eligible for both the IET and BCS membership prizes, they will be eligible for one further departmental prize.

Degree Apprenticeship students are eligible for all CSEE prizes. To determine if they are eligible for a prize at the June Examination Board, their year mark will be calculated on 105 credits, rather than 120, in Year 1 and 2 and 90 credits, in Year 3. Like all other CSEE students, they are only eligible for one prize, in an academic year (unless they are also winner of the Institute of Engineering and Technology prize, when they can win one other prize).

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.
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.

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 / Digital Solutions 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 / Digital Solutions 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 British Computer Society (BCS) Prize
The BCS prize is awarded to the five students with the highest degree mark, on the following BCS accredited programmes:

- MSci Computer Science
- BSc Computer Games
- BSc Computer Science
- BEng Computer Networks
- BEng Computer Systems Engineering
- BEng Computers with Electronics
- (Plus the Year Abroad and Placement Year variant of each of the above courses)

The prize winners will be awarded a one-year MBCS subscription.

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 PlayLabZ Prize
Donated by PlayLabZ, a company involved with 3D/holographic digital images and their transmission/display, this prize of £150, is awarded by the Board of Examiners to the Final Year student achieving the highest degree mark on the following degree programmes:
- MSci Computer Science
- BSc Computer Games
- BSc Computer Science
- BEng Computer Networks
- BSc Information and Communications
- BSc Digital Technology Solutions
- (Plus the Year Abroad and Placement Year variant of each of the above courses, where applicable)

**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.

**Communications**

The University 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 relevant to you. It is recommended that you check your Essex e-mail each day to ensure you do not miss any important updates to classes and assessment.

You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. You can always [opt in or out](#) of these communications online.

**The use of personal devices**

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.
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 considered 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 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. So, the start of the academic year is week 1, which is Welcome week, with teaching commencing in week 2.

<table>
<thead>
<tr>
<th>Term</th>
<th>Week numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>2-11</td>
</tr>
<tr>
<td>Spring</td>
<td>16-25</td>
</tr>
<tr>
<td>Summer</td>
<td>30-39</td>
</tr>
</tbody>
</table>

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.

You are expected to be available during term time to attend teaching events, unless otherwise advised by your Department.

My Course

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

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

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 Adrian Clark (alien@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/

Credits

Your course will be made up of a certain number of credits. Generally, undergraduate degrees contain 360 credits worth of modules in total during your course at Essex. This is divided into 120 credits per each year of study, with credits allocated to each module that you take.
**Learning outcomes**
Each course has learning outcomes which need to be met in order to progress. Course learning outcomes are categorised into knowledge, intellectual, practical and key skills, and are also defined more specifically at a modular level. Having this information means that you can measure your progress against the outcomes, for example when reviewing coursework feedback.

**Grade boundaries**
Marks for undergraduate modules fall into one of the classifications set out in the table below. Bachelor degrees are usually awarded under these classifications too. The method for calculating your final award classification will take into account module marks and any other requirements - full details are set out in the [Rules of Assessment](#).

<table>
<thead>
<tr>
<th>Degree mark</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>69.5% and over</td>
<td>Class 1</td>
</tr>
<tr>
<td>59.5 - 69.4%</td>
<td>Class 2.1</td>
</tr>
<tr>
<td>49.5 - 59.4%</td>
<td>Class 2.2</td>
</tr>
<tr>
<td>39.5 – 49.4%</td>
<td>Class 3</td>
</tr>
<tr>
<td>39.4% and under</td>
<td>Fail</td>
</tr>
</tbody>
</table>

**Module enrolment**
Most modules taught reflect the individual research interests of members of our academic staff. New modules are regularly explored, researched and developed to expand our transformative educational offering at Essex.

The University provide [further guidance](#) on choosing modules, and meetings for first and second-year students will be held by your department where students can discuss their choices with their Personal Tutor. Your preferred choices must be submitted prior to the start of term through the [eNROL](#) system.

A full list of modules available can be found on this [webpage](#).

**Changing Modules**
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.

If there is a module that you would like to study that isn’t available as an option on your course, then you can ask for a change to your syllabus to be made by submitting a [special syllabus](#) request. Special syllabus requests are not automatically available and require approval. It is a good idea to talk to your Department or School responsible for your course, as well as the Department that teach the module if it is an outside option.

**Module Supervisors**
Module Supervisors are responsible for individual modules. They design, teach and examine them. They monitor student progress and can also talk to students about any related academic issues.
**Fitness to practise**

*Fitness to practise* is only applicable to students on certain professional courses (such as nursing or social work) and is designed to ensure and regulate that a student is suitable for engagement in the relevant profession.

**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>2020-2021 Module Supervisor</th>
<th>2020-2021 Team Supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE101-4-FY</td>
<td>Team Project Challenge</td>
<td>Dr Vishuu Mohan</td>
<td>Dr Zulfiqar Ali/Dr Eirina Bourtsoulatze/Dr Anirban Chowdhury/Dr Ali Kafash Hoshiar/Dr Shoaib Jameel/Dr Haider Raza</td>
</tr>
<tr>
<td>CE291-5-FY/ CE292-5-FY/ CE293-5-FY/ CE299-F-FY</td>
<td>Team Project Challenge</td>
<td>Professor Anthony Vickers</td>
<td>Dr Michael Barros/Dr Anirban Chowdhury/Dr Zilong Liu/Dr Giorgos Papanastasiou/Dr Jinya Su/Dr Michael Gardner/Dr Manoj Thakur/ Dr Shoaib Jameel/Professor Reinhold Scherer</td>
</tr>
<tr>
<td>CE301-6-FY / CE601-6-FY</td>
<td>Individual Capstone Project Challenge</td>
<td>Dr Vishuu Mohan/ Professor Anthony Vickers</td>
<td></td>
</tr>
</tbody>
</table>

**Careers Staff in the School**

The Employability Development Directors within the School are Prof Anthony Vickers (vicka@essex.ac.uk), and Dr Vishuu Mohan (Vishwanathan.mohan@essex.ac.uk).

However, the following staff within Student Development also has particular responsibility for careers. You can also contact them with careers-related queries at any time at askthehub@essex.ac.uk

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nigel Collins</td>
<td>Careers Advisor – Specialist careers advice and guidance</td>
</tr>
<tr>
<td>David Everiss</td>
<td>Work Based Learning Manager – Placements and projects</td>
</tr>
</tbody>
</table>

Keep your eye out for careers-related emails and also check our Facebook page for information on careers activities.
Study Abroad
With a heavy heart, we have taken the very difficult decision to postpone the 2020-21 Year Abroad for all students. For future years, there will be a variety of opportunities at Essex to study abroad. Many courses may be taken as a four-year variant to include a year studying at an overseas University. It is also possible for students to study abroad for one term in their final year. You may have applied for and been accepted on a course with a Year Abroad, but if not and you are interested in undertaking a Year Abroad or other international experience, you should contact with the Essex Abroad Team for more information.

Work Placements
Our primary concern is for the safety and wellbeing of our students and we want to ensure that students are not put at undue risk. We also want to ensure that students get the best possible placement experience. In many cases placements planned for the Academic year 2020/21 will go ahead - these are being approved on a case by case basis. For further information or to discuss your own placement circumstances, you should contact the Placements team (placements@essex.ac.uk) or the Academic Supervisor in your department. Students expecting to undertake clinical placements should contact their Academic placement/module supervisor or your Personal Tutor if they have any outstanding questions or concerns.

There are a variety of opportunities to undertake work-based learning and placements either during or as part of your studies. Many courses may also be taken as four-year variant to include a Placement Year. If undertaking a placement year, it is your responsibility to find a work placement, however, the Industry and Placements Team can help prepare and support you and will advertise relevant placements. If you are interested in undertaking a Placement Year, or other work-based opportunities that may be available to you and your course, contact the Industry and Placements team. Some work placements may require a DBS check where you are engaging in regulated activity with vulnerable groups. More information about the DBS check process can be found on the University’s DBS webpages. Please be aware that there are restrictions for Tier 4 students under the Home Office rules and guidance relating to the type of work and length of placements.

The School of Computer Science and Electronic Engineering offers a Placement Year in the majority of our undergraduate degree programmes. It. It is your responsibility to find a work placement. 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. If you are interested in a placement, sign up to the Placement Preparation Moodle page.

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 Katerina Bourazeri</td>
<td>Placements Officer</td>
<td><a href="mailto:a.bourazeri@essex.ac.uk">a.bourazeri@essex.ac.uk</a></td>
</tr>
<tr>
<td>Dr Shoaib Jameel</td>
<td>Placements Officer</td>
<td><a href="mailto:shoaib.jameel@essex.ac.uk">shoaib.jameel@essex.ac.uk</a></td>
</tr>
<tr>
<td>Miss Jessica Frank</td>
<td>Student Administrator (Year 3 and Placement)</td>
<td><a href="mailto:jessica.frank@essex.ac.uk">jessica.frank@essex.ac.uk</a></td>
</tr>
<tr>
<td>Chrissy Brown</td>
<td>Work Based Learning Officer</td>
<td><a href="mailto:placements@essex.ac.uk">placements@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](https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering/working-with-business)

**Module Materials**

Online reading lists for your modules can be found via the module Moodle page alongside other information and module materials.

**Teaching timetable**

Once you have selected all of your modules (if applicable) and received confirmation, they will appear on your personal timetable. Every student has a personal timetable published at the start of term which shows when and where your teaching is taking place. You can access your timetable on most
mobile devices, including smart phones and tablets. You will need to have registered and activated your University of Essex log-in before you will be able to access your teaching timetable.

If you wish to report a timetable clash or request a class change, you should do so via the online timetable or from the Pocket Essex mobile app.

During Welcome Week (week 1) you may find that your timetable is blank as teaching normally commences week 2. Please be aware that there may be changes to the location of teaching during the year, so regularly check your personal online timetable and Essex e-mail for up to date teaching information.

Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found on the University’s website.

**Recording your attendance**

We monitor your attendance at teaching sessions on campus using your student card and an electronic recording system called Count-Me-In. Your attendance at online teaching sessions is monitored by reviewing your logins to sessions on Zoom. You’re expected to attend all of your mandatory sessions on your individual timetable and report an absence if you are unable to do so. Please be aware that for Tier 4 students, poor attendance may affect your visa.

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.

**Making changes to your study**

**Changing your course**

If you are thinking about changing course, you will need to do so by a certain date and should first speak to your department and personal tutor. They will be able to advise of the things you should be thinking about before changing your course. If you are thinking of undertaking a placement year or year abroad, you should check the requirements and any potential visa implications for these programmes by contacting the Industry and Placements Team or Essex Abroad Team. Students with a Tier 4 visa may not be able to change their course without first obtaining a new visa, if eligible.

**Thinking of leaving or taking a break?**

You may experience doubts at some point during your studies, if you’re thinking about leaving Essex, we’re here to support you and give you the advice you need to help you make an informed choice. You can contact your department, Personal Tutor or Student Services Hub to speak in confidence about your concerns, and also the different options available to you and the impact they may have.

**Library Services**

The library aims to provide all of the resources you will need to succeed in your course, via online reading lists and access to extensive digital collections of books and journals. The library team can help you learn how to search effectively so you can find appropriate resources for your assignments. They can also provide advice on referencing, academic integrity, using reference management software and evaluating sources. A range of online support in these areas is also available via the library website, including subject guides for each department, and support in developing search skills.

At our Colchester Campus, the Albert Sloman Library on Square 5 is open for long hours and has a variety of study spaces, 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 Academic Liaison Librarian to help you through your studies and beyond.
See the [Library website](#) for the latest information on all our libraries and the services available, including opening hours.

**Academic Skills and Support**

Every student arrives at Essex with the same spirit of determination but different experiences of education and levels of academic readiness. Skills for Success can help you identify your talents and strengthen those areas you need to develop.

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, which is why [Skills for Success team](#) is available to help by providing support, resources and workshops on:

- Academic writing
- Maths and stats
- Digital skills
- Research and referencing
- English language
- Exam revision

The Skills for Success team can also provide further [learning and study skills information and support](#) for disabled students.

**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).

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<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>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>
</tr>
</tbody>
</table>

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.

**Proofreading services**

Before considering the use of proofreading services, all students should first discuss their work with their personal tutors. Many students seek ‘proofreading’ services at some point during their studies, but different types of editing can occur under this name which may not be appropriate in an academic context where work is assessed and could potentially qualify as an [academic offence](#). The University is keen to ensure as far as possible that students understand what [proofreading work should entail](#) and the acceptable boundaries to which any proofreading or editing must adhere to.

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](#).
Language classes

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

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.
Assessment and Academic Integrity

All schools and departments at the University 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.

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 to the rules, which must be met. These are published alongside the Rules of Assessment for your year of study.

In the School of Computer Science and Electronic Engineering, we do have a variation to the Rules of Assessment:

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)
- BSc Mechatronics (including with placement year/year abroad)
- BSc Neural Technology (including with placement year/year abroad).
- BSc Robotics (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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>You must take this module. Must pass. No failure can be permitted.</td>
</tr>
<tr>
<td>Compulsory</td>
<td>You must take this module. There might be limited opportunities to continue on the course/be eligible for the degree if you fail.</td>
</tr>
<tr>
<td>Optional</td>
<td>You can choose which module to study. There might be limited opportunities to continue on the course/be eligible for the degree if you fail.</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.

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.

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. In 2020-2021 all tests will be run online.

**Coursework**
Coursework is compulsory in all modules and failure to participate in coursework is interpreted as evidence of lack of academic progress. Your academic progress is monitored throughout the year. In severe cases, students with poor academic progress can be required to withdraw from the University (even before the final examinations).

**Supervision of Final Year Project Module**
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, implement and test a system to meet the project requirements. The project will be of a challenging nature and require 450 hours of work.
- 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. Referencing is how you acknowledge all sources used within a piece of work. You must reference all work used whether cited directly (quotes), or indirectly (paraphrasing and summarising).

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

There are styles of referencing which will determine exactly how you format your reference. Your departmental referencing style is IEEE

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

You must use this referencing style. Guidance on your referencing style is available online, including an interactive referencing tutorial. You can also take the Academic Integrity course on Moodle.

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

You can upload as many draft versions of your work as you like 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 FASER Help centre 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. 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.

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.

**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 should first read the Guidelines for Ethical Approval of Research Involving Human Participants and then submit an Ethical Approval application form via ERAMS. You should be aware that ethical approval cannot be granted retrospectively so it is very important that you make your application before you start to recruit participants or collect data from them.

Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority and / or NHS Research Ethics Committee approval.

**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.

**Exam timetable**

The University **publishes the dates for exam periods** at the start of each year. You will receive your personalised exam timetable online and will be sent an email to your Essex account when it is available to view. For the academic session 2020-21 all examinations will be conducted online.

**Calculators in Examinations**

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

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

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**

Dictionaries are not allowed during invigilated exams. If you take any kind of dictionary into an invigilated exam, even if English is not your first language, this will be considered and reported as an academic offence.
Sample and past papers

Past exam papers are available for all UG modules on Moodle, to help you prepare for your summer exam. Please note 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.

Exam stress

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

Access to your exam script

If you want to see your script for an invigilated exam, you should make the request to the department responsible for the module within four weeks of the exam. 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.

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

Moderation and marking

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

Marking

All student work is marked in line with the University’s Marking Policy. If your assessment is worth up to and including 40% of your module mark, it will be marked by one member of academic staff. If it is worth more 40%, then it will also be moderated. If the assessment is worth 30 credits or more, it will be marked by two members of academic staff. The full procedure and assessment marking requirements can be found in the Marking Policy – there is a useful flowchart in Appendix C to visually represent the requirements, and detailed definitions of marking and moderation within the policy itself.

Moderation

Moderation is a process separate from that of marking and provides additional 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.

External Examiners

External Examiners are academics from other universities, but may also be from industry, business or the relevant profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that modules and courses at the University meet the academic standards expected across UK higher education.

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

**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.

**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.

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

**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

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

**Publication of results**

The publication schedule for results can be found on the website. You will receive an email to your Essex email account as soon as your results are published online.

**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

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1 The Board of Examiners will not be aware of any student’s immigration status. As a result, some reassessment options may be offered that are not compatible with individual Tier 4 visa rules. All options should be considered in conjunction with applicable visa restrictions.
circumstances which are accepted by the Exam Board. Please be aware that reassessment in examinations and coursework carries a fee.

For modules within CSEE, due to our professional body accreditation students are required to meet the following pass requirements for individual modules for most courses:

1. Stage 1 (Level 4) – you must achieve a module aggregate of 40% or more to pass the module. If you do not achieve this, you will be required to re-sit any component in which you have achieved a mark of less than 40%. (For example, if you achieve a mark of 38% in the Exam and 37% in the coursework, you will be required to re-sit both coursework and exam. If you achieve a mark of 41% in the coursework and 28% in the exam, you will only be required to re-sit the exam.

2. Stage 2 and Stage 3/4 (Levels 5 and 6) – you must achieve a module aggregate of 40% or more to pass the module. You must also achieve a minimum pass mark of 30% in both the coursework and exam.
   - If you fail a module, you will be required to re-sit any component in which you have achieved a mark of less than 40% (see illustration in example 1 above).
   - If you achieve a mark of 40% at module aggregate level, but achieve a mark of less than 30% in either the coursework or exam, you will fail the module overall and will need to re-sit the components in which you have achieved less than 40% (see example 1 above).

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. Given the need to work as a team, 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 usually scheduled in early September or ‘out of residence’ in the summer of the following year. A considerable amount of useful revision material for each module 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.

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.

Also if you fail to meet the requirements for the accredited degree on which you initially enrol, you may be eligible to be offered the opportunity to transfer to an alternative, non-accredited degree route. You will be advised of any options by the examination board.
**Extenuating Circumstances**

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

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

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, such as permitting further reassessment opportunities for uncapped marks. Please note that extra marks cannot be given in light of extenuating circumstances.
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. 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.

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

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.

Learning Technologies and Systems

Learner Engagement Activity Portal (LEAP)
LEAP is our student centred, personalised engagement tool. LEAP displays your engagement with university resources and an algorithm within LEAP combines your use of these 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. Full details on the resources included in LEAP, the engagement ratings and how LEAP uses your data can be found on the LEAP webpage.

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 activities and overall engagement to make informed decisions about your academic studies
- 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 your studies that you are finding a challenge

Moodle
We use Moodle as our online learning environment. It holds key course and module materials, discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.

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.
Online reading lists
Reading lists can be accessed online. Use this service 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.

Zoom
You can use Zoom to join online lectures delivered by the University or attend online meetings and tutorials. If your lecture or class is going to be online, we will let you know in advance and the link to join will be in your timetable or emails.

This quick start guide gives you an introduction to the essentials of joining and participating in a Zoom webinar or meeting.

Your information
Changes to your information
During your period of study at Essex, you may wish to be known by a preferred name or update your legal name on our student record database (ESIS) if your circumstances change. It is important you keep your information up to date, which you can manage and update online.

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. To find out more about what information we collect, what we do with it, who gets to see it, and your rights under the data Protection Act 2018, read our Privacy Notice for students.
**Student Voice**

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

**Student Representatives**

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

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

In particular, blended delivery is relatively new for the university this year so we are really keen to hear your feedback on how things are going. If there is anything we are doing which you think is really beneficial, or things that are not working well that you think we need to be aware of, please let us know sooner rather than later. We need to hear how things are going so we can keep doing the things that work well, and improve the things that we could be doing better.

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) are made up of student representatives and members of staff. SVGs typically meet once per term and provide an accessible arena for students to discuss with staff issues connected to teaching, learning and student support. They also provide an opportunity for the department or school to consult with students and receive feedback on new proposals.

**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.

**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.

**National Student Survey**

The National Student Survey (NSS) 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 Discover Uni website to help prospective students make informed decisions about where and what they want to study.

**UK Engagement Survey (UKES)**

The [UK Engagement Survey (UKES)](https://www.discoveruni.co.uk) is a national survey for undergraduate students. It invites you to reflect on your time at University so far in relation to your course and wider learning experience. The survey is run each spring term and is open to first, second and some third/final year students.

We’re keen to make sure students have the best possible experience while studying at the University. To do that we need to know what we are doing well and what we can do better. The survey is a chance to reflect on how you study and what might help your studies in future. The results also help the University and Students Union to make changes that will improve what we do in future and to make sure we keep doing the things that are of value to students.

If you’re eligible to complete the survey, we will contact you in the Spring Term to invite you to take part.

**Student Module Feedback**

Every year, we will ask you to complete [Student Module Feedback](https://www.discoveruni.co.uk) (previously known as Student Assessment of Module and Teaching, or 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 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](https://www.discoveruni.co.uk) 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: [studentvoice@essex.ac.uk](mailto:studentvoice@essex.ac.uk)
You Matter

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

Student Services Hub

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

To Contact the Student Services Hub please use this link to access our web pages and talk to us on Live Chat: Ask the Hub

Support for disabilities and conditions

We 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.

Funding opportunities

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

Personal Emergency Evacuation Plans (PEEP)

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

Seeing a Doctor

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

Counselling services

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

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.
UK Immigration Advice and Guidance

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

Money management

If you get into financial difficulty you should get help and talk to someone as soon as possible. The sooner your problem is identified, the sooner it can be solved. You may be eligible to apply for financial support to assist you with short-term unexpected and unforeseen costs. Advisers in our Student Services Hub and our independent Students’ Union Advice can listen and talk you through the issues you are experiencing.

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.

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.

Religion, faith and beliefs

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

Harassment support

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

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

COVID-19 (Coronavirus)

The health and wellbeing of our students is our priority. This means we are constantly monitoring advice from the UK Government, Public Health England, the Foreign and Commonwealth Office, and the World Health Organisation, and updating our guidance on students in line with their advice.
Our guidance to students on protecting yourself and others from COVID-19 is updated regularly. It is advisable to check the page frequently to be sure you are up to date with the latest guidance and information from the University.

**Health and safety on campus**

Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this, we work closely with local agencies including the police and borough councils. Take a look at our website for general information and advice.

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

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

All students residing on campus should complete the Moodle Fire Safety Course for Residents training.

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

**Making a Complaint**

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

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

Careers Services
The Career Services team offer a programme of information, advice, guidance and support through various events, workshops and one-to-one sessions. We also have teams dedicated to Work Based Learning, Placements and Internships that can provide information and support as needed. Find out more about the Career Services available to you here: https://www1.essex.ac.uk/careers/

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 Big Essex Award is a way to get recognition for the extra-curricular and voluntary activities that you complete during your time at Essex, both on and off campus. All verified activities will be included on your university digital transcript, the Higher Education Achievement Report (HEAR).

Chart Your Path
New for 20-21! Discover the range of amazing opportunities available to you at Essex. Use Chart Your Path to find activities, resources and support that are right for you. Build your Essex Strengths and track your development journey as you go. Activate your Gradintelligence account to get started: https://gradintel.com/index.php/en/account-support/recover/students

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
Once your exam board has met, it can take between 7-10 working days for your results to be confirmed and published. The University’s exam board and publication of results schedule is updated in the summer term, and you will be notified once this information is available online. As soon as your results are ready, you will be sent an email and directed to 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 will also be able to access your electronic Higher Education Achievement Record (HEAR); which gives details of all marks obtained during your studies.

Graduation
The culmination of all your hard work! Graduation ceremonies for undergraduate students 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.

Students with exam boards held in Autumn term will be invited to attend our Winter Graduation ceremony where these are held; students with exam boards held in Spring or Summer term will be invited to attend our Summer Graduation ceremony.

HEAR
When you study at Essex, you graduate with far more than just a degree. We have replaced the traditional hard-copy transcript with the Higher Education Achievement Report (HEAR) which not only showcases a full record of your academic achievements, but also 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. You will receive an e-mail from GradIntelligence to enable you to activate your account log-in. As soon as you do this you can start accessing your HEAR!

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](#)!

**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.

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 [incredible range of courses](#) online.

Whatever you choose 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.