



University of Essex

Your studies

School of Computer Science and Electronic Engineering Undergraduate Student Handbook 2024-25



Welcome



**Welcome to the School of Computer Science and Electronic Engineering and
Thank You for choosing to study with us.**

Dear students,

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

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

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

emphasize at this point that failure is an essential part of learning. So be prepared to face challenges and learn from mistakes. In this way, you will develop independent learning skills and deep critical thinking, strengthen your determination, and build your self-esteem.

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

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

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

Reinhold Scherer

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Introduction

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

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

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

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

Practicalities and getting started

Registration (new students)

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

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

Registration (returning students)

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

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

Right to study

The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you were born outside the UK or Republic of Ireland, your [immigration permission](#) to study in the UK will be checked via the online Right to Study system, when you first 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](#).

Students with sponsored immigration permission

The University is a Student Sponsor with a track record of compliance and must ensure we remain compliant to retain our sponsor status. Students with a Student visa have [additional responsibilities](#) to the University and the Home Office. There will be conditions attached to your visa that restrict what you can do in the UK, breaking any of the conditions may mean you can't remain in the UK and complete your course. You are expected to attend your in-person teaching events and this will be monitored throughout your course. If your [attendance and engagement](#) fall below expected levels or you are absent without permission for a period of time this is likely to impact on the University's ability to continue to sponsor your Student immigration permission. The International Services Team can provide [immigration information and advice](#) throughout your studies.

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](#).

Get connected

Your IT account

You will need to set up [your Essex IT account](#). This will give you access to your Essex email, [Moodle](#), campus wifi, campus computers and many more digital resources. When you set up your Essex IT account, you will need to register an external email address and passphrase so that if you [forget your Essex password](#), you can also reset it using these details. If you have forgotten those, you should contact the [IT Helpdesk](#). Make sure you keep your password safe and do not share it with others.

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

Campus wifi

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

Essex apps

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

MyEssex

[MyEssex](#) is your online account and can only be accessed via an internet browser. This is different to your applicant portal – you can use MyEssex to 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.

Find Your Way

When on campus, we know that finding your way can be challenging to start with. Our Colchester campus in particular can be difficult to navigate with a historically complex

room numbering system! [FindYourWay](#) is our interactive campus map app designed to get you from A to B on either the Colchester or Southend campuses with quick and easy directions. You can download this app on your phone or tablet for free!

Working while studying

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

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

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

Your personal belongings

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

The Essex Experience

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

Embracing our values

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

Equality, diversity and inclusion

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

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

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

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

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

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

The School of Computer Science and Electronic Engineering was [awarded](#) a Bronze Departmental Award in October 2019.

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

Student communities

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

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

Environmental Sustainability for All

The University of Essex is committed to reducing its environmental impact by reaching net zero carbon emissions by 2035. The Sustainability team works on a range of projects such as like carbon reduction, reuse and recycling, and sustainable education. During your time at Essex there are extracurricular opportunities for you to learn more about sustainable development and equip you with the skills and knowledge that will help you in your future choices – whether that's further study or the start of your career. Be sure to check your programme modules if you're keen to take environmentally focused course options. You can access extra-curricular

activities through Chart My Path and the vTeam, plus you can join the Students for Sustainability Group. Your participation in all additional events is recorded on [Higher Education Achievement Record](#) (HEAR), your online CV. There are easy everyday habits to help you do your bit too – bring your own takeaway cup to cafes on campus for a discount and remember your bottle to refill at one of our many water coolers. There are lots of recycling bins across our campuses to encourage mindfulness when disposing of your waste. If you're living on campus, be sure to switch off lights and chargers when not in use, and keep windows closed in colder months when the heating is on. For any more information, head to the sustainability pages on the Essex website. If you have questions or an idea for a sustainability event or project of your own contact the Sustainability team: sustainability@essex.ac.uk. Follow us on Instagram: @uoe_susandgrounds and [LinkedIn](#).

Essex Sport

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

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

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

Students' Union

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

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

Get involved!

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

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

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

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

Chart My Path

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

Essex spirit, social media and what's on?

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

Follow us on social:



/uniofessex



/Uni_of_Essex



/uniessex



/uniessex



/uniofessex



/@uniessexonline

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

About the School of Computer Science and Electronic Engineering

Meet the team

A [full list of all academic, technical and professional services staff](#) can be found on the CSEE webpages. Below is a summary of the roles of staff that can help you with a variety of areas during your time at Essex. [\[1\]](#)

Head of School:	Professor Reinhold Scherer
Deputy Head of School:	Professor Martin Reed
Director of Education:	Dr John Woods
Deputy Director of Education:	Dr Michael Fairbank
Director of Examinations:	Dr Adrian Clark
Degree Apprenticeships Co-ordinator:	Dr Rahmat Ullah
Study Abroad Officer:	Dr Nick Zakhleniuk
Senior Tutor:	Dr Muge Sayit
Safeguarding Tutor:	Dr Nick Zakhleniuk
Inclusivity and Disability Liaison Officer	Dr Javier Andreu-Perez
Inclusivity and Disability Assistant:	Dr Muhammad Sadiq
Year Managers	
Year 1	Wenqiang Yi
Year 2	Lina Barakat
Years 3 & 4	Sefki Kolozali

Professional Services 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 , Telephone 01206 872 770 (9.00am – 4.00pm, Monday – Friday), or visit us in person at 4.514, Computer Science Building off Square 2 (Opening hours 9.00am – 1.00pm and 2.00pm – 4.00pm, Monday to Friday)

A list of key staff you may contact are below:

Senior Student Services Manager	Jasmine Hill
Senior Assessment and Accreditation Manager	Gemma Aitchison
Undergraduate Student Services Manager	Irene Smith
Student Services Officer	Tracy Bettany
Undergraduate Administrator (Year 1)	Karen Browne
Undergraduate Administrator (Year 2)	Sarah Duffield
Undergraduate Administrator (Year 3 & 4)	Tessa Thomas
Quality and Assessment Manager	Amy Turnbull
Assessment Administrator	Julie Poole
Student Experience Manager	Kayleigh Hall
Student Experience Administrator	Fraser Morgan

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

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

The Department's Inclusivity and Disability Liaison Officer (DDLO) is Dr Javier Andreu-Perez. The DDLO is a direct link for you between the Student Services Hub and your department. They can help make sure that the Disability Service know about any adjustments you need. More information about the role of the DDLO can be found [here](#). can be found on the CSEE webpages.

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

Teaching staff and 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 with your seminar readings, to discussions about feedback on your coursework.

Details of academic support hours are posted on the academic staff web page and on the relevant module Moodle page. Meetings can be held on campus or via zoom or telephone by arrangement with the staff member. Please contact them if you would like to arrange to see them during their support hours. 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 email 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 and the Module [Directory](#)

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. In Year 1 your personal tutor will be your CE101 Supervisor. In year 2 your personal tutor will be your CE201 supervisor. In Year 3 your personal tutor will be your CE301 Project Supervisor.

If you think you would like to change your personal tutor for any reason, please speak to the School office in the first instance and we will try and accommodate any change requests where possible (subject to staff availability).

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

Your Peer Mentor

All new undergraduate students are offered the opportunity to have a [student peer mentor](#).

Become a Mentor

If you are in your 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 CSEE Peer Mentor Coordinator, Kayleigh Hall (kayleigh.hall@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 on the CSEE webpages.

Departmental/school resources and facilities

A wide range of facilities and resources are available for all students to access and use as part of their study at Essex. Each department and school also 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, two networking laboratories, an electronics hardware laboratory, a

mechatronics laboratory, an embedded systems laboratory, and a robot arena. Our Laboratories are a range of sizes and designed to allow one-to-one interaction between staff and students during scheduled class times. The laboratories are managed by an experienced and dedicated team of technical support staff who can assist students with the most practical aspects of the curriculum.

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

Laboratory Operations Manuals

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

Laboratory Opening Times

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

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

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

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

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

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

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

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

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

List of Teaching Laboratory Opening Times

Laboratory	Room No	Capacity	Information
Software Laboratory (Lab 1) [24 hour access, 7 days a week, except during timetabled events]	5.512	77	Used for general computing (C). Technician: Simon Moore
Software Laboratory (Lab 2) [24 hour access, 7 days a week, except during timetabled events]	5.518	30	Used for general computing (C). Technician: Simon Moore
Software Laboratory (Lab 3) [24 hour access, 7 days a week, except during timetabled events]	5.517	26	Used for general computing (C). Technician: Simon Moore

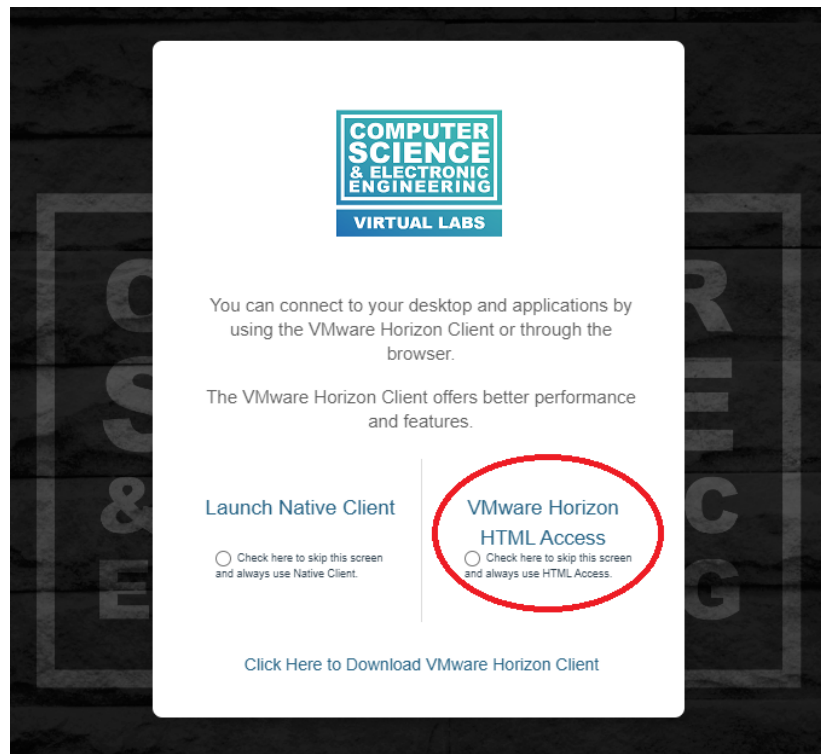
Networks Laboratory (Lab 4) [8:30am – 7pm, weekdays]	4B.530	50	General computing and CISCO (C). Technician: Nick Warren, Simon Moore
Software Laboratory (Lab 7) [24 hour access, 7 days a week, except during timetabled events]	3.511	95	Used for general computing (C). Technician: Simon Moore
Hardware Laboratory (Lab 8) [9:00am – 5pm, weekdays]	1NW.2.10	44	Hardware/Electronic Laboratory (S). Technician: Jon Whitby, Robert Rayner
Robotic Area (Lab 9) [9:00am – 5pm, weekdays]	1N1.2.1	22	Robots Arena (S). Technician: Joshua Raistrick
Mechatronics Lab (Lab 10) [9:00am – 5pm, weekdays]	1NW.2.5	26	Mechatronics Lab (S). Technician: Jon Whitby, Robert Rayner
Clean Room [On Request]	1NW.1.2	N/A	Users receive training before access is allowed. Access is by prior arrangement and technician supervised (S). Technician: Adrian Boland-Thoms
iSpace [on request and appointment only]	1N1.4.2	N/A	Intelligent Environments research lab (S). Technician: Louis Clift
STEM IT Laboratory (STEM 4.2A&B) [24 hours, 7 days]	4.2A&B	72	New Labs in the STEM Building (C). Technician: Simon Moore
Horizon Virtual Lab [24 hours, 7 days]			Online virtual Lab (C). Technician: Louis Clift

Horizon Virtual Lab

The Horizon Virtual Lab is recommended for any software work not carried out on the physical lab PCs. This is because Horizon is equipped with all the same software

versions as the lab PCs and therefore anything which runs on Horizon will run in the labs. Where assignment work needs to be demonstrated to the module supervisor or technical demonstrators, failure to successfully run your work in the lab could negatively impact your marks.

If you access the [Horizon Virtual Lab](https://essex.ac.uk/horizon-virtual-lab) (making sure there's nothing after the essex.ac.uk/ in the address bar) you should see the following page:



If you click the VMware Horizon HTML Access link (circled red), then you can use it in most if not all web browsers. This is the easiest option especially on computers where you can't install the client. You'll be taken to the MFA / SSO page after clicking that link.

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

Technical Support and Resources

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

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

Name	Responsibility	Phone Extension	Email address
Ian Dukes	Head of Technical Operations and Infrastructure	2474	idukes@essex.ac.uk
Simon Moore	Specialist Technician	6136	moors@essex.ac.uk
Joshua Raistrick	Specialist Robotics Technician	2393	jr18744@essex.ac.uk
Jon Whitby	Specialist Hardware Technician	3678	jw19955@essex.ac.uk
*Robert Rayner	Senior Technician	3678	rr19316@essex.ac.uk
Adrian Boland-Thoms	Senior Technician	2392	bolat@essex.ac.uk
Nick Warren	Specialist Technician (Research)	2481	nick.warren@essex.ac.uk
Colin Hughes	Specialist Technician	2788	ch19222@essex.ac.uk
Dr. Louis Clift	Senior Specialist Technician	2431	lclift@essex.ac.uk
Paul Vincent	Senior Technician (Workshop)	2392	pvincent@essex.ac.uk
Nathan Edwards	Technical Demonstrator	2788	ne19145@essex.ac.uk
Mohamed Eljak	Technical Demonstrator	2927	m.eljak@essex.ac.uk
Ian Farnell	Technician	2828	if22882@essex.ac.uk
Callum Gutteridge	Senior Technician (Hardware)	3678	cg22628@essex.ac.uk
Daniel Miller	Senior Technician	2828	d.miller@essex.ac.uk
Shahin Salarian	Technical Demonstrator	2927	s.salarian@essex.ac.uk
Mushfika Sultana	Specialist Technician	2788	ms17811@essex.ac.uk
Holly Seaman	Technician	2828	hs21587@essex.ac.uk

* Part time staff

Registration as Authorised User

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

The University Regulations include as breaches of discipline:

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

Students should refer to [the guidelines for the use of IT facilities](#).

Care of your Laboratories

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

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

IMPORTANT NOTE

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

Security

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

Passwords

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

Please refer to the [Computing Service Password FAQ](#) for detailed information regarding password changing and security.

Feedback and Special Requests

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

Project Facilities

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

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

Hardware Projects

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

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

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

Disk Space

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

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

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

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

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

Microsoft Azure Dev Tools for Teaching

The School is a member of the Microsoft Azure Dev Tools for Teaching programme (previously known as MSDNAA and Microsoft Imagine). Azure Dev Tools for Teaching is a facility for students and staff which allows them to download, free of charge, most

Microsoft operating systems and development tools for personal non-commercial use and student projects. The only exception is Microsoft Office, which is available to students from IT Services. The IT Services web page at [Microsoft Office 365](#) explains how to download and install Microsoft Office (365) and has a link to the download page.

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

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

Printing, photocopying and scanning

All students can [print, copy and scan for free at Essex](#) subject to our fair use policy. You can print from a campus PC or from your personal device using our mobile print service. Campus printers can be found in or near to study spaces where there are computers. Find out how to print and how to top up your printer credit on the [Student Directory](#).

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

Noticeboards

Every department and school has their own noticeboard 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 available for award to undergraduate students:

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. Like all other CSEE students, students enrolled on degree apprenticeships 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 – Prize may be withdrawn for the 2024-25 Academic Year. Awaiting confirmation from BCS

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 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

(Plus the Year Abroad and Placement Year variant of each of the above courses, where applicable)

The Barrie Chaplain Innovation Award

The Barrie Chaplin Innovation Award is presented in honour of Emeritus Professor Barrie Chaplin.

Barrie founded the Department of Electrical Engineering Science at the University of Essex, now a part of the School of Computer Science and Electronic Engineering, and his 'world-first' innovations include the creation of a transistorised digital computer in 1953 and the creation of adaptive sound and vibration cancellation technologies throughout the 1980s. He was passionate about inspiring the next generation and the Barrie Chaplin Innovation Award recognises not only innovation – innovating to make the world a better place for humanity, but also inspiration – inspiring others to excel in their own lives and careers.

The prize will be awarded to the student who has demonstrated the most innovation in their final year project in Computer Science and Electronic Engineering. This could be the most novel project, the most innovative approach to finish the project or the most innovative outcome and is worth £250.

Please note that these prizes are correct at the time of going to print however are subject to change throughout the course of the academic year.

Dean's List for Excellence

The Dean's List for Excellence is an annual list of students within each Faculty who have achieved a high level of performance in a non-Final Year of degree level study.

To be included on the Dean's List for Excellence, you must have achieved either:

- (a) A Year Mark of 70 or above, or
- (b) 60 Credits at 70 or above with a Year Mark of 68 or 69.

Communications

The University will predominantly use email for routine communication between staff and students. Your Essex email address will have been added to the relevant email 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 email 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.

Social media

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

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.

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

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

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

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

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.

Degree Apprenticeships

Students studying our Degree Apprenticeship course will have some additional responsibilities to complete alongside their studies, including participating in regular tri-partite meetings with their employer and the CSEE Degree Apprenticeships Co-ordinator (Dr Rahmat Ullah), and completion of an end-point assessment. By the end of the course, you must evidence that you exhibit all the required Knowledge, Skills and Behaviours (KSBs) as outlined by the Institute for Apprenticeships & Technical Education.

Further information can be found at the [Institute for Apprenticeships & Technical Education](https://www.essex.ac.uk/institute-for-apprenticeships-and-technical-education) website or by contacting csee-apprenticeships@essex.ac.uk

The CSEE Degree Apprenticeships co-ordinator will act as a key point of support and liaison for degree apprenticeship students and their employers during their studies. Students may also receive help and support from the University's Degree Apprenticeships team who can be contacted at apprenticeships@essex.ac.uk.

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 online.

If you wish to check if your particular course carries professional accreditation, please check the course [programme specification](#) for details.

Credits

Your course will be made up of a certain number of credits. Generally, undergraduate degree courses are made up of 360 credits. This is divided into 120 credits per 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 at NQF Level 5 and above fall into one of the classifications set out in the table below. Honours 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](#).

Degree mark	Class
70 and over	Class 1
60 - 69	Class 2.1
50 - 59	Class 2.2
40 - 49	Class 3
39 and under	Fail

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 or school 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 or school that runs the module and, in some cases, the relevant Dean. Late changes of modules that run for one term or less will not usually be permitted. Students may not change modules that are core or compulsory for the course for which they are registered.

Module Directors

Module Directors 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.

Study and Wellbeing Intervention Policy and Procedure

[The Study and Wellbeing Intervention Policy and Procedure](#) provides a framework to support students during their studies when it appears that their health and wellbeing is either disrupting or having a detrimental impact on themselves or on people around them. The policy applies to all students and will aim to ensure students are offered appropriate intervention and support to succeed academically.

Employability Modules

Module Code	Module Name	2024-2025 Module Supervisor	2024-2025 Team Supervisors
CE101-4-FY	Team Project Challenge	Dr Daniel Martins	Dr Zulfiqar Ali/Dr Michael Barros/ Dr Anirban Chowdhury/ Dr Renato Cordeiro De Amorim / Dr Vito De Feo /Dr Zilong Liu/Dr Cunjin Luo/Dr Daniel Martins/ Dr Vishuu Mohan /Dr Syed Shah/ Dr Alexandros Voudouris
CE201-5-FY	Team Project Challenge	Dr Anirban Chowdhury	Dr Lina Barakat/ Dr Anirban Chowdhury/ Dr Caterina Cinel/ Dr Panagiotis Kanellopoulos/ Dr Sefki Kolozali/ Dr Yunfei Long/ Dr Hassan Malik/ Dr Muhammad Sadiq /Dr Manoj Thakur/Dr Xinruo Zhai
CE201-5-AP	Team Project Challenge	Dr Junhua Li	
CE301-6-FY	Individual Capstone Project Challenge	Dr Vishuu Mohan/ Dr Roneel Sharan	

Careers Staff in the School

The Employability Development Director within the School is Dr Vishal Singh (v.k.singh@essex.ac.uk)

However, the following staff within Careers Services also have particular responsibility for careers. You can also contact them with careers-related queries at any time at careersinfo@essex.ac.uk

Nigel Collins	Careers Consultant – Specialist careers advice and guidance
Dr Steven Southworth placements@essex.ac.uk Katerina Kanlis placements@essex.ac.uk	Work Based Learning Officer Work Based Learning Manager – Placements and in-curriculum projects

Developing your skills

Through engaging with the curriculum and different experiences on offer in your modules, you will be utilising and developing a variety of transferable skills and attributes. You will have the opportunity to work with academic staff to identify these and develop them in ways that will enhance your learning experience and support your future study and career aspirations.

Study Abroad

[Essex Abroad](#) provides you with the opportunity to have an international experience during your time at Essex to enhance employability, gain valuable transferable skills and develop as individuals. You can study, volunteer, intern or complete research abroad as part of our programmes. Many courses can be taken as a four-year variant to include a year studying abroad at one of our partner universities across the world, and some courses have the option to study for a term abroad as part of a three-year

degree. You can [find out more about applying](#) and what you'll need to consider if you're interested in a term or year studying abroad. For information regarding your funding during a study abroad, you should liaise with the Funding Team – funding@essex.ac.uk. Students with disabilities should also liaise with the Student Wellbeing and Inclusivity Service – include@essex.ac.uk.

As well as studying abroad, we have a wide range of [summer programmes](#) available including volunteering programmes, international internships and research abroad opportunities which are open to all Essex students. These programmes vary in duration, location and cost and can be a great addition (or alternative!) to studying abroad.

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

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

Work placements

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 a 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 Engagement 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 Engagement and Placements team](#). If you have a Student visa, please be aware that

the Immigration Rules restrict the length of placements and the type of work you can do.

Upon successfully securing a placement you need to inform the Industry Engagement and Placements team by contacting placements@essex.ac.uk. This is required to begin the placement approval process. Please note without approval from the Industry Engagement and Placement team you will be unauthorised to commence a placement.

For extracurricular opportunities, [Careers Services](#) are here to help. Use [Chart My Path](#) to find your personalised recommendations at Essex, and check out [CareerHub](#) for part-time jobs, internships and career development support.

The School of Computer Science and Electronic Engineering offers a Placement Year in the majority of our undergraduate degree programmes. 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:

Dr Katerina Bourazeri	Placement Year Module (CE300) Module Supervisor	a.bourazeri@essex.ac.uk
Dr Zulfiqar Ali	Placements Officer	z.ali@essex.ac.uk
Dr Themistoklis Melissourgios	Placements Officer	themistoklis.melissourgios@essex.ac.uk
Tessa Thomas	Student Administrator (Year 3)	csee-schooloffice@essex.ac.uk

Dr Steven Southworth	Work Based Learning Officer	placements@essex.ac.uk
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** 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 due to specific rules around degree apprenticeship courses. 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 refer to the [CSEE webpages](#).

DBS checks for placements

Some placements may require a DBS check where you are engaging in regulated activity with vulnerable groups. This may include placements that are core, compulsory or optional, depending on the relevant module. Some activities may be carried out on an ad hoc basis for research purposes only, which are not required to meet the learning outcomes of the module or course, but will help inform your learning. More information about the DBS check process can be found on the [University's DBS webpages](#).

Safeguarding training

Prior to going out on placement students who are working with children or adults at risk should be aware of their safeguarding responsibilities. The University offers a general [introduction to safeguarding Moodle module](#) which you are encouraged to complete at the same time as your DBS check. This training is additional to the mandatory safeguarding training that may be offered by your department/school and/or the placement provider.

Module materials

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

Teaching timetable

Every student has a [personal timetable](#) published at the start of term which shows when and where your teaching is taking place, and Zoom links if teaching online. 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 and selected all of your modules (if applicable) 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](#).

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 email](#) 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 system of card readers. You must tap-in at a reader within 15 minutes of the teaching session start time for your attendance to be recorded accurately. Your attendance at online teaching sessions is monitored by reviewing your logins to sessions on Zoom. Once again you must log in within 15 minutes of the event start time for your attendance to be recorded. You are expected to attend all of your mandatory sessions on [your individual timetable](#) and [report an absence](#) if you are unable to do so. If you have a Student visa, you must attend all your timetabled

teaching events in-person where this is available. Attendance at a teaching event via Zoom where the session was also delivered in-person will count as failure to attend. If you fall below the Home Office expectations we **must** take action, and this can include withdrawing our visa sponsorship.

It is your responsibility to remember your student registration card and to tap-in correctly. [Lost or faulty cards](#) can be replaced at the Student Services Hub.

Please contact your Personal Tutor, department/school 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 or school, and personal tutor. They will be able to provide advice about the things you should consider before changing your course. If you are thinking of undertaking a placement year or year abroad, you should check the requirements for these programmes by contacting the [Industry and Placements Team](#) or [Essex Abroad Team](#). Student visa holders may not be able to change their course without first obtaining a new visa, from overseas, if eligible. You can find information on the potential visa implications of a change in course on our Immigration [webpages](#). If you have any further questions, you should contact the [International Services Team](#)

Thinking of leaving or taking a break?

You may experience doubts at some point during your studies, if you're thinking about leaving Essex, we're here to support you and give you the advice you need to help you make an informed choice. You can contact your department or school, 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.

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

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

Library and Cultural Services

Library Services

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

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, evaluating sources and more. Our [Skills at Library](#) guide provides a range of online support in these areas, and our [subject guides](#) provide subject-specific guidance and resource recommendations. In addition, the Library offers a programme of '[Workshops at Library](#)' sessions which cover key information and research skills, including searching for information, checking and evaluating sources, using AI ethically and referencing.

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

If you have any questions about library services, there are a range of ways you can [get in touch with the team](#).

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has a variety of study spaces, including individual and group work areas and bookable study pods and rooms. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, live chat and the opportunity to book appointments with

experienced Library staff to help you through your studies and into whatever you choose to do after graduation. The Albert Sloman Library is open 24/7 during term time and offers a laptop loans service which is also available 24 hours a day.

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

Art Exchange

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

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

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

We want everyone to get involved and enjoy great art.

Lakeside Theatre

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

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

We believe that theatre is for everyone, you don't have to be studying drama or theatre studies to take part in or develop as an actor, producer, director, technician, or performer. That's why we have our [Homegrown Programme](#), to develop theatre

makers at the University of Essex. Students, researchers, staff and alumni of the university can join the programme at any stage in their journey for support, guidance and opportunity to become a performing arts professional. Keep an eye out for our workshops and for when applications open up to our [Homegrown Studio Season](#), where you can perform on our stages!

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

Publish with the Essex Student Journal

Publishing your writing with [the Essex Student Journal](#) provides the opportunity for you to develop your writing skills, showcase your work, and gain valuable experience in academic publishing and the peer review process. All undergraduate students can submit academic or creative writing regardless of your experience.

Our multi-disciplinary journal is run by and for students at the University, publishing the hard work of our students and giving you the ability to improve your writing through feedback from peer reviewers.

Not all universities have a Student Journal - this is a unique opportunity for you to publish a paper in your name and build your academic portfolio early in your career. We accept a wide range of submissions including creative writing, essays, case studies, research papers, dissertations, and academic blog posts.

Join our community of student writers to develop new skills and the best practices in writing. Find out more about the Essex Student Journal and embark on your academic publishing journey today. If you have any questions, get in touch with the Journal Team via journal@essex.ac.uk

Academic skills support

Skills for Success are here to support you with everything that you need to do well in your studies that is not directly related to your course content – in other words, the skills that you need to be successful.

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, and provide a range of embedded teaching, [workshops](#) and [1:1s](#) on:

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

For more information, please contact skills@essex.ac.uk.

Departmental Support

Name	Room	E-mail
Senior Tutor		
Dr Muge Sayit	5A.531	muge.sayit@essex.ac.uk
Department Inclusivity & Disability Liaison Officer		
Dr Javier Andreu-Perez	5B.542	j.andreu-perez@essex.ac.uk

Students seeking advice on any kind of problem, whether personal or academic, may also contact the School Office or their Personal Tutor. 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.

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

Language classes

Academic English support classes

Skills for Success runs a range of [Academic English support classes](#) throughout the year, which all new students who have English as an additional language are invited to enrol on. These classes are free, voluntary and designed to help students improve their language proficiency and maximise their existing language skills in an academic context.

Options include 8 week or 4 week modules and one-off, bookable sessions. You will be emailed on registration, or can contact us at any time at skills@essex.ac.uk.

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

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

- Dependants and close family members of students and staff at the University of Essex
- International staff at Essex who may want to work on their general English and fluency skills
- International students currently studying at UEIC Kaplan
- International students currently studying at both UG and PG level at Essex who wish to develop their language skills

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

Learning a language

Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you're looking for a job. There are a number of ways to do it, either as extracurricular activity via [Language For All](#) or it may be possible to select a language module as part of your degree (see what [modules](#) are available or email lalteam@essex.ac.uk).

Assessment and Academic Integrity

All departments and schools 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.

Rules of Assessment

The [Rules of Assessment](#) are used to calculate your results. There is a main set of rules for [Three-Year](#) and [Four-Year undergraduate courses](#), but some departments or schools 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 BCS and/or IET, (or where we are seeking to secure professional accreditation in the near future) 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 for progression purposes, even if they are listed as core with options. This means you have to pass all modules in each stage to progress into the next year of study on your course). Non-accredited programmes allow students to graduate with 330 credits*

- *At Stage 2 and Final stage, in addition to achieving a pass mark of 40 you 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 take has a credit value which you are awarded if you successfully complete the module. You need to obtain a certain number 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 administrators, 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](#).

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

Most modules in each year must be passed, with only a small number of credits, if any, being allowed to be failed across your degree. For the Honours Degree this is 30 non-core credits across the whole 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, self-plagiarism, using Artificial Intelligence such as ChatGPT to write all or part of an assignment unless specifically permitted to do so, 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. Progress tests will be held online for the academic session 2024-2025 and will show in your timetable. 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.

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 Capstone Final Year Project - (Triple module = 45 credits)

Project Co-ordinators: Dr Vishwanathan Mohan/ Dr Roneel Sharan

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 publicly 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 Organization

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 of approximately 45 hours can be undertaken during the Summer Vacation between Year 2 and Year 3. Practical work commences at the beginning of the Autumn term i.e., October 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 Project Open Day. 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 Capstone Project Guidelines, and the Grading Guidelines on the [CE301 Moodle server](#).

PLEASE NOTE:

All submissions are to be submitted electronically, via FASER. Open Day abstracts are submitted through a CSEE portal to generate the booklet which is sent to Industry contacts.

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

Problems with FASER

If you have technical difficulties when submitting your coursework to FASER, you should contact the [IT Helpdesk](#). They can advise on any system or computer problems. This will count towards your claim when submitting a late coursework extenuating circumstance form should you need to. If you are confused or unsure how to upload or are having any non-technical difficulties, you should contact your Undergraduate Administrator.

Late submission of coursework

At the University of Essex we have a single policy 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 but have been able to within the relevant Late Submission timeframe.

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

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

Further information about the research ethics process can be found on the [University's ethics review webpages](#). **Studies involving the NHS (i.e. patients, their data or samples; staff, their data or samples; sites; data extracted from or through clinical systems) and studies involving human tissue or adults lacking capacity to consent are very likely to need some kind of NHS approval, such as ethical approval, governance approval or study registration. Even 'data only' studies, which do not involve direct contact with NHS staff or patients, will often require approval of some kind. Service evaluations, audits and similar involving the NHS may not require NHS ethical review. In cases where the project has not been defined as research by the HRA, ethical approval will need to be sought through the University's ethics review processes. If your study involves the NHS, you should contact the REO Research Governance Team (reo-governance@essex.ac.uk) at an early stage for advice about the ethics review process.**

Examinations

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

Exam timetable

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

Attending an in-person exam

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

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

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

Calculators in examinations

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

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

Open and closed-book exams

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

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

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

Moderation and marking

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

Marking

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

Moderation and double marking

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

External Examiners

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

Re-marking of coursework

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

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

Appeals

[Appeals on academic grounds](#) can only be made following the meeting of the Board of Examiners and the publication of your results. All academic appeals should be submitted within 10 working days of the publication of your results by the Board of Examiners. You can only appeal your results on limited grounds. 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 credits;
- you have met the requirements to progress to the next year of your course;
- you have met the requirements to pass your course and, where you have, the classification/citation you are eligible for.

If it is determined that you have not passed sufficient credits to progress to the next year 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 it¹;

¹ The Board of Examiners will not be aware of a student's immigration status. As a result, some reassessment options may be offered that are not compatible with individual student visa restrictions. Students should consider all options in conjunction with applicable visa restrictions.

- whether you must withdraw from your course, and your eligibility for an exit award.

Student visa holders can find the visa implications for each of the possible decisions that the Board of Examiners can make on our Immigration [webpages](#). If you have any further questions you should contact the [International Services Team](#)

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 must undertake 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 or trailing fails if you have not attempted the reassessment.

Reassessed modules are normally capped at the pass mark of 40 unless you have extenuating circumstances which are accepted by the Board of Examiners.

A strict reassessment policy is in place for coursework. Please find further details below.

Coursework Reassessment Policy

If you do not meet the pass criteria for a module, you will be offered reassessment over the summer however, if you fail more than 60 credits at the June Exam Board or you do not pass your summer reassessment, you will not be allowed to take the reassessment until the following academic year and any failure in the coursework, will be on a **part-time study basis only** (i.e. in full attendance and paying fees for this module). This is because evidence suggests that those who fail coursework, need to re-study the lab material, in order to pass the module. It is therefore crucial that you

engage with the lab material throughout the current academic year and submit all assessments. If you are struggling with any assessment, you should speak to the Module Supervisor, at the earliest opportunity.

Reassessment in CE101 and CE201 Coursework

For CE101 and CE201, it is vitally important that you engage with these modules, as Group Work is a key component of our accreditation status and an important skill to take into the workplace. For those who do not pass these modules at the first attempt, you will be required to study these on a **part-time basis the following academic year** thus preventing you from progressing to your next stage of study. Reassessment over the summer or out of residence reassessment is not available in the coursework component on CE101 and CE201. It is therefore imperative you try and pass them at the first attempt. Again, if you have any concerns whilst studying these modules, please speak to the Module Supervisor as soon as possible.

Reassessment in CE301 Capstone Project

If you meet the criteria for reassessment over the summer, you will only be able to complete CE301 over the summer if the Exam Board deem it appropriate and that they can see evidence that you have completed sufficient work on your project during the course of the academic year (i.e. some of the individual assessments have been completed and / or you have logged your progress with your practical work in JIRA). If the Board of Examiners cannot see that you have completed sufficient work in your project, reassessment will be offered for the following academic year, on a part-time study basis only (i.e. you need to take the module in its entirety again, by starting a new project and attending all lectures / assessments / events – fees will be charged).

Exam Reassessment

Exam Reassessment can be offered on an out of residence basis, if all coursework on a module has been passed. We offer exam resits in August /September for those eligible (as determined by the June Exam Board) but then the next opportunity to resit exams, would not be until the following May / June thus preventing you from progressing to your next stage of study.

If a student meets the Universities criteria to 'TRAIL,' in CSEE, this is only available for exam reassessment and these exams will be scheduled in the following January. If you are permitted to TRAIL, you will need to transfer onto a non-accredited degree to enable this and will then be permitted to transfer back onto your original accredited degree should you pass at re-assessment and meet the criteria for the accredited degree. The September Resit Boards will determine if students meet the criteria for trailing.

Engaging with Reassessment

If you need to undertake any reassessment, it is imperative you engage and submit the reassessment offered, as non-engagement can lead to automatic withdrawal from the University. It is better to submit your coursework or sit your exam and submit something even if it is not to the standard you would like, rather than submit nothing at all.

Students with a Student visa expiring before their reassessment will need to know whether they are required to be in the UK before requesting further sponsorship to complete their studies.

Resit exams

[Resit exams](#) are usually scheduled to take place in late August and early September or 'out of residence' in the following academic 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 do not meet the requirements to be considered for your full award, you may be awarded an exit award which may be at a lower level, if appropriate.

Student visa holders should be aware that obtaining a lesser award will impact eligibility to apply for a Graduate visa after completion of studies. Further guidance

about the Graduate route and eligibility criteria can be viewed on our [Immigration webpages](#)

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 affect you for any significant period of time and/or during assessment.

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

Your department or school will review your claim at an Extenuating Circumstances Committee and determine whether it will be accepted or rejected. The [Board of Examiners](#) will determine an appropriate course of action, such as permitting further reassessment opportunities for uncapped marks. Please note that the Board of Examiners cannot award extra marks even where there are serious extenuating circumstances.

Computers, learning technologies and your information

Computers

Using a campus computer

Visit an IT lab to [use a campus computer](#). Many are open until late and some are open 24/7. Some labs may be booked for teaching, so it is best to check availability first. If you prefer to be on the move, you can [loan a laptop](#) from the Library for a few hours at no cost.

IT training and help

If you need help with Word, Excel, PowerPoint, or EndNote, book on our digital skills training through [CareerHub](#). You also have unlimited, free access to [LinkedIn Learning](#), an online video training platform, using your Essex IT account. You can choose what you would like to learn and when. LinkedIn Learning is a great tool for both personal and professional development.

For IT help and support, visit the IT Services pages on the [Student Directory](#). You can also find information on free software available to students, account storage and how to print.

If you can't find what you're looking for, or if you need to talk to someone, contact the [IT Helpdesk team](#) who can 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 activities. An algorithm within LEAP gives a weighting score to each activity and 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 based on your class attendance, utilisation of Moodle etc. 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 find challenging

The University has a [Student Engagement Policy](#) which provides a structured approach based on support and mutual decision-making to maximise the success and achievement of every student.

Moodle

[Moodle](#) is our online learning environment. It holds key course and module materials, discussion forums, chat facilities, quizzes, surveys, glossaries and wikis released by your lecturers.

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. Lecture videos are normally uploaded on Listen Again 24 hours after the lecture.

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, the link to join will be available in your individual timetable 48 hours before the class.

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 including any change to your address or contact information which you can [manage and update online](#). If you have immigration permission to study with us and obtain a new passport or visa during your studies, please ensure you bring this to your [Student Services Hub](#) so a scan can be taken for University record.

Your personal information

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

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

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

Student Voice

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

Student Representatives

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

Student Voice Groups

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

Student Voice Hours

These are regular informal 1-hour engagement meetings organised by our CSEE Student Experience team; some meetings will be held via zoom and others in person on campus and will be advertised to all students. You are warmly welcomed to attend these sessions to let us know how your course is going and informally raise any concerns so we can try and resolve these for you as quickly as possible.

Student surveys

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

National Student Survey

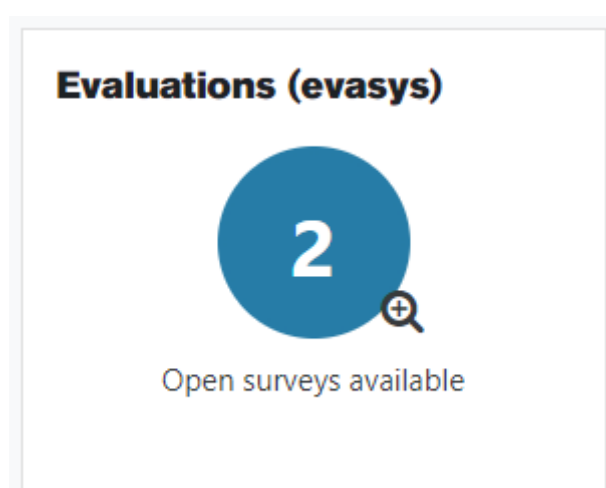
The [National Student Survey \(NSS\)](#) is an independent survey commissioned by the Office for Students aimed mainly at final-year undergraduate students. The survey provides students the opportunity to provide feedback on their University course and experience. The feedback you provide will be used 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.

Undergraduate Student Survey (non-final year students)

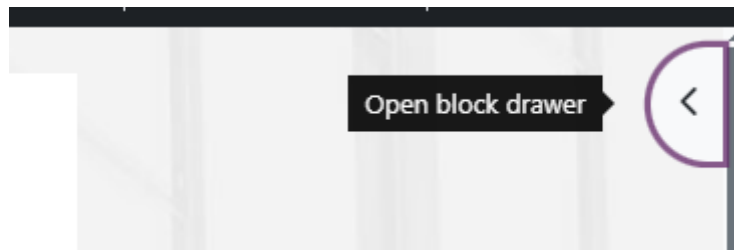
In addition to the NSS, aimed at final year students, the University runs an annual survey for all other undergraduate student groups. If eligible, you will be invited to participate via email.

Student Module Feedback

At the end of each term you will have the opportunity to provide feedback and comments on your modules via the University's [Student Module Feedback](#) process. All students will receive an email from University of Essex Surveys (no-reply)@essex.ac.uk inviting you to complete a brief online survey for each module undertaken over the preceding term. Available surveys are also accessible via the Evaluations block on the right-hand side of your [Moodle](#) homepage. This will display to the right of your Moodle page when you have open surveys that you haven't yet completed, as below:



To see this, you may need to click to expand the block drawer, using the arrow shown below:



These surveys allow you to provide some information on your experience of each of the modules you have studied, to say what worked well and to give constructive feedback on how they can be further improved. This 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](#) taking place, to ensure students are happy with the services the University of Essex provides.

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

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

You Matter

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

Student Services Hub

If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, the [Student Services Hub](#) 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 students with disabilities or additional needs

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

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

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

Support for students who are pregnant

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

Support for students who are parents or guardians

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

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

Financial Support for students with disabilities or additional needs

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

We also offer bursaries for UK students who are [Care Experienced, Estranged or have Refugee status](#).

Personal Emergency Evacuation Plans (PEEP)

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

Essex Access Forum

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

Seeing a doctor

If you're studying on a course for more than six months, you're required to register with a local doctor. Our Colchester Campus has its own [health centre](#) or you can use the [NHS Choices postcode](#) finder to find your nearest doctor. If you require emergency

medical or mental health services, there are a [number of options available](#) both through the NHS and also the University, regardless which campus you are studying at.

Counselling service

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

Digital wellbeing support

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

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

Student Wellbeing Support Line

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

Wellbeing Appointments for Students at Colchester, Southend and Loughton

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

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

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

You can make an appointment by emailing wellbeing@essex.ac.uk.

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

UK immigration advice and guidance

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

Money management

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

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

Funding opportunities

There are lots of funding opportunities available to UK, EU and International students offered by the University and by external companies and organisations. This may be in the form of a student loan, a scholarship, or a bursary. You can find out more information, including what you may be eligible for on the [UG Scholarships and Funding webpage](#).

Students' Union Advice

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

processes and procedures, representation at University meetings, student 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 – suacloou@essex.ac.uk; 01206 874034

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

Residence Life

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

Religion, faith and beliefs

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

Harassment support

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

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

Health and safety on campus

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

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

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

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

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

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

Making a complaint

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

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

Student Development

Careers Services

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

CareerHub

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

Get experience

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

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

Volunteering

Join the [vTeam](#) and be the difference. There are plenty of opportunities to **volunteer** during your time at Essex. The vTeam, run by the Students Union, is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.

You Are Essex

Graduation and Awards

Once the Board of Examiners has met, it can take between 7-10 working days for your results to be published. The University's [publication of results schedule](#) can be found online and you will be notified once this information is available. 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.

Award documents

Award documents are issued after each year of study and upon final completion of an award. Digital copies of Award documents will be uploaded to your [GradIntelligence](#) account, which you will be able to access for free even after Graduating. You will be able to log into your account at any time in your career and access these documents.

Your full academic transcript will be available electronically via your [Higher Education Achievement Record \(HEAR\)](#). Your [Higher Education Achievement Report \(HEAR\)](#) 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.

This will be updated after the successful completion of each year of study, and a final HEAR will be issued upon conferral of your final award. If you are studying an award for which the University is currently unable to issue a HEAR, then you will receive a printed copy of your Transcript.

Upon conferral of your final award, your final HEAR and Award Certificate will be available on your [GradIntelligence](#) account within 7 days. In addition to your digital Award Certificate, you will also receive a physical embossed and crested Award Certificate either at Graduation or posted to you. You will be contacted by the Graduation and Awards team regarding issue of your printed Award Certificate.

Graduation ceremonies

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

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

References

Requesting references from members of staff

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

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 125,000 fellow graduates around the world. We'd love to keep in touch and invite you to our alumni events, networking and volunteering opportunities, as well as offer you special alumni benefits. Want to know more? Visit [our website](#).

We will be here for you wherever life takes you next. You might know the path you wish to take, but if you need help to reach your goals, our Careers Services Team offer information, guidance and advice on your different options after graduation. We will be in touch 15 months after you graduate with reminders about the Graduate Outcomes survey which is your opportunity to tell us how you're doing and give us feedback on your university experience. Careers support is for life as an Essex graduate and we'll be with you every step of the way.

As an Essex graduate, you can take advantage of [generous discounts](#) on further [postgraduate study](#) and [postgraduate research degrees](#). Whatever you choose to do, please stay in touch. We'd love to hear where your Essex degree has taken you.