Welcome

Welcome to the Department of Economics and thank you for choosing to study with us

We are delighted that you have chosen to study at Essex and hope that your time here will be both enjoyable and successful.

Essex provides a stimulating and challenging environment in which to study. At the same time we also offer a friendly and approachable Department to support students throughout their studies. We strive to maintain the highest standards of teaching and research. We have been rated 5th in the UK for research by the Research Excellence Framework (REF 2014). We are in the top 20 for economics in the UK (The Times and the Sunday Times Good University Guide 2019). We are also ranked among the top one hundred and fifty departments on the planet according to the QS World University Rankings (2019).

The Economics Department at Essex is one of the very best in Britain. On behalf of the Department I encourage you to take an active part in the academic as well as the social life offered here. We wish you every success in your studies.

Professor Christian Ghiglino
Department of Economics
# Contents

Welcome ........................................................................................................................................... ii  
Introduction ........................................................................................................................................ 1  
Practicalities and Getting Started ...................................................................................................... 2  
The Essex Experience .......................................................................................................................... 5  
  Equality, Inclusion and Diversity ......................................................................................................... 5  
  Essex Spirit, social media and What’s on? .......................................................................................... 6  
  **International Students** .................................................................................................................. 6  
  Mature and part-time students ........................................................................................................... 6  
  Student Ambassadors ......................................................................................................................... 6  
  Essex Sport .......................................................................................................................................... 6  
  Students’ Union ................................................................................................................................... 7  
About the Department of Economics ................................................................................................... 8  
  Meet the team .................................................................................................................................... 8  
  Academic Staff with Specific Responsibility for Postgraduates ......................................................... 8  
  Your Module Tutor ............................................................................................................................ 8  
  Staff research interests ....................................................................................................................... 9  
  Departmental resources and facilities ................................................................................................. 9  
  Departmental prizes .......................................................................................................................... 10  
  Communication .................................................................................................................................. 10  
Learning and Teaching ....................................................................................................................... 13  
  The academic year ............................................................................................................................ 13  
  Module enrolment ............................................................................................................................... 13  
  Teaching timetable .............................................................................................................................. 13  
  Course structure ................................................................................................................................. 14  
  Learning Outcomes ........................................................................................................................... 14  
  Study Abroad ...................................................................................................................................... 15  
    Assessment: ...................................................................................................................................... 15  
  Library Services ................................................................................................................................. 15  
  Skills for Success ............................................................................................................................... 15  
  Attendance Monitoring (Count me in) .............................................................................................. 16  
  Recording attendance .......................................................................................................................... 16  
  Recording an absence .......................................................................................................................... 16  
  Lost or faulty cards .............................................................................................................................. 16  
  Fitness to practise ............................................................................................................................... 16  
  Making changes to your study ............................................................................................................ 17  
  The use of personal devices in teaching ............................................................................................ 18
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referencing and good academic practice</td>
<td>50</td>
</tr>
<tr>
<td>Graduate Teaching Assistants</td>
<td>51</td>
</tr>
<tr>
<td>Computers, Learning Technologies and your Information</td>
<td>53</td>
</tr>
<tr>
<td>Computers</td>
<td>53</td>
</tr>
<tr>
<td>IT Help and Guidance</td>
<td>53</td>
</tr>
<tr>
<td>Learning Technologies and Systems</td>
<td>53</td>
</tr>
<tr>
<td>Your information</td>
<td>55</td>
</tr>
<tr>
<td>Student Voice</td>
<td>56</td>
</tr>
<tr>
<td>Student Representatives</td>
<td>56</td>
</tr>
<tr>
<td>Student Voice Groups</td>
<td>56</td>
</tr>
<tr>
<td>Student Surveys</td>
<td>56</td>
</tr>
<tr>
<td>Student Assessment of Module and Teaching</td>
<td>56</td>
</tr>
<tr>
<td>You Matter</td>
<td>57</td>
</tr>
<tr>
<td>Student Services Hub</td>
<td>57</td>
</tr>
<tr>
<td>Health Centre</td>
<td>57</td>
</tr>
<tr>
<td>Disability and emotional wellbeing</td>
<td>57</td>
</tr>
<tr>
<td>Counselling services</td>
<td>57</td>
</tr>
<tr>
<td>Money management</td>
<td>58</td>
</tr>
<tr>
<td>Students’ Union Advice</td>
<td>58</td>
</tr>
<tr>
<td>Residence Life</td>
<td>59</td>
</tr>
<tr>
<td>Religion, faith and beliefs</td>
<td>59</td>
</tr>
<tr>
<td>Harassment support</td>
<td>59</td>
</tr>
<tr>
<td>Health and safety on campus</td>
<td>59</td>
</tr>
<tr>
<td>Making a Complaint</td>
<td>60</td>
</tr>
<tr>
<td>Student Development</td>
<td>61</td>
</tr>
<tr>
<td>Careers Services</td>
<td>61</td>
</tr>
<tr>
<td>CareerHub+</td>
<td>61</td>
</tr>
<tr>
<td>Big Essex Award</td>
<td>61</td>
</tr>
<tr>
<td>Frontrunners</td>
<td>61</td>
</tr>
<tr>
<td>Volunteering</td>
<td>61</td>
</tr>
<tr>
<td>Essex Interns</td>
<td>61</td>
</tr>
<tr>
<td>You Are Essex</td>
<td>62</td>
</tr>
<tr>
<td>Year and Degree Marks</td>
<td>62</td>
</tr>
<tr>
<td>GradIntelligence</td>
<td>62</td>
</tr>
<tr>
<td>Graduation</td>
<td>62</td>
</tr>
<tr>
<td>Job References</td>
<td>62</td>
</tr>
<tr>
<td>Alumni</td>
<td>63</td>
</tr>
<tr>
<td>What comes next?</td>
<td>63</td>
</tr>
</tbody>
</table>
Introduction

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

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

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

The Student Directory contains a wealth of other helpful sources of information which can be found at https://www.essex.ac.uk/student.
**Practicalities and Getting Started**

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

**Complete your Registration**

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

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

New students: [https://www.essex.ac.uk/welcome/registration](https://www.essex.ac.uk/welcome/registration)

Returning students: [https://www.essex.ac.uk/student/registration/returner-registration](https://www.essex.ac.uk/student/registration/returner-registration)

**eNROL**

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

**Explore your Campus**

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

[https://www.essex.ac.uk/life/student-facilities](https://www.essex.ac.uk/life/student-facilities)

**Get connected**

**Your IT account**

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

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

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

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

**MyEssex**
MyEssex is your online account. You can use it to see your timetable, keep your personal details up-to-date, request replacement registration cards or supporting documents, such as council tax exemption certificates, see how you’re doing on your course, let us know if you’ll miss a lecture or class, contact the Student Services Hub, and much more.

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

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

[https://www.essex.ac.uk/myessex/](https://www.essex.ac.uk/myessex/)

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

**Right to Study**
The University must ensure all students have the right to study at the University of Essex for the whole duration of their course(s). If you require immigration permission to study in the UK, this will be checked when you first register on your course and as necessary thereafter.

For Tier 4 sponsored students, you will have conditions attached to your leave restricting study and work; some nationals are required to register with the Police. You are expected to have the finances in place to pay your tuition fees and living costs throughout your course and do not have access to state housing or benefits.
The Tier 4 rules and guidance include restrictions relating to the length of time you can spend studying in the UK and academic progress; this may mean you are unable to take an academic option offered to you or that we can’t continue to sponsor you under Tier 4. The University has many duties as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 licence. Find out more on the University’s website: https://www1.essex.ac.uk/immigration/ and https://www.essex.ac.uk/about/governance/regulations

If you would like to get additional support with your English language skills, you can find helpful information and a range of resources here: https://www.essex.ac.uk/welcome/international-students

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

ecdis@essex.ac.uk
The Essex Experience

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

You are welcomed to a truly diverse community where differences are celebrated and individuality is valued. Your contribution is welcomed and encouraged based on your own thoughts and experiences. As part of our community you will have the freedom to explore, experiment, and challenge your discipline and have your ideas shaped by peer and professional knowledge from all over the world.

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

Equality, Inclusion and Diversity

The University recognises the value of diversity and is committed to equality of opportunity within the University. It therefore aims to create the conditions whereby students and staff are treated with dignity and respect, and solely on the basis of their merits, abilities and potential, regardless of race, ethnic or national origin, gender, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations, or any other irrelevant distinction.

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

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

Athena SWAN and Diversity in Economics

https://www.essex.ac.uk/departments/economics/equality-and-inclusion

The Department of Economics is committed to the inclusion, progression, and success of all groups in its research, education and leadership activities. We aim to foster equality of opportunity and a positive culture for all, where our differences are respected and valued. We encourage anyone interested in the creative and productive atmosphere we foster to join us, and will support you in your career progression, from the first year of undergraduate study to Professorship.

Embrace the Essex Values

We are different at Essex. We are brave, we are bold, and we embrace challenges and drive change. Our values are underpinned by this very culture. While we full heartedly encourage students to challenge the status quo and explore the unknown, we expect that students do so respectfully, intelligently and act as true ambassadors for the University.

The University’s Code of Student Conduct can be found on the website: www.essex.ac.uk/governance/regulations
**Essex Spirit, social media and 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
- /uniofessex
- /Uni_of_Essex
- /uniofessex
- /uniexess
- uniofessex

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

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

**International Students**

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

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

You can find helpful information here –

[https://www.essex.ac.uk/welcome/international-students](https://www.essex.ac.uk/welcome/international-students) and [http://www.essex.ac.uk/student/student-communities/international](http://www.essex.ac.uk/student/student-communities/international)

**Mature and part-time students**

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

You can find more information here: [www.essex.ac.uk/students/groups/mature-students.aspx](http://www.essex.ac.uk/students/groups/mature-students.aspx)

**Student Ambassadors**

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

[www.essex.ac.uk/careers/job_hunting/on_campus](http://www.essex.ac.uk/careers/job_hunting/on_campus)

**Essex Sport**

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

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

www.essex.ac.uk/sport

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

**Students’ Union**

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

[https://www.essexstudent.com](https://www.essexstudent.com)

**Get involved**

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

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

[https://www.essex.ac.uk/life/colchester-campus/get-involved](https://www.essex.ac.uk/life/colchester-campus/get-involved)
About the Department of Economics

Meet the team

A full list of all academic and professional services staff for the department of Economics can be found on our website at: [https://www.essex.ac.uk/departments/economics/people](https://www.essex.ac.uk/departments/economics/people)

Below is a summary of the roles of staff that you are likely to be in contact with most frequently.

**Julie Oliver (MSc/MA/MRes/Diploma students):**
Room 5B.211, Ext: 2647, joliver@essex.ac.uk

**Lorna Woollcott (PhD Students) Monday to Thursday:**
Room 5B.208, Ext: 2726, lornaw@essex.ac.uk

We operate an open-door policy, so just pop in for a chat about anything regarding your degree.

The department has other administrative staff located on floor 5B, available to help you during Academic Support Hours as appropriate:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Office</th>
<th>Extension</th>
<th>Email</th>
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<tbody>
<tr>
<td>Departmental Managers:</td>
<td>Claire Cox / Carol Macaskill</td>
<td>Ext: 2728</td>
<td></td>
<td><a href="mailto:ecodm@essex.ac.uk">ecodm@essex.ac.uk</a></td>
</tr>
<tr>
<td>Deputy Department Manager:</td>
<td>Christina Turner</td>
<td>Ext: 3943</td>
<td></td>
<td><a href="mailto:c.turner@essex.ac.uk">c.turner@essex.ac.uk</a></td>
</tr>
<tr>
<td>1st year UG Administrator:</td>
<td>Antonio Vivas</td>
<td>Ext: 2725</td>
<td></td>
<td><a href="mailto:ajjviv@essex.ac.uk">ajjviv@essex.ac.uk</a></td>
</tr>
<tr>
<td>2nd/final year UG Administrator:</td>
<td>Nick Bradley</td>
<td>Ext: 2755</td>
<td></td>
<td><a href="mailto:n.bradley@essex.ac.uk">n.bradley@essex.ac.uk</a></td>
</tr>
<tr>
<td>Student Engagement Officer:</td>
<td>Daniel Tene</td>
<td>Ext: 4924</td>
<td></td>
<td><a href="mailto:dptene@essex.ac.uk">dptene@essex.ac.uk</a></td>
</tr>
<tr>
<td>Finance Assistant:</td>
<td>Jane Rodwell (p/t)</td>
<td>Ext: 2697</td>
<td></td>
<td><a href="mailto:jane.rodwell@essex.ac.uk">jane.rodwell@essex.ac.uk</a></td>
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**Academic Staff with Specific Responsibility for Postgraduates**

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<tr>
<th>Name</th>
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<tr>
<td>Ben Etheridge</td>
<td>Director of Graduate Studies (Taught courses)*</td>
</tr>
<tr>
<td>George Symeonides</td>
<td>Deputy Director of Graduate Studies (Taught courses)</td>
</tr>
<tr>
<td>Marcus Chambers</td>
<td>Director of Research Students</td>
</tr>
<tr>
<td>Stefan Niemann (Au, Sp) Shin Kanaya (Sp, Su)</td>
<td>Deputy Director of Research Students</td>
</tr>
<tr>
<td>Elke Weidenholzer</td>
<td>Study Abroad Coordinator</td>
</tr>
<tr>
<td>Marco Francesconi</td>
<td>Employment Director</td>
</tr>
<tr>
<td>Sheri Markose</td>
<td>Deputy for PGT Placement</td>
</tr>
<tr>
<td>Sibel Beadle</td>
<td>Deputy for UG Training</td>
</tr>
<tr>
<td>Marcus Chambers and Alexander Clymo</td>
<td>Deputy for PGR Training</td>
</tr>
<tr>
<td>Lukas Voellmy</td>
<td>Student Liaison Coordinator</td>
</tr>
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*The Director of Graduate Studies (Taught Courses) is also the Personal Tutor for all students.

**Your Module Tutor**

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

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

You can find out who is the module tutor for each Module here: https://www1.essex.ac.uk/modules/modules.aspx?department=EC&filter=PG&year=19&campus=CO&level=&zs=true

**Staff research interests**
The Research Repository (www.repository.essex.ac.uk) is a showcase for the University’s and Department’s research and on-line archive.

Some examples of recent staff research interests are:

**The true cost of Binge drinking**
A study conducted by Professor Marco Francesconi and Dr Jonathan James (a former PhD student from Essex, who is now at Bath) on how the fine for drink driving would need to be eight times the current maximum level to reflect the true cost of the crime.

**Opinion Dynamics**
Professor Friederike Mengel has received ERC funding to look at ‘opinion dynamics’, investigating the role of social networks and groups in sharing people’s beliefs. This is crucial work in this time of ‘fake news’ and ‘opinion bubbles’.

**Departmental resources and facilities**
A wide range of facilities and resources are available for all students to access and use as part of their study at Essex. Each department and school also has a selection for the exclusive use of their students. Below is a summary of the facilities and resources that are likely to be most useful to you.

**Economics Common Room**
The Economics Common Room (5B.307) is for the use of all postgraduate students. Please see the ‘Postgraduate taught Information for current student’ page on Moodle for details on the common room door code.

**Postgraduate Training**
Postgraduate Taught students are provided with structured training throughout their scheme of study. The Department offers a wide range of postgraduate taught modules that either explore particular fields and concepts, or offer specific training in research methods and skills. Students should peruse the modules available and discuss with the Graduate Director Taught which of these modules would be suitable.

**Printing, Photocopying and Scanning**
All students can print, copy and scan for free at Essex! There are over 100+ multi-function devices that can be used at various locations across our three Campuses. Facilities are available at the Library, Roding House and Unit 4 at Loughton Campus. In Southend, printing facilities are available on 5th floor of the Gateway Building and in The Forum.
Simply log in to the devices using your Essex login and password, or tap with your student card. These devices can also scan to email and feature mobile printing. Whilst printing is free for all students, please think of your carbon footprint and only print if necessary.

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

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

Departmental prizes

**MSc Examination Prize** – awarded annually to the graduate student in the Department of Economics who achieves the best results in the MSc examinations.

**MSC Dissertation Prize** – awarded annually to reward excellence in carrying out independent research.

The prizes are awarded by the Board of Examiners at the boards held in June and November each year. Therefore, students do not need to apply for the awards.

Communication

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

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

If you are elected to a Student Representative position, work as a Graduate Teaching Assistant, or volunteer in another form or means, it is even more important to regularly check your Essex email as should other students and staff need to get in touch, they will do so via your Essex email.

You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. To opt in or out of such lists, please visit:

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

**How you should communicate**

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

- If you are writing to your lecturer for the first time, it is good practice to use a relatively formal manner and use their correct title, for example, 'Dear Dr Bercow' or 'Dear Professor Hammond'.
- If your lecturer signs their reply using their first name, then it is generally acceptable to reply using just their first name in your response; if not, continue to address them with their full, formal name.
- If you are unsure of your lecturer’s title, you can find their full details here: https://www.essex.ac.uk/departments/economics/people. If no title is noted, then you should use the member of staff’s full name.

Identify yourself

- In the first few weeks of term, academic staff will be busy getting to know all of their students. Therefore, it is important that you begin by introducing and identifying yourself to them as they will not know every student right away. For example, ‘I am taking module AB123 and was at your lecture on Research Methods on Tuesday morning…’
- You should always use your Essex email as your full name will appear to the member of staff you are emailing, but still remember to sign off your email with your name, including your preferred name if this is different to your official legal name on your record and account.

Consider your question

- You should always check that who you are contacting is the most appropriate person to answer your query. The useful department contact list provided earlier in this section should help you determine who will be able to help you on a range of different queries.
- Before emailing the member of staff, you should make sure that you have checked the resources provided, including the University website, Student Directory, Departmental Moodle pages and this Student Handbook in case the answer to your question can be found in one of these.

If your question is particularly long or complex, it may be quicker and more useful to see someone in person. Your department office is open daily and all staff hold academic support hours when you can just drop in. If you cannot make the advertised support hours, or wish to notify the member of staff before you drop in, you can always email them beforehand to arrange an alternative time or make them aware you will be coming along.

Our website

Each department and school has its own section of the University website. This is an important source of information and news about all aspects of your studies. You can find the Department of Economics website here: https://www.essex.ac.uk/departments/economics

MyEssex

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

By telephone

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

By text message

In instances where a last minute change has been made, and the department or school need to communicate this with short notice, you may receive a text message to communicate the change, such as a lecture or class cancellation. You should ensure that you provide the University with a contact number with your personal details.
**By letter**
Letters may be attached to your Essex email or posted to your term-time address, so please make sure the University has got your current contact details. Your address and contact details can be updated via the MyEssex portal.

**Social Media**
The department of Economics have the following social media accounts:

https://twitter.com/UoE_Economics
https://www.facebook.com/EconomicsUoE/
Learning and Teaching

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

The 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.

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

You can view the University’s week numbers with the equivalent dates in the week by week calendar. The University’s key dates include an overview of the start and end of each term and exam periods. Some courses within departments have slightly different term dates. However, you will find that all campus activities and events make reference to the standard academic year terms and schedule noted above.

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

Module enrolment

You may have had to select some optional modules as part of your course structure. If this is the case, you should have done this prior to the start of term. More information on how to do this can be found in the ‘Getting Started’ section of this handbook and a full list of modules available in the department can be found here: www1.essex.ac.uk/modules/modules.aspx?department=EC&filter=PG&year=19&campus=&level=&zs=true

Teaching timetable

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

https://www1.essex.ac.uk/timetables/timetable.aspx

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

Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found at:

https://www.essex.ac.uk/student/timetables/your-timetable
Course structure
Each course at the University has its own syllabus, full details of which can be found in the University’s Programme Specifications Catalogue at:

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

Programme specifications provide key information, including the aims and learning outcomes of your course. Your own course structure, including your specific programme specification, can be found in the MyStudy section of your MyEssex homepage.

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

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

Credits
All taught Economic postgraduate modules are worth 20 credits and the dissertation is worth 40. Postgraduate degrees normally consist of a total of 180 credits.

Module information
Most modules taught reflect the individual research interests of members of our academic staff. New modules are regularly explored, researched and developed in collaboration with the University’s Quality and Academic Development Team to expand our transformative educational offering at Essex. A full list of modules available in the department can be found here: www1.essex.ac.uk/modules/modules.aspx?department=EC&filter=PG&year=19&campus=&level=&zs=true

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

Late changes may be permitted, but will be subject to the approval of the department that runs the module and the relevant Dean. Late changes of modules that run for one term or less will not usually be permitted. Students may not change modules that are core or compulsory for the course for which they are registered.

Module Directors
Module Directors are responsible for the individual modules, which make up courses. They design the modules, teach them and examine them. They monitor student progress and talk to students about any academic issues related to their particular module.
Module Materials
Reading lists for each module can be found on Talis or on Moodle. All other information and module materials can be found on Moodle.

Study Abroad
The department welcomes study abroad students from other countries. Students coming to Essex as part of their programme should seek advice about modules from the department's Study Abroad Coordinator or the Director of Graduate Studies (Taught courses). Module choices must be approved by the department's Study Abroad Co-ordinator.

Assessment:
- Autumn term only students: take exams at end of Autumn term
- Spring term only students: take exams during the Summer term

Library Services
At our Colchester Campus, the Albert Sloman Library on Square 5 is open 24/7 and has a variety of study spaces over six floors, including individual and group work areas. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, live chat and the opportunity to book appointments with your Subject Librarian to help you through your studies and beyond.

library.essex.ac.uk

The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and academic integrity, using reference management software, and evaluating sources. Find out who your subject Librarian is and get help with your subject area at library.essex.ac.uk/studyres

Skills for Success
We are committed to ensuring that every student is able to get the most out of their academic study and achieve their potential on their course. Whether you need support with researching, assignment writing, mathematics and statistics, digital skills, or English language for academic purposes, support is available to help you succeed during your time at University. Reach your potential and enhance your chances of success with classes, workshops, drop-in clinics and online resources. Find out more at: www.essex.ac.uk/students/study-resources/tdc/

The use of proofreading services
Many students seek ‘proofreading’ services at some point during their studies, but different editing practices at times go on in this name that may not be appropriate in an academic context, and could potentially qualify as an academic offence. In a context where work is to be assessed, the University is keen to ensure as far as possible that students understand what proofreading work should entail and the acceptable boundaries to which any proofreading or editing must adhere to.

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

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

Before considering the use of proofreading services, all students should first discuss their work with their module tutors.
Learning a Language
Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you’re looking for a job. There are a number of ways to do it, so look online to discover the best option for you.

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

Attendance Monitoring (Count me in)

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

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

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

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

Your department consider the reasons and may record it as an authorised absence. Accepted reasons for absence from teaching include extenuating circumstances (such as illness), participation in certain events (such as a significant extra-curricular University or SU Society event or Jury Service). Examples of reasons that will not be accepted include oversleeping, or missing the bus or train. Be prepared that you may need to provide evidence, including medical evidence, if relevant.

If you need to report an absence from an examination or class test, you must report your absence in your MyEssex portal and submit an extenuating circumstances form. You can find out how to do this in the Extenuating Circumstances section of this Handbook.

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

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

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. Students are notified at the point of enrolment if their course of study is subject to the terms of this procedure. Students enrolled on courses where a practical professional placement is required have additional responsibilities placed upon them regarding not only their conduct but also their professional suitability as outlined in relevant regulatory and/or professional body codes of practice. Failure to meet these responsibilities can lead to the Breach of Professional Conduct with the Fitness to Practice and Termination of Training Procedure being invoked. If this applies to you, you will have been told by your department. You can find the full Fitness to Practise procedure online at: www.essex.ac.uk/students/exams-and-coursework/ppg
Making changes to your study

Changing your course

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

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

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

If you want to change your mode of study from full-time to part-time, you should discuss this with our departmental staff. If this is possible, you will need to make a formal request, to be approved by your Department and Dean, using the online Change of Mode of Study form which you can find online:

[https://www1.essex.ac.uk/students/course-admin/changing-course.aspx](https://www1.essex.ac.uk/students/course-admin/changing-course.aspx)

Changing your mode of study may affect your immigration status and you may need to contact the Home Office or make a new Tier 4 application. Please carefully read our guidance on visas and course changes:

[https://www1.essex.ac.uk/immigration/studies/changes_course.aspx](https://www1.essex.ac.uk/immigration/studies/changes_course.aspx)

**Maximum period of study.** Postgraduate students have a maximum period in which to complete their studies. This is set from the date you are first admitted to a taught postgraduate programme. It is based on the normal length of the course, plus one or more additional years. Unless there are exceptional circumstances, periods of intermission will count towards the original maximum period.

Further details on the maximum period for your course can be found in the Credit Framework for Taught Postgraduate courses.

[https://www1.essex.ac.uk/students/exams-and-coursework/PGG/PGT/assess_rules.aspx](https://www1.essex.ac.uk/students/exams-and-coursework/PGG/PGT/assess_rules.aspx)

Thinking of leaving or taking a break from your studies?

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

**Intermission** is a temporary withdrawal or leave of absence from the University and provides you with the opportunity to take a break from your studies. Normally, this is for reasons beyond your control (e.g. health or personal problems) although other reasons are permitted. Intermission must be approved by the University first, so if you are thinking about intermitting, we strongly advise you to contact your department and your Student Services Hub to talk to one of our advisers.
You should also read our guidance on intermitting very carefully at [www.essex.ac.uk/see/intermit](http://www.essex.ac.uk/see/intermit). If your intermission is agreed to, we will also give you the advice and support you need to help you carry on with your studies.

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

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

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

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

www.essex.ac.uk/governance/regulations

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

https://www1.essex.ac.uk/students/exams-and-coursework/ppg/pgt/assess-rules.aspx

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

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

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

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

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

Ethics in research
All research involving human participants, whether undertaken by the University's staff or students, must undergo an ethics review by an appropriate body and ethical approval must be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here - https://www.essex.ac.uk/staff/research-governance/ethical-approval-resources-for-applicants - along with a link to the online Ethical Approval application form in ERAMS (https://erams.essex.ac.uk/do/essex-login/login).

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

**Academic Integrity and Academic Offences**

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

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your coursework. An academic offence can take place even if you didn’t mean to commit one, and examples include plagiarism, falsifying data or evidence, and communicating with another candidate in an examination.

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

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

**Methods of Assessment**

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.

**Assessment methods for postgraduate taught economics modules comprise:**

**Tests:** Tests are short examinations (of up to 2 hours duration) set at one or more points during a module that focus on concise presentation of knowledge and the application of analytical methods.

**Term papers:** Independently prepared essays exploring a topic in-depth and presenting reasoned arguments that support an analytical framework and/or critically evaluating evidence, including policy evaluation.

**Dissertations:** Individually supervised research projects that explore a topic in-depth. They deploy a wide range of methods, theories and evidence, thus providing scope for originality. The dissertation is a compulsory component of all postgraduate courses (except the Diploma in Economics).

**Final examinations:** Test the concise expression of ideas, analytical reasoning capabilities and arguments that critically assess evidence (including economic policy). The examination is a compulsory component of the assessment for all Economics taught modules.

**Calculation of the Aggregate Mark for Each Module**

A final examination is required for almost all economics modules. Continuous assessment, in the form of coursework, is available for all modules except the dissertation, though the form of assessment differs across modules.
For all MRes / MSc / MA / Diploma modules, please refer to the module directory for more details regarding assessment and how each module aggregate is calculated: https://www.essex.ac.uk/modules/default.aspx

Outside options — modules in other departments — taken by students registered for economics courses are assessed according to the rules for the module. Economics students must abide by the rules of the department that offers the module.

Coursework
The Importance of Coursework

What does it mean for coursework to be compulsory? It means that failure to submit term papers, or to attend tests, is interpreted as evidence of lack of academic progress. In severe cases, students with poor academic progress can be required to withdraw from the University (even before the final examinations). Your academic progress is monitored throughout the year and failure to submit term papers or attend tests provides adverse signals.
Assessment Methods and Guidelines

Term papers

- Term papers are extended essays.
- It is the responsibility of each module supervisor to provide a list of term paper titles at the start of the term in which the module is taught. You must choose a title from the list provided.
- Term papers must be submitted no later than the specified deadline.
- Term papers should have a maximum length of 4,000 words.
- Each term paper should be submitted via FASER by the specified deadline.
- It is not permissible to submit term papers by email, fax or in person.
- The mode of assessment of for term papers is similar to that for examinations.
- Make sure you comply with University regulations regarding plagiarism.

Assessment of term papers and tests

- Module supervisors mark term papers and tests.
- Appeals against a term paper or test mark should be made initially to the module supervisor. If agreement cannot be reached, the appeal may be made in writing to the Head of Department.
- We endeavour to return marked term papers and tests to students within four weeks of the submission deadline.

Postgraduate course deadline policy

- You should complete your coursework well ahead of the deadline. Your target completion date should be one week before the deadline.
- If you experience difficulties in completing your work, you must make every effort contact the relevant administrator before the submission deadline. You should contact the second and third year administrator for modules beginning with EC2__ and EC3__ codes and the graduate administrator for EC4__, EC5__ and EC9__ module codes. Always contact the department that offers the module (whether or not you contact the department responsible for your course).
- All coursework submitted after the deadline will normally receive a mark of zero. Extensions can only be approved by the Extenuating Circumstances Committee when evidenced by properly documented extenuating circumstances. Any unapproved late submissions will receive a mark of zero.
- If you have experienced extenuating circumstances immediately around the time of the deadline, which prevent you from submitting your work by the deadline, you should submit your late work along with a Late Submission of Coursework Form to your Department within 7 days (including weekends and/or bank holidays) of the deadline date. Your Late Submission of Coursework Form will then be considered by the department's Extenuating Circumstances Committee.
- If you have experienced significant (longer term) extenuating circumstances that prevent you from submitting your work either by the deadline or within seven days of the deadline, you should submit an Extenuating Circumstances Form for the Board of Examiners to consider at the end of the year, which should clearly explain how your extenuating circumstances affected your ability to submit your work.
- Please read the Late Submission of coursework section, later in this handbook, for further information.
Making the Most of Your Term papers and Dissertation

Presenting Your Work
The Economics Department is keen to encourage you to gain the highest mark possible for your term papers and/or dissertation. However, there is concern that many students lose marks because of poor presentation — style and layout — of their work.

This information is intended to help you in presenting your work to its best advantage. In what follows “paper” should be understood to include term papers, dissertation or any piece of submitted work for which you have discretion with regard to presentation.

The advice below is mainly about layout (organisation and structure) of your work. There are many guides to style and plenty of scope for differences of opinion about what constitutes good style. This does not mean that all styles are equally acceptable! Your task is to avoid the bad ones.

Layout
If your paper is well organised you stand a much better chance of getting the reader (examiner) on your side. Well-organised papers receive their just rewards. Poorly structured papers are penalised by the examiners.

Points to keep in mind:

- Always divide your paper into sections with an Introduction and a Conclusion. Each section should form a coherent element of the whole paper.

- The introduction informs the reader about (a) the issues you will discuss, (b) the questions you will address, and (c) how the arguments will unfold in the following sections. For dissertations (but not term papers) it is helpful to include a separate abstract (a very brief overview of the paper). Consider leaving the introduction to write last of all — by which stage you will know exactly what follows.

- The conclusion can be used to summarise the previous sections, to draw the threads of the argument together and, perhaps, to offer some comments about unresolved problems that deserve future research.

- References. Providing bibliographical references is so important that it deserves a separate section, below. Do not ignore it.

- Statistical results. When presenting econometric results, say from STATA, do not simply paste in the computer output. Usually, you will need to construct tables of results. Sometimes you may wish to present regression results in an equation format with standard errors in parentheses under the estimated coefficients.

- Very important: you must make absolutely clear when you are reproducing statistical results obtained by others. You must cite the source; see the section below on References. If you fail to cite the source, the reader will presume that you have obtained the results yourself. Then, if the examiners spot that the results have been copied from elsewhere without acknowledgement, you will be in serious trouble: this is evidence of unfair practices and will be dealt with as an academic offence.

- Leave the reader in no doubt about your own contribution in terms of statistical results or any other original aspect of your work. Don’t hide any originality that you believe deserves credit. Be bold about what you have achieved.

- Footnotes can be used for short clarifications and extensions of your argument that would otherwise interrupt the flow of your paper. Try to keep them to a minimum.

- Appendices can be used for material of a detailed background or ancillary nature, too long for a footnote. Appendices are often devoted to (a) descriptions of data sources and about how
the data have been transformed; (b) listing data (but only when the data have been obtained from non-standard sources); (c) technical derivations of results (e.g. theorems) discussed in the body of the paper. It is not normally necessary to list data in term papers or projects; but you must always be prepared to supply the data if requested.

- Footnotes and appendices should not be used in an attempt to evade the word limit.

**Dissertation (EC981)**

**Aims and Objectives of the Dissertation**

The dissertation enables students to undertake a research project that involves the study in depth of a specific economic problem or set of problems or issues. The dissertation allows students to gain experience of original, independent but supervised research. In addition, the dissertation provides the opportunity to make use of skills acquired in graduate modules, either specific to a particular subject or field, or in the use of mathematical and econometric techniques.

A successful dissertation will involve one or more of the following:
- Describing, analysing and demonstrating an understanding of the development and results of economic events and policies using economic ideas and methods; forming relevant hypotheses based on theory and testing them.
- Collecting and organising data in a meaningful way, making use of computer software packages, as appropriate, for estimation and testing; and assessing the results obtained.
- Developing a new analytical argument based on properly articulated economic theory or a synthesis of existing theory tailored to address one or more issues relevant for the topic of the project.

**Types of Dissertations**

There are various types of dissertations that students have successfully submitted in the past. For instance, one can:
- Test existing economic theories using original empirical work (preferably econometric, but possibly also case studies where appropriate)
- Apply an econometric methodology developed by others (making any necessary modifications) to a dataset not previously used for that purpose
- Use an existing dataset to answer a different empirical question than the one the dataset was originally used for, or examine the robustness of an existing empirical analysis to changes in methodology or empirical specification or to using different years/countries/industries/individuals, with a clear motivation for doing so
- Develop a formal theoretical model to analyse an economic issue
- Extend an existing theoretical model, or examine the robustness of an existing model to changes in its underlying assumptions, with a clear motivation for doing so.

*Please note:* that this is not an exhaustive list, and it is not meant to be restrictive.

**Writing Your Dissertation: General remarks**

- Make sure your dissertation is well focused, i.e. it is directed to addressing one or more specific questions. Emphasise in your work the application or use of economic ideas and methods.
Be realistic about what can be achieved within your time frame. If your work has shortcomings, it is better to acknowledge and discuss these shortcomings than to ignore them.

Your dissertation should include an abstract, of about 100 words, to summarise what your topic and your results are.

Your dissertation should also include an introduction, where you can (i) explain what you do and why it is interesting, and (ii) briefly list what is contained in each of the remaining sections of the dissertation. It may be a good idea to have also a concluding section, where you can summarise your results and discuss directions for further research on your topic.

If you plan to do empirical work, it is a good idea to check for data availability at a relatively early stage. For some topics data is easily available while for others data may be difficult or expensive to obtain. In some cases, it may take some time for suitable data to be found and/or obtained.

If you plan to do econometric work for your dissertation, you will need to run regressions using a statistical package such as STATA. This package is available in the University PC Laboratories. Information on how to use it is available on the university website and elsewhere.

As a general rule, the clearer the motivation for the project, the deeper the understanding and the more successful the application or use of economic ideas and methods, and the more competent the analysis, the higher the mark awarded.

Dissertations that are mere literature surveys do not usually get high marks. If you decide to write a dissertation of this type, it may be preferable to survey both theory and evidence and compare the two. In any case, it is not enough just to describe and list previous work. This type of dissertation should integrate and synthesise existing theoretical models and empirical evidence, demonstrate the relationships between them, and assess their significance; and it should demonstrate a considerable degree of originality in doing this.

Although the dissertation need not be a cutting-edge piece of research, you should strive for originality in your work. The higher the degree of originality in the work done, the higher the mark awarded.

There will also be a meeting of the Director of Graduate Studies (Taught Courses) with all EC981 students in the spring term to outline the expectations of the dissertation. Further information on this meeting will be sent by email in the spring term.

**Supervision**

- Students are provided with a form to indicate a proposed area of dissertation, which they must submit via FASER by the end of week 23. Please be as detailed as possible regarding your proposed area and include some key references and, where appropriate, an indication of the data source that you will use.

- Each student will then be allocated a supervisor selected by the Director of Graduate Studies (Taught Courses).

- Students should contact their supervisors by the end of the spring term to discuss their dissertation topic. A further meeting should take place shortly after notification of the examination results in order to finalise the title of the dissertation and agree with the supervisor on a plan of the dissertation.
Students should not expect to receive supervision by members of staff other than the designated supervisor. Requests for a change of supervisor must be made, with reasons, to the Director of Graduate Studies (Taught Courses).

Students should expect to see their supervisors for at most four hours spread throughout the summer term and summer vacation. It is recognised that supervisors will not be available continuously throughout the vacation and it is the student's responsibility to ensure that the availability of the supervisor is taken into account in planning the schedule of the work.

Supervisors can be expected to advise in formulating a plan of the work and to comment on the structure of the paper, the argument that it contains, and suggest possible improvements, but ultimately it is the student's responsibility. As the dissertations are marked independently the supervisor cannot be expected to predict the mark that it will receive. Supervisors are not expected to supply data or give instruction on the use of econometric software.

Supervisors are not able to check and make comments on your dissertation during the week before the deadline date, so please do contact them in advance of that if you require advice.

**Presentation and Length**

- Dissertations should be typed on A4 paper. There are no font or spacing requirements.

- The *maximum word limit is 10,000 words* for the dissertation, including abstract, footnotes, endnotes, appendices and the bibliography. It is recognised that there may be some small variations according to the number of diagrams, graphs and technical appendices included. Examiners have the discretion to penalise excessively long dissertations and over what penalty to exact.

- A bibliography in the form of a list of references must be included at the end of the project. Every entry in the bibliography should be referred to at some point in the project and every citation in the project must be included in the bibliography. Each entry in the bibliography should be presented as described in the Referencing and good academic practice section of this handbook.

- *Make sure you comply with University regulations regarding plagiarism; see the Academic Integrity and Academic Offences section of this handbook*

**Data Sources**

Datasets are not supplied by the department or by individual supervisors. A range of data resources are available at the University, notably the UK Data Archive (which holds the British Household Panel Study) and the Library's E-resources (which include access to Datastream). There are a variety of useful datasets available on the web including the World Bank and national statistical offices such as the UK Office for National Statistics. For empirical dissertations it is important to identify and obtain the data before embarking on the dissertation. Note that datasets that have been used by other researchers are not necessarily publically available.

**Submission**

- Completed dissertations must be submitted via FASER, faserc.essex.ac.uk no later than the specified deadline: 12 noon on Wednesday 2 September 2020 via FASER.

- Dissertations may not be submitted by email or in person.

- Your dissertation will not be accepted after the deadline unless the Director of Graduate Studies approves an extension.

- Extensions to the deadline can be granted by the Director of Graduate Studies (Taught Courses) and will be allowed only for properly documented circumstances of an acute
medical nature. Extensions will not be granted because of any form of computer failure (e.g. disk corruption) or because of congestion of the University's central computing facilities.

- Submitted dissertations are not returned to students. You are strongly advised to keep a separate copy of the final version of the dissertation.
- Dissertations are not anonymously marked.
- Dissertation marks will not be released until the Final Board of Examiners has ratified the marks and degrees. The Board normally convenes at the end of November each year.

Marking, feedback and results

Tests
Tests are not returned to students after being marked but they are available to be reviewed in the relevant administrator's office. Tests are reviewed in class following their return, thus providing opportunities for you to obtain additional feedback and for teachers to raise general issues about the test.

Term papers
Feedback about your understanding of the topic of your paper should be obtained by discussing outlines and drafts with your module supervisors before submission. Once the paper has been submitted, you will have no opportunity to improve it.

The internal examiner completes a Feedback Form for each paper with an agreed mark which is returned to the student, via FASER.

Marked papers or feedback forms will be available via FASER by the following times: Autumn term papers (submitted at the start of the spring term): end of March. Spring term papers (submitted at the start of the summer term): the last day of examinations.

Marking Criteria for Assessed Work

Modules beginning EC2 and EC3 (taken by Diploma students)
Details of the marking criteria for undergraduate modules can be found in the Undergraduate Handbook.

Modules beginning EC4, EC5 and EC9 (taken by PhD, MSc and MA students)

Classification of marks
Each piece of work that counts towards the final assessment is given a percentage mark. Marks are classified into ranges. The ranges are as follows:

70 – 100%
60 – 69%
50 – 59%
0 – 49%

Different sorts of work
While the same principles hold for all formally assessed work, there are differences of emphasis for answers written in different circumstances — closed examinations compared with submitted work such as term papers or the dissertation. For tests and examinations, the mark is the aggregate of each of the separate answers. It is recognised that a closed examination answer written under a time
constraint cannot attain the detail and length of submitted work written with access to other materials and without a time constraint.

In particular, the standard expected for bibliographies and citations is much higher for submitted work than for examinations. (For example, examination or test answers do not normally include page references to cited works but where appropriate, these should appear in other forms of submitted work).

Range of marks
Examiners are encouraged to use the full range of marks from 0–100%. For technical or mathematical pieces of work, marks spanning the full range emerge naturally. For more essay-based subjects, examiners are encouraged to signal outstanding answers by awarding marks well above the 70% level. Marks below 50 are awarded for work, which, although it may contain some merit, is not of a sufficiently high standard to warrant a pass at the graduate level. Assessed work is marked according to an absolute, not relative, standard. Quotas are not assigned for the proportion of marks in any range.

The criteria below correspond to Economics, not necessarily other subjects.

Description of mark standard: Range 70 – 100%
The answer clearly displays an outstanding command of economics with insights relevant to the problem being addressed. Such answers show assurance in the selection, handling and presentation of material. In particular such answers will involve one or more of the following:

- a sophisticated understanding of economic theory
- clarity in the presentation of complex analytical ideas
- an element of originality in analysis or presentation
- exceptional comprehensiveness without irrelevance
- a high proportion of correct answers to technical questions.

Description of mark standard: Range 60 – 69%
For questions requiring an analytical response, the answer will show that the student can make an argument in a logical manner, can present the argument in a logical way and, thereby, demonstrate an overall comprehension of the problem being studies. The answer may not be correct in every particular, but it should not contain major flaws, obscurities or irrelevancies.

For questions which require a more descriptive answer, the exposition should be comprehensible, well organised, and be more than a mere list of points. There should be evidence of an ability to assess the weights of various arguments and to appraise their merits in an impartial manner.

Description of mark standard: Range 50 – 59%
The answer is broadly correct both analytically and factually. It will show that the candidate has understood the question and has made a moderately satisfactory attempt at providing an answer. The answer will demonstrate an appreciation of material identified as required for the module but without necessarily providing evidence of wider reading or subtlety of understanding.

Some logical flaws or inaccuracies will be allowed so long as these are not central to the analysis. The answer may be incomplete, but not in any vital way, and may contain some irrelevant material. Its presentation of material will not be as well integrated as for an answer in the mark range 60–69%. Minor logical inconsistencies or confusions of thought in an answer may be tolerated.

Description of mark standard: Range 0 – 49%
The answer, though it may have some bearing on the question asked is either seriously flawed, superficial, or too poorly organised to constitute a satisfactory answer. In the more descriptive
questions, the material presented, although it may be potentially relevant, is not well directed towards answering the question.

For questions requiring a formal analytical answer there will be major flaws in developing and presenting the argument.

Marks below 40% will be awarded for answers which are (a) correct as far as they go but which are very incomplete, (b) are complete but wholly off the point, or (c) are just plain wrong (i.e. logically incoherent or for which the information presented is erroneous). The extent by which the mark falls below 40% depends on how far these criteria are fulfilled.

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

www.essex.ac.uk/quality/university_policies/default.asp

If you take optional modules outside your home department, you should make sure you are aware of the policy on whether coursework is marked anonymously or not and how to submit your coursework.

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

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

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

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

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

Your departmental referencing style is Harvard “Cite Them Right” To find out about your departmental referencing style and for help with referencing, visit the library website:

library.essex.ac.uk/referencing

or take the Academic Integrity Moodle course

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

The Department of Economics guide to Referencing
Drawing on the wide range of reading you do around your subject area, and demonstrating how you have used this to develop your knowledge and form you own views, is a key aspect of your coursework. It’s essential that you reference your source materials so it’s clear where the information has come from, and to avoid any misunderstanding over whether you are presenting ideas as your own. Please refer to the section on Academic Integrity and Academic Offences of this handbook for information on referencing and where to seek advice.
A recommended reference on style is:


This excellent little book is worth keeping close at hand. If you need a really professional guide, consult *The Chicago Manual of Style* (in the University library class mark Z 253). This book is a remarkable compendium of good practice for all aspects of presentation and style.

Providing full and accurate references to your sources is a very important part of presenting your work. There are two aspects of this: (a) citations that point to references (e.g. Keynes (1936), p. 383); and (b) the bibliography that contains information about the references themselves.

Here are some rules:

You must always include direct quotations from other people’s work — published or unpublished — in inverted commas: “” Failure to do so is a serious academic offence. (See Academic Integrity and Academic Offences.)

Always follow a quotation with the relevant citation. Example:

Many commentators believe that policy makers are pragmatic and not much influenced by ideas. Keynes disagreed: “Practical men … are usually the slaves of some defunct economist. Madmen in authority, who hear voices in the air, are distilling their frenzy from some academic scribbler of a few years back.” (Keynes, 1936, p. 383) Whether Keynes should be taken seriously is a debatable matter.

The citation Keynes, 1936 in the example, should point to exactly one reference in the bibliography, which appears at the end of your paper.

It is not sufficient merely to include the cited work in the bibliography. The quotation in your paper must be accompanied by a citation as described.

When not to quote: “Commonly known facts, available in numerous sources, should not be enclosed in quotation marks or given a source citation unless the wording is taken directly from another.” (Chicago Manual of Style, 13th edition, p.282.) If the wording is taken from another source, you must include the quoted words in inverted commas.

Citations should also appear when you refer to the work of others without direct quotation. Example:

… In their model of commodity prices, Deaton and Laroque (1992) postulate the existence of a single threshold price, above which stocks of the commodity have been driven to zero. …

In this example, the citation Deaton and Laroque (1992) alerts the reader to the source of the work being discussed.

The bibliography is a list of references that appears at the end of your paper or project. The following information should always be included: author; date of publication; title of the work. For a book you should also include the edition, place of publication and publisher. For an article you should include the journal or book in which the article appears as well as page numbers and, if possible, the volume number.

For unpublished works, you will have to use your discretion but always make clear the origin of the work (i.e. from where it can be obtained). List the references in alphabetical order by author.

Examples:


Notice that the Brittan (2002) and Krugman (1999) references are to internet resources. In this case it is conventional to provide the URL (i.e. the address) between angle brackets, < >, and also the most recent date on which you accessed that URL.

You do have discretion in terms of how you present your citations and bibliography. That is, you are not required rigidly to adhere to the style outlined above. But remember: you will lose marks for sloppiness. If in doubt, adopt the format outlined above.

You may come across non-standard cases which do not fit into the above categories, in which case try to be as systematic as you can. For instance, if there is no author such as for a newspaper article, give the reference by title. Example:


**Two important rules:**

For every citation, there must be exactly one reference in the bibliography.

For every reference in the bibliography, there must be at least one citation. Never include references in the bibliography that are not cited in your paper. Why not? Because the reader is left puzzling about the role and significance of such references in your paper.

It is bad style to string together long quotations. Use quotations to support your argument not as a substitute for it. Examiners interpret long quotations as a sign of laziness. You will not be accused of plagiarism — so long as the quotations are in inverted commas and properly cited. But the paper will be penalised with a lower mark than otherwise.

If you have used one or more primary data sources then it is useful to provide the source and the definition of the variables (with methods of derivation where appropriate) in an appendix at the end of the paper.

**Submission of coursework**

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

You are encouraged to log on to FASER at the start of the year so that you understand how it works before you reach your first deadline. There is a trial module and deadline for you to use as a practice submission. There is a helpful guidance on how to use FASER here: https://www1.essex.ac.uk/e-learning/tools/faser/Student/HelpCentre#uploading

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

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

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

**Late submission of coursework**

We have a single policy at the University of Essex for the late submission of coursework in postgraduate courses: all coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the University’s and Department’s arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline.

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

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

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

**Examinations**

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

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

**You must bring your registration card and exam entry form with you to the exam.** You will not be allowed entry without them. Remember to check your exam entry form carefully and email the Examinations Office ([exams@essex.ac.uk](mailto:exams@essex.ac.uk)) if there are any errors.

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

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

**Sample and past papers**

Students are able to find copies of at least one previous year’s exams on Moodle.

**Revision classes**

Many modules have revision lectures or classes. Autumn term and Spring term revision teaching events are normally held in the Summer term weeks 30-32. These events will be included on student’s personal timetables.
Exam stress
Exams create stress for most people, but there is a lot that you can do to prepare for them and help manage the levels of stress associated with exams. The University's Skills for Success Team offers a series of Exam Workshops which are run by specialist staff. These sessions cover revision planning and techniques, as well as sessions on relaxation and how to cope with stress. Staff in the Student Services Hub can also provide sessions on stress management if required.

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

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

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

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

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

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

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

External Examiners
External Examiners are typically academics from other universities, but may also be from industry, business or the relevant profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that courses at the University meet the academic standards expected across UK higher education. External Examiners write reports on the courses and modules they are responsible for which are made available to you via your department. Unless the External Examiner has been specifically sent work to arbitrate on a dispute between internal markers, the External Examiner’s role will in assessment will be as a moderator. You can find the name and institution of the External Examiner for your course and modules by looking on the Programme Specifications Catalogue and the Module Directory.
You can find out more about how the University uses External Examiners here: www.essex.ac.uk/quality/external_examiners/default.asp

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

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

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

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

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

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

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

In order to make a request, you will need to complete a form. By submitting your work for re-marking, your marks are not guaranteed to increase, but the mark awarded after re-marking will override your original mark. Therefore, please be aware that in all incidences where coursework is re-marked, it is possible that your marks could go down, as well as up.

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

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

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

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

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

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

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 can be awarded credit for the modules you have studied
- you have met the requirements to progress to the next stage of your course (if you are on a course which lasts more than one year)
- you have met the requirements to pass your course
- you are eligible to receive a merit or distinction

If it determined that you have not passed sufficient credits to progress to the next stage of study, or, for final year students, to graduate, the Board of Examiners will also determine:

- what reassessment you could be offered and when you can take it

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

If you fail your course you are not able to repeat it. The Rules of Assessment for Postgraduate Taught Awards only allow reassessment for up to a maximum of 60 credits worth of modules for taught masters degrees. The Board of Examiners will inform you if you are eligible for reassessment once it has considered your marks.

If you fail your dissertation you may be permitted by the Board of Examiners to resubmit your work, provided you meet the criteria as set out in the Rules of Assessment for Postgraduate Taught Awards. Alternatively, if you have obtained enough credits in your taught modules, you may be eligible for another award such as a postgraduate diploma or certificate.

Credit accumulation
You can decide if you want to accumulate credit by taking individual modules with the aim of achieving a postgraduate award; this is called Modular study. There are opportunities to achieve postgraduate awards through credit accumulation study in an increasing number of departments, as an alternative to standard full or part-time study. You can find more information on the ‘Study by credit accumulation’ webpages: www1.essex.ac.uk/quality/university_policies/credit-accumulation.asp
Individual modules can yield 15, 20, 30 or 40 credits depending upon which department you are studying in. Each award has a defined structure, normally consisting of a combination of core, compulsory and optional modules, and requires a specific volume of credit to be achieved:

- Graduate/Postgraduate Certificates - 60 credits (all taught module credits)
- Graduate/Postgraduate Diplomas - 120 credits (all taught module credits)
- Masters Courses - 180 credits (normally 120 credits of taught module credits and a 60 credit dissertation or equivalent)

Credit is awarded for successful completion of individual modules. Students taking a credit-accumulation route of study register for the separate modules individually and accumulate the required volume of credit for the relevant award, including the dissertation if necessary. You will be given a different registration number for each module.

The Rules of Assessment are different when you study individual modules; make sure you check the relevant Rules of Assessment for the award you’re studying towards.

You will have a maximum of six years to study (this is usually five years with a sixth year for a dissertation). We measure the six years from the first module you register on towards the award.

You can find out more information here: [www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/modular](http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/modular) and you should talk to your tutors about fees, and applying accumulated credit towards an award.

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

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

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

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

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

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

Please be aware that reassessment in examinations and coursework carries a fee.
Reassessed modules are normally capped at the pass mark of 50% unless you have extenuating circumstances which are accepted by the Exam Board. Please be aware that reassessment in examinations and coursework carries a fee.

In the Department of Economics, all reassessment is conducted through examinations. This means that if you must undertake reassessment in a module coursework element, you will be reassessed by examination. For further information, please see the department’s reassessment document in the Information for current students section of Moodle.

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

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

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

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

Course Structure
This section describes the relevant regulations and departmental procedures governing students registered for research degrees of PhD: a 4-year path (Integrated PhD) and a 3-year path (+3 PhD).

For information about the MPhil or MSD degrees, neither of which is currently offered for entry, please contact the Graduate Administrator.

Each of these degrees requires examinations and coursework but the degree itself is assessed on a dissertation (or thesis), which is written under the supervision of one or more members of the academic staff. For the PhD the maximum length of the dissertation is 80,000 words; for the MPhil the maximum word length is 50,000.

Student Progress

4-Year PhD pathway

The first year of the 4-Year PhD pathway
Students admitted to the 4-year scheme, begin with a year of training during which they follow the modules offered under the Master of Research in Economics (MRes). Refer to Course structure of the MRes Economics which can be found in the online programme specification for this degree https://www1.essex.ac.uk/programmespecs/Details.aspx?prog=13692. The Graduate Director (Research Students) (GD-R) is the supervisor for all students in the first year of the 4-year scheme.

In order to progress to the following year, which is the same as the first year of the 3-year programme, students must attain marks of 60% (Merit) in the microeconomics, macroeconomics, and econometrics sequences, and the mathematics module. They must also complete the MRes dissertation. Students should note that they are subject to the PG Taught rules of assessment while studying these modules.

The second year of the 4-Year PhD pathway
Students in the second year of the 4-Year PhD programme have the same rules for progression as students in the first year of the 3-year PhD pathway (see below).

The third and subsequent years of the 4-Year PhD pathway
Students in their third and subsequent years of the 4-year PhD programme have the same rules for progression as students in their second and subsequent year of the 3-year PhD pathway (see below).

3-Year PhD pathway

First year of the 3-year PhD pathway
Each student must take two out of the following doctoral modules offered currently in the Autumn Term, in consultation with the GD-R, who is the supervisor for all students in the Autumn Term:

EC991 Topics in Macroeconomics
EC993 Topics in Economic Theory
EC995 Topics in Applied Economics

No later than the start of Spring Term each student must also work toward the preparation of an acceptable research proposal for EC990, under the guidance of their doctoral thesis supervisor (see section on Supervision below). Continuation in the PhD programme requires obtaining a mark of at least 60 in each Autumn Term module and a mark of 60 in EC990 Research Plan, which is assessed
in Summer Term by the Supervisory Panel and RSPB (see Supervisory Panel and RSPB sections below).

The module outlines will provide information on the assessment for each Autumn Term module. EC990 guidelines will be issued by the start of Spring Term.

One electronic copy of the EC990 research plan should be emailed to the Graduate Administrator, the deadline to submit the research plan is noon on Friday 29th May 2020.

Students must attend the Research Student Strategy (RSS) Seminar series starting in the Spring Term. Each student must also make a presentation in the Research Student Strategy (RSS) Seminar series based on the EC990 submission in the Summer Term. (See also RSS section below).

The decision on a student’s confirmation of PhD status and progress to the second year is made in June of the first year. Confirmation of PhD status normally requires students to obtain a mark of 60 or more in each of the chosen doctoral modules in Autumn Term and in the EC990 research plan (assessed by the supervisory panel).

The decision on the confirmation of PhD status by the supervisory panel can be deferred only once and before the start of the second academic year (first week of September). The Supervisory Panel, in agreement with the RSPB, will provide the relevant targets to be met by the September meeting.

Students failing to satisfy the criteria for confirmation of PhD status are not allowed to continue in the PhD programme. The RSPB may exercise its discretion in the application of these rules.

Students should make sure to familiarise themselves with the PhD Milestones document for 2019/20 available at https://www1.essex.ac.uk/students/exams-and-coursework/ppg/pgr/milestones.aspx

The second year of the 3-Year PhD pathway

Students work on their dissertation during the year under the guidance of their supervisors. The Supervisory Panel meets twice a year and reports on the student's progress to the RSPB, which receives the report of the Supervisory Panel taking note of any evidence of lack of satisfactory progress.

At the end of the Autumn Term, the Supervisory Panel will expect to see a draft of the first substantive research chapter which is commensurate with the standard required for a PhD in Economics. By the end of the year, students are expected to have at least one complete chapter and a first draft of the second chapter of their thesis. Progress toward this goal will be assessed in the June Supervisory Panel meeting. (See end of this section for the definition of a draft chapter and a complete chapter.)

Students must attend the RSS Seminar series in all three terms. Each student must also make a presentation in the RSS Seminar series based on their thesis research in the Spring Term.

Students not meeting these expectations will be considered as not progressing satisfactorily. In the event that a student's progress is deemed to be unsatisfactory the student will be notified of the concerns of Supervisory Panel by the panel or of the RSPB by GD-R. Further, if deemed appropriate, specific targets for achievement within a specific timetable will be set by the RSPB or the Panel. Students whose progress is not satisfactory may be downgraded to MPhil status or required to withdraw from the University.

The third year and beyond of the 3-Year PhD pathway

Students work on their dissertation during the year under the guidance of their supervisors. The Supervisory Panel meets twice a year and reports on the student's progress to the RSPB, which receives the report of the Supervisory panel taking note of any evidence of lack of satisfactory progress.
Students must attend the RSS Seminar series in all three terms. Each third-year student must also make a presentation in the RSS Seminar series based on their thesis research in the Autumn Term.

At the end of the Autumn Term, the supervisory panel will expect to see two complete chapters and one draft chapter of the thesis from third-year students. At the end of the third year, students are expected to have three complete chapters of the thesis or two complete chapters and one draft chapter so that they are in a position to enter the completion period. Progress toward this goal will be assessed in the June Supervisory Panel meeting.

Students who started the +3 PhD or equivalent prior to October 2018 will normally be provided a year for the completion period. Students who start the +3 PhD or equivalent on or after October 2018 may be provided up to a year for the completion period in termly installments, with decisions being made term by term. Further information will be available from the GD-R and the Graduate Administrator.

Students whose progress is deemed to be unsatisfactory will be notified by the concerns of Supervisory Panel by the panel or of the RSPB by the GD-R. Further, where appropriate, specific targets for achievement within a specific timetable will be set by the RSPB or the Panel. Where there is continued evidence of unsatisfactory progress, students may be downgraded to MPhil Status or required to withdraw from the University.

A **draft chapter** is defined as one that has all the major proofs and empirical regressions completed but some robustness checks or additional discussion may be required.

A **complete chapter** is defined as one that can be submitted for review with only minor grammatical changes.

A **milestones document** for the 3-year PhD pathway will be available from the Graduate Administrator.

**Supervisory Panel**

The Supervisory Panel consists of the supervisors and chair. The student is expected to report in writing on his/her progress in research. This should include an outline of substantive developments in the research and any problems or difficulties encountered. Based on the assessment of progress by the members of the Supervisory panel, the Chair of the Board writes a report on the student’s progress highlighting positive or negative elements in the development of the thesis and commenting on the expected timetable to completion. The panel is allowed to consider attendance at the RSS and external training as part of its decision.

The Department recognizes that the appropriate timetable to completion is likely to differ according to the nature of the thesis. It may be hard to predict, for instance, whether empirical work will prove necessary, or whether it will prove feasible, and it is not always clear where theoretical work will lead. For these reasons the Department does not lay down a common timetable for work. Instead, supervisor and student are expected to revise their plans on a rolling basis and provide a timetable of work to at least one of the two annual meetings of the RSPB.

The report of the Supervisory Panel is forwarded to Graduate Administrator to be considered by the RSPB. The report should be seen and acknowledged by the supervisor and student.

**Research Students Progress Board (RSPB)**

The RSPB meets at least twice a year to consider the progress of research students and to make recommendations based on the evidence placed before it. The RSPB usually consists of the GD-R as Chair, the Deputy Graduate Director (Research Students), and at least one other member of the academic staff of the Department.
Information on the milestones for progression will be provided at the beginning of the Autumn Term.

Registration, intermitting, changes to studies
All new students and returning students must register at the start of each academic year. The full process for new students includes activating your student record for the academic year - which is held by our Postgraduate Research Education Team – getting your email account, access to IT and library services, enrolment on modules and confirming your contact details.

You should discuss any proposed change of degree title with your supervisor. Once you have decided you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form (available here: www.essex.ac.uk/esf/)

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

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

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online Change of Mode of Study form, which will need to be approved by your department and the Dean. You can find the form at: www.essex.ac.uk/esf/

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

Please read carefully our guidance on Tier 4 and course changes here: https://www1.essex.ac.uk/immigration/studies/changes_course.aspx

Periods of study

<table>
<thead>
<tr>
<th>Research degree</th>
<th>Mode</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Students first registered between 2006-09 to 2017-18</th>
<th>Students first registered from 2018-19 onwards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters by Dissertation (MA or MSc by dissertation)</td>
<td>FT</td>
<td>One year</td>
<td>Two years</td>
<td>One year</td>
<td>Up to one year</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Two years</td>
<td>Three years</td>
<td>Two years</td>
<td>Up to one year</td>
</tr>
<tr>
<td>Master of Philosophy (MPhil)</td>
<td>FT</td>
<td>Two years</td>
<td>Three years</td>
<td>Two years</td>
<td>Up to one year</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Four years</td>
<td>Five years</td>
<td>Four years</td>
<td>Up to one year</td>
</tr>
<tr>
<td>Doctor of Medicine (MD)</td>
<td>PT only</td>
<td>Two years</td>
<td>Three years</td>
<td>Two years</td>
<td>Up to one year</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>FT</td>
<td>Three years</td>
<td>Four years</td>
<td>Three years</td>
<td>Up to one year</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Six years</td>
<td>Seven years</td>
<td>Six years</td>
<td>Up to one year</td>
</tr>
<tr>
<td>Doctor of Philosophy Integrated (PhD)</td>
<td>FT</td>
<td>Eight years</td>
<td>Nine years</td>
<td>Eight years</td>
<td>Up to one year</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>See individual programmes</td>
<td>See individual programmes</td>
<td>See individual programmes</td>
<td>See individual programmes</td>
</tr>
</tbody>
</table>

Absence from the University
Students are expected to be present at the University and to maintain contact with their supervisors during the period for which they are registered. If the research for the thesis requires fieldwork away from the University (such as for the collection of data or consultation of material not available at Essex
or through electronic means) permission must be obtained from the Dean of Postgraduate Research and Education. A request form must be completed by the student which is available via https://www1.essex.ac.uk/esf/ this requires written approval from the supervisor stating the academic purpose of the period of absence. This would normally apply to periods of one term or more. Such periods of absence are not permitted during the first year of study.

A student who needs to be away from the University for a period as long as a term for reasons of illness, personal reasons or on compassionate grounds must apply to intermit for that period. In such circumstances an Intermission Request form must be completed by the student which is available via https://www1.essex.ac.uk/esf/. The request is subject to approval of the Director of Research Students and the Dean of Postgraduate Research and Education. When a period of intermission is granted, this extends the end date of the student's minimum period of residence accordingly. However during the period of intermission the student is not entitled to supervisory or administrative support from the department or university. See the Code of Practice: Postgraduate Research Degrees for further information

**Supervision**

**Arrangements for Supervision**

(i) **Supervisors**

The Department does not assign thesis supervisors to students prior to their registration at the University. The GD-R is the supervisor for all students in the first year of the 4 year pathway and is the supervisor for all students in the Autumn Term for the first year of the 3 year pathway and second year of the 4 year pathway.

Students in the first year of the 3-year pathway and the second year of the 4-year pathway are expected to have a supervisory match for their thesis by the end of the Autumn Term / beginning of the Spring Term. The GD-R acts as interim supervisor during Autumn and is available to provide guidance in the search for a supervisory match.

Once an agreement has been made between the thesis supervisor and student to work together they must complete and sign an agreement form available from the Graduate Administrator. Those students who are unsuccessful in finding a supervisor will usually be assigned one by the GD-R. The supervisor will be someone whose interests are related (but not necessarily identical) to the proposed topic of the thesis. It is strongly suggested that each student approach many potential supervisors to maximize the likelihood of an ideal supervisor/supervisee pairing.

The GD-R is responsible for allocating a chair for each student’s supervisory panel.

(ii) **Change of supervisor**

The Department is committed to finding the best match between the skills and interests of the supervisor and the topic of the research student. It does not, and cannot, guarantee that a certain individual will be available to supervise a student throughout the period of registration. In some cases pressures on particular staff members may mean that a preferred supervisor will not be available. In cases where a supervisor takes a period of leave, another staff member will act as the supervisor in her or his absence. Where a staff member leaves the Department permanently, a new supervisor will be found in consultation with the student concerned. The supervisor may also be changed, if it is deemed appropriate by the GD-R, in consultation with the student and the supervisor, as a result of a change in the nature of the research for the dissertation, or as a result of a breakdown in the working relationship between the student and the supervisor.
(iii) Supervisory panels

The Supervisory panel consists of the supervisor and a chair who is appointed by the Graduate Director (Research Students). The chair is not required to have expertise in the student’s area of research. The role of the Supervisory panel is outlined in more detail in the Supervisory Panel section above.

(iv) Guidelines on research supervision and training

The University publishes a broad statement of its policy in the document *Code of Practice: Postgraduate Research Degrees*, which is available from the Graduate Office in the Department. This is supplemented by departmental statements, procedures and arrangements, which are monitored by the Dean of Postgraduate Research and Education. This document can be found on the University web site at [https://www.essex.ac.uk/governance/policies](https://www.essex.ac.uk/governance/policies)

The Department's guidelines, outlined in the sections below, supplement those issued by the University. (If a conflict arises between departmental guidelines and those issued by the University, the latter take precedence).

**Supervisors and Students**

The relationship between the research student and the supervisor is the key to a productive and successful outcome. Experience indicates that this relationship works best when the following responsibilities and obligations are recognised by both parties.

(i) Responsibilities of the supervisor

- Providing constructive guidance and stimulation in the development of the student’s research plans;
- Requesting written work, as appropriate, and returning such with full and constructive criticism within a reasonable time;
- Developing and updating, together with the student, and on a rolling basis, a realistic and detailed timetable for completion of the thesis;
- Advising on the standard expected of an MDiss or MPhil or PhD thesis;
- Advising students on the appropriate modules or training to attend;
- Encouraging the student to maintain an interest in the subject of economics beyond the confines of her/his thesis topic, by such means as attendance at departmental seminars, Research Strategy Seminars, and modules;
- Maintaining close contact through regular supervisory meetings (except when this is not physically possible for students not in residence, in which case regular contact should be kept by other means);
- Being accessible to the student at reasonable times and with reasonable frequency;
- Maintaining a record of meetings held with the student, and of work submitted and commented upon;
- Ensuring that the student and RSPB are made aware of inadequate or poor performance;
- Providing or arranging for the Supervisory panel to provide a careful report to each of the two meetings of the RSPB, and such other reports or advice that the Graduate Director (Research Students) may seek.

(ii) Responsibilities of the student

- Producing written or other work in accordance with the schedule agreed with the supervisor, and giving sufficient time for comment from and discussion with the supervisor;
- Developing and updating, together with the supervisor, and on a rolling basis, a realistic timetable for timely completion of the thesis;
- Attending the Research Strategy Seminar when in residence and making at least one presentation per year;
• Providing a careful report of research progress for each of the two annual meetings of the RSPB, and other such reports as the RSPB or the Graduate Director (Research Students) may seek;
• Attending such modules as may be prescribed by the Graduate Director (Research Students) or the supervisor;
• Ensuring that, for any absence from the University exceeding one month, the supervisor and the Graduate Office in the Department have an address at which they may be contacted at short notice;
• Familiarising themselves with the relevant higher degree regulations;
• Deciding when to submit the thesis taking due account of the supervisor's opinion (which is advisory only);
• Attend the RSS meeting regularly and participating in appropriate external training if/when possible.

The frequency of meetings with supervisors is likely to vary with the stage and nature of the student's work, and with pressure on the supervisor. At a minimum, students should expect to have 30 hours of substantive contact with her/his supervisor throughout the year; the number of hours will include meetings, reading drafts or commenting/replying to emails.

Any problems with supervisory arrangements should be raised, in the first instance, with the student's supervisor. If a satisfactory solution is not found, then the problem should be raised with the Graduate Director (Research Students). If the Director cannot find a satisfactory solution then student can approach the Head of Department. If the student is still not satisfied then he or she should request a meeting with the Dean of Postgraduate Research and Education.

Research and Skills training

Proficio
Proficio is our innovative professional development scheme for doctoral students, and it's unique to Essex. We believe that your academic and professional development is vital to your growth as a doctoral student and so we credit your Proficio account with funds that can be spent on a variety of courses. You can find out more information via https://www1.essex.ac.uk/students/study-resources/research.aspx and you can contact the Proficio team at proficio@essex.ac.uk.

Research Strategy Seminar
The Research Strategy Seminar (RSS) meets twice weekly during term. The seminar generally involves a presentation by one of the research students, the objectives being to provide feedback on your work, to broaden your knowledge, and to develop your presentational skills. Attendance at seminar is compulsory for all research students in residence (other than students in the first year of the 4-year PhD programme or in the first term (autumn) of the 3-year programme). Attendance will be monitored during each RSS meeting and failure to attend will be recorded. Students in the first year of the 3-year PhD (or second year of the 4-year PhD) make a short (approximately 15 minute) presentation of their proposed research at the beginning of the Summer Term. Students in subsequent years are required to present once each academic year and attend all seminars per term. Each seminar is chaired by a member of the academic staff who writes a report on each presentation. These reports are submitted to the students Supervisory Panel and to the RSPB. Failure to present, attend, or fully participate in the RSS can be considered as unsatisfactory progression in the degree scheme for which the student is enrolled.

Departmental Seminars and workshops
There are weekly external seminars usually held on Tuesdays at 4:00pm in the Common Room. Academics from outside Essex come to present their work on the latest developments in economics. There is also an internal seminar on Wednesdays usually at 4:00pm in which Essex academics
present their research work. Final year PhD students may be invited to present in this seminar. In addition, the seminars and workshops of other departments in the university such as ISER, EBS, Government, CSEE, may also be of interest. Graduate students are strongly encouraged to attend these events.

Information about the Department’s seminars and workshops can be found on the department’s web pages.

**Funding for Conferences**

All PhD students (except ESRC funded students) are eligible to apply for the departments Research Training Support Grants (RTSG). Claims for RTSG must be for £750 or less. A student is entitled to apply for as many RTSG as s/he would like over the course of her/his PhD study but, in total, can receive no more than £750. Applicants must complete and return the RTSG form to the Graduate Administrator no less than six weeks before the required funding is needed. RTSG applications can be collected from the Graduate Administrator at any time. Applications for funding will be reviewed by the GD-R. The RTSG is awarded at the discretion of the GD-R although a student may be to receive up to £750, this funding is not guaranteed.

ESRC funded students receive up to £750 per annum. Please contact the Graduate Administrator for information and the ESRC RSTG form.

**Progression and Assessment**

**Principal Regulations for Research Degrees and the Code of Practice for Research Degrees/Code of Practice for Professional Doctorates**

[https://www.essex.ac.uk/about/governance/regulations](https://www.essex.ac.uk/about/governance/regulations)

[https://www.essex.ac.uk/about/governance/policies](https://www.essex.ac.uk/about/governance/policies)

The Principal Regulations and the Codes of Practice are extremely important documents that set out both your responsibilities and the responsibilities of the University to you; take time to familiarise yourself with them. They outline the roles and responsibilities of you, your supervisor, your Supervisory Panel and the Research Students’ Progress Board.

**Extenuating Circumstances, withdrawing and intermitting**

[https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx](https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx)

Extenuating circumstances are circumstances beyond your control which cause your progress to be negatively impacted upon, including performing less well in your coursework or examinations than you might have expected. In general, extenuating circumstances will be of a medical or personal nature that affect you for any significant period of time. Extenuating circumstances deadlines will be issued by the department ahead of the Supervisory Panel.

Professional Doctorate and Integrated PhD students need to ensure that your form is submitted by the postgraduate taught deadline given here in order for it to be considered by the Board of Examiners – [https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx](https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx)

You will **not** get extra marks if you hand in an extenuating circumstances form. Boards of Examiners use other methods to take into account extenuating circumstances, such as permitting further reassessment opportunities for uncapped marks.

You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from the Students’ Union Advice Centre.
Thinking of leaving or taking a break from your studies?

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

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

You should also read our guidance on intermitting very carefully at https://www1.essex.ac.uk/students/course-admin/intermission.aspx. If your intermission is approved, we will also give you the advice and support you need to help you carry on with your studies when you return.

**Withdrawing** is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from your Department or the Student Services Hub at the earliest opportunity. It is very important that you discuss your circumstances with the University and follow the formal procedure for withdrawing. If the University is not formally notified, then you may risk continuing to incur further tuition or accommodation fees. More advice and information is available at https://www1.essex.ac.uk/students/course-admin/withdrawing.aspx.

**Marking Policy and re-marking of coursework (Professional Doctorates and Integrated PhD students)**

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: https://www1.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy/default.asp

**Completion, Submission and Examination of Thesis**

The Department attaches very high priority to the timely submission of all research degree theses.

At the end of the minimum period of study the Supervisory Panels of students who have not yet submitted their thesis for examination are required to write a report for the RSPB. The Board will make a recommendation to the Dean of Postgraduate Research and Education for the student to register as a completion student where it is satisfied that the student has completed written work of sufficient quality and quantity to provide clear evidence that they are in a position to write up the remainder of the thesis and submit within 12 months. The student must have completed all data collection or equivalent and have a substantial proportion of the thesis written in draft of a satisfactory quality in order to enter completion. Typically a student will only be able to enter completion if the student has completed three dissertation chapters or two chapters and one draft and only minor work remains. If the RSPC recommends that the minimum period be extended the student will be required to register as full-time for the period and a full-time fee will be charged.

At the end of the minimum period, a candidate may be permitted to proceed to a twelve month completion period by the Dean of Postgraduate Research and Education on the recommendation of the RSPB. Application for extensions to the completion period must be communicated to the RSPB. The support of the Supervisory Panel will be required for a recommendation to the Dean of
Postgraduate Research and Education for an additional completion period. Extensions are not automatically recommended or granted. If a further completion period is granted, additional fees will be incurred. It is extremely rare that any extensions to the twelve month completion period be granted.

**Submission**

Two months before the submission date the student must complete and submit the form, “Approval of Thesis Title,” available from the Registry, this must be signed by the supervisor and the Head of Department or the GD-R. Although the student has a right to submit a thesis when he or she chooses, the Department strongly recommends that this should only be done with the full approval of the supervisor. Once a complete version of the thesis is assembled it should be presented for comments to the supervisor based on a full reading by the supervisor. It is not recommended that a thesis be submitted without a final reading and approval by the supervisor.

**Structure of Thesis**

A thesis submitted by a candidate for the degree of PhD must embody the results of research carried out during the module of the approved Programme of Study and research. In the thesis and examinations the candidate is required to conduct and present original investigations, to test ideas, whether the candidate’s own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express him/herself clearly and concisely.” (Higher Degree Regulations and Procedures, sections 4.16–4.21) The thesis should contain original research, which is potentially publishable in refereed journals. As a guideline, in recent years successful PhD dissertations in the Department have consisted of at least three chapters, of which there have been at least two substantial pieces of work that can be viewed as publishable in a suitable journal.

A candidate for an MPhil must submit a thesis for examination in accordance with the rules set by the Senate. It must embody results of research carried out during the module of the Programme of Study and research, and a viva voce (oral) examination is conducted. “In the thesis and the examination the candidate is required to present the results of research and demonstrate competence in the area of study.” (Higher Degree Regulations and Procedures, section 3.51. See also 3.52–3.57)

**Outline of Examination Arrangements for Research Students**

The Registry publishes details of the arrangements for the examination of theses presented by research students, together with notes for guidance on how to present the thesis. These are available from the Registry.

**Submission of theses for final copies**

All candidates for Masters by Dissertation (MA or MSc), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate must submit two copies of their thesis for examination. Candidates being examined as staff must also submit two copies of their thesis for examination.

The two copies of your thesis should be submitted for examination in an unbound format.

They must be adequately secured (for example in spring-back binders or comb binding and not in ring binders or lever arch box files). They must not be overfilled and to avoid all risks of coming open and jeopardising examination, two binders must be used, if required.

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

You should submit to the Silberrad Student Centre:
a) **Two** copies (one original and one good copy) of the thesis or dissertation.

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

*You are strongly advised to retain one good copy of the thesis or dissertation yourself.*

Please note that you must provide an electronic copy of your submitted thesis to the Postgraduate Research Education Team if your examiner requests an electronic version.

All submitted copies of the thesis belong to the University and shall be returned to the candidate following the viva.

After both examiners have read the thesis a date is arranged, in consultation with the candidate, for a *viva voce* (oral) examination. At the examination (which normally takes about two hours) the candidate is asked questions about the material in the thesis or topics related to it. Candidates are probed on the arguments or statements made in the thesis, about the methods used and the logic, mathematical or otherwise, employed in reaching conclusions. The candidate is expected to be able to display knowledge of the general area of the thesis and to be able to cogently defend the analysis, methods and arguments, which are presented in the thesis.

Shortly after the examination, the examiners will communicate to the candidate their decision. Four possible outcomes are allowed for in the regulations:

*Pass.* In this case the degree is awarded with no further requirements.

*Pass with minor editorial revisions.* In this case the examiners stipulate minor revisions, which must be completed in a period not exceeding three months. There is no further oral examination but the examiners must be satisfied that corrections have been made as specified before recommending the award of the degree.

*Pass with editorial revision.* In this case the examiners stipulate revisions, which must be completed in a period not exceeding six months. There is no further oral examination but the examiners must be satisfied that corrections have been made as specified before recommending the award of the degree.

*Referral.* A thesis is referred if there are major flaws in the argument or material presented such as to require extensive re-writing or additional research in order to meet the standard required for the award of the degree. The candidate is permitted to re-submit on one occasion, normally not exceeding twelve months after the first examination. The thesis would then be subject to a further oral examination unless, with the approval of the Dean of Postgraduate Research and Education, the examiners recommend that a further examination be waived.

*Fail.* In the case of a PhD candidate, the examiners may, with the approval of the Dean of Postgraduate Research and Education, either permit a candidate to re-submit the thesis and be re-examined for an MPhil within three terms, or determine that the candidate is immediately eligible for the award of MPhil. In the case of a candidate for MPhil, the award of MSc may be recommended.

**Thesis Deposit**

Detailed thesis deposit instructions to the Repository can be found here:

[https://www.essex.ac.uk/staff/repository-and-publishing/thesis-deposit](https://www.essex.ac.uk/staff/repository-and-publishing/thesis-deposit).
Students wishing to place a restriction on their thesis must do so in writing prior to submission of their thesis to repository@essex.ac.uk. Further information regarding restrictions can be found here: https://www.essex.ac.uk/staff/repository-and-publishing/thesis-deposit.

When depositing your thesis in the online Repository you will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement.

**Thesis Submission for Award**

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

**Retention**

Your thesis will be made open access when deposited in the online Research Repository.

The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.

Full details of the requirements for thesis submission can be found at https://www.essex.ac.uk/-/media/documents/about/governance/thesis-submission-deposit.pdf.

**Examiners and the viva**

Your supervisor will not normally be present during your viva and will not normally have any contact with your examiners other than to arrange their appointment.

**Appeals**

If the recommendation of your Research Students’ Progress Board is that your degree should be downgraded or your studies discontinued, and you want to appeal, you must do so **within 10 working days** of receiving the formal notification. You must do so in writing on the Form of Appeal which is available online at https://www1.essex.ac.uk/students/exams-and-coursework/ppg/pgr/.

You may also appeal against an examination decision. ‘Failed’ or ‘referred’ candidates may submit their appeal no later than **40 working days** after the formal notification of the decision.

**You should read carefully the Progress and Appeals Procedures for research degree students** at: https://www.essex.ac.uk/about/governance/policies

**Fitness to practise**

Fitness to practise is only applicable to students on certain professional courses (such as nursing or social work). If this applies to you, you will have been told by your department. You can find the full Fitness to Practise procedure online at: https://www1.essex.ac.uk/students/exams-and-coursework/ppg/.

**Academic Offences Policy**

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

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your coursework. An academic offence can take place even if you didn’t mean to
commit one, and examples include plagiarism, falsifying data or evidence, and communicating with another candidate in an examination.

If you aren’t sure what the conventions are, particularly in relation to referencing, you should ask your department, contact the Talent Development Centre, and also refer to **Referencing and good academic practice in this handbook**.

More information about academic offences and getting support can be found at:

[https://www1.essex.ac.uk/students/exams-and-coursework/academic-offences.aspx](https://www1.essex.ac.uk/students/exams-and-coursework/academic-offences.aspx)

**Ethics**

All research involving human participants, whether undertaken by the University’s staff or students, **must** undergo an ethics review by an appropriate body and ethical approval **must** be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here - [https://www.essex.ac.uk/staff/research-governance/ethical-approval-resources-for-applicants](https://www.essex.ac.uk/staff/research-governance/ethical-approval-resources-for-applicants) - along with the Ethical Approval application form.

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

**Referencing and good academic practice**

**Information relating to the University’s procedure on academic offences**

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

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

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

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

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

To find out about your departmental referencing style; (please insert department variation here) and for help with referencing, visit the library website: [https://library.essex.ac.uk/referencing](https://library.essex.ac.uk/referencing)
Graduate Teaching Assistants

Selection of GTAs

Graduate Teaching Assistants (GTAs) are normally appointed annually from among economics research students according to the department’s needs determined by the Head of Department and available funds. Each year, during the summer months, new and existing research students are invited to apply for appointment as GTAs. Existing GTAs, who continue as full-time research students and whose teaching is deemed satisfactory by the GTA Coordinator, are normally re-appointed for a subsequent year if they so wish. The GTA Coordinator, in consultation with at least one member of academic staff, prepares a short-list of candidates, according to the qualifications, background and experience of the applicants relative to the specific needs of the Department. Research potential may be taken into account in drawing up the short-list. The GTA Coordinator or her/his nominee, together with at least one other member of the academic staff conduct interviews of short-listed candidates.

The criteria for the selection of GTAs include:

- A thorough background in economics.
- Knowledge of the subject area(s) of the module to be taught.
- Previous experience of teaching or evidence of other activity requiring similar skills.
- Evidence of the ability to show flexibility and adaptability in teaching style.
- Ability to express her/himself fluently and effectively in English.
- Capability to explain economic concepts orally.
- Evidence of enthusiasm in conveying economic ideas.

Unsuccessful candidates are entitled to request feedback about their interview performance and suitability. Requests should be made, in writing, to the GTA Coordinator within two weeks of the announcement of the results of the selection process.

Responsibilities of GTAs

GTAs are normally appointed to teach classes. On rare occasions GTAs are appointed to deliver lectures. The duties of GTAs are the same as for other class teachers and lecturers, as described in the Department of Economics Handbook for Teaching Staff. GTAs are represented at departmental meetings via the Student Voice Committee (formerly the staff-student liaison committee).

Training and Guidance for GTAs

All new GTAs are required to undertake a training module organised by the Department as soon as possible after appointment. At the beginning of each academic year all GTAs are required to attend a briefing meeting that provides formal induction to departmental procedures and policies. Throughout the academic year GTAs are expected to maintain contact with the relevant module supervisors, who will provide guidance with regard to material to be covered in classes and any other aspect of teaching about which they are concerned. (GTAs who are appointed as module supervisors to deliver lectures should seek guidance, when needed, from the Director of Education or the Head of Department.) GTAs are encouraged to avail themselves of opportunities for the development of their teaching skills and should inform the GTA Coordinator if they wish to participate in further training; the GTA Coordinator will communicate such requests to the Staff Development Office. The teaching of GTAs is monitored in the context of the Department’s programme of peer review of teaching, as described in the Department for Economics Handbook for Teaching Staff.

Towards the end of each academic year the GTA Coordinator interviews each GTA with a view to gaining feedback about their experience during the year. The results of the interviews are reported to the TLC, which seeks to evaluate the information gained for meeting the needs of GTAs and the enhancement of their teaching effectiveness. GTAs are encouraged to support their applications for academic employment with evidence of their teaching experience; guidance about how to accomplish this most effectively should be sought from their supervisors.
**Rewards**
The main benefits of becoming a graduate student teacher are gaining useful experience of teaching economics in a University environment and financial gain.

Payment for class teaching is based on the number of "effort hours" which allows for marking and preparation time plus an office hour. Full details of the hourly rates and how payments are made can be obtained by contacting the Departmental Administrator or the Finance Assistant.

If you are unable to teach for any reason, please inform the senior GTA or lecturer for that module. Any classes you miss or take extra must be communicated to the Senior GTA in the first instance.

**Graduate Teaching Assistants (GTAs) Code of Practice**
The University has approved Guidance on the employment of Graduate Teachers, which covers the selection and training of GTAs as well as teaching duties and departmental arrangements. This Guidance is available at [https://www.essex.ac.uk/about/governance/policies](https://www.essex.ac.uk/about/governance/policies).

A Sub-Committee on GTAs reports to the Graduate School on all matters relating to GTAs. Its membership includes two Graduate Teaching Assistants. GTAs are eligible to join the University and College Union (UCU) that represents university teachers, researchers and administrators.
Computers, Learning Technologies and your Information

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

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

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

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

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

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

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

[https://www.essex.ac.uk/student](https://www.essex.ac.uk/student)

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

Learning Technologies and Systems

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

eNROL: [https://www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2Fenrol%2F](https://www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2Fenrol%2F)
**Learner Engagement Activity Portal (LEAP)**

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

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

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

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

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

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

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

**Moodle**

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

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

**FASER**

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

faser.essex.ac.uk

**Talis Aspire**

Talis Aspire is our online reading list system. Use it to find out the details of each week’s reading and to access resources through the library.

https://essex.rl.talis.com/index.html

**Listen Again**

Did you miss something? Our Listen Again digital recording service lets you listen again to lectures so you grasp every detail. It’s available in teaching rooms or lecture theatres where you see the sign.

listenagain.essex.ac.uk
Your information

Changes to your information
During your period of study at Essex, you wish to be known by a preferred name or update your legal name on our student record database (ESIS) if your circumstances change. It is important you keep your information up to date. Information about updating your name on your student record is available at: https://www1.essex.ac.uk/students/course-admin/default.aspx

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

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

All information about you is kept securely, and access to your information is only given to staff who need it in order to do their job. Where possible, we will ask you for your permission to share.

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

www.essex.ac.uk/records_management/request

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

https://www1.essex.ac.uk/records_management/policies/students.aspx
Student Voice
At the University of Essex, the views, ideas and feedback of our students are at the heart of what the University does. The time students take to offer feedback is hugely appreciated. This feedback, both positive and developmental, is used to help make short and longer term improvements, both to the experience of current students, but also for Essex students of the future. You can do this in a number of ways.

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

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

Student Voice Groups
Student Voice Groups (SVGs), formerly known as Student Staff Liaison Committees (SSLCs), are made up of elected student representatives and members of staff. SVGs typically meet once per term and provide an accessible arena for students to discuss with staff issues connected to teaching, learning and student support. They also provide an opportunity for the academic department/school/centre to consult with students and receive feedback on new proposals.

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

Student Surveys
Student satisfaction surveys enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance your experience of learning at Essex. The University participates in the Office for Students (OfS) PGT survey. You will be invited to participate via a link once it is open. It asks questions about your life at university and your experience studying at Essex.

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

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

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

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If you have some feedback but don’t know who to tell, email studentexperience@essex.ac.uk
You Matter
We know university life can throw up all kinds of concerns and questions - if you need some information, advice or support to succeed, stay healthy and happy, we’ve got it covered.

Student Services Hub
If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, the Student Services Hub is the place to go. Ask us about health and well-being, accommodation, careers services, money matters and much more. Your questions matter and you’ll get answers from our team of experts.

Colchester: askthehub@essex.ac.uk / 01206 874000
Southend: askthehub-sc@essex.ac.uk / 01702 328444
Loughton: askthehub-lc@essex.ac.uk / 020 8508 5983

Health Centre
If you’re studying on a course for more than six months, you’re required to register with a local doctor. Our Colchester Campus has its own health centre or you can use the NHS Choices postcode finder to find your nearest doctor.

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

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

You can find out about the support we offer here:

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

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

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

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

www.essex.ac.uk/students/health

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

Validium
The University works in partnership with an organisation called Validium to offer short-term counselling to help you explore and work through problems and difficulties that are causing distress and interfering with your life at University.
You might be worried, depressed, confused or feeling bad about yourself. There might be a problem in your family, friendships or with your partner, or you might be experiencing difficulties with your work and exams. Counselling can provide a safe space for you to talk through and explore your feelings.

You can also contact the Validium 24-hour Student Wellbeing Support Line. You will be able to have an initial chat, in confidence, about the difficulties you’re experiencing and the support available to you.

Call 0800 970 5020 or +44 141 271 7168.

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

Log on just to chat or find out how to get additional support. For more information, contact wellbeing@essex.ac.uk. [https://mnessexmind.org/chat-with-charlie/](https://mnessexmind.org/chat-with-charlie/)

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

[www.essex.ac.uk/students/health-and-wellbeing/nightline.aspx](http://www.essex.ac.uk/students/health-and-wellbeing/nightline.aspx)

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

**Money management**
If you get into financial difficulty you should get help and talk to someone as soon as possible. The sooner your problem is identified, the sooner it can be solved. Advisers in our Student Services Hub and our independent SU Advice can listen and talk you through the issues you are experiencing.

[www.essex.ac.uk/fees-and-funding/money/](http://www.essex.ac.uk/fees-and-funding/money/)

**Students’ Union Advice**
Our SU Advice service also offers free, confidential, independent and impartial advice on many issues that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex. You can speak to us about Academic processes and procedures, representation at University meetings, Tier 4 UK visa extensions, housing, complaints, welfare and consumer issues.

[www.essex.su/advice](http://www.essex.su/advice)

Colchester students - suadvice@essex.ac.uk, 01206 874034

Southend students – suacsou@essex.ac.uk, 01702 328235 (term time only)

Loughton students – suaclou@essex.ac.uk, 01206 874034
**Residence Life**

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

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

**Religion, faith and beliefs**

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

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

**Harassment support**

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

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

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

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

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

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

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

**Health and safety on campus**

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

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

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

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

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

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

https://www.essex.ac.uk/student/health-and-safety/electrical-safety
You will find further health and safety information connected with your studies and life on our campuses in the Student Directory under health, safety and wellbeing.

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

If you have any health and safety concerns or need to report an incident, please do get in touch:

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

**Making a Complaint**

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

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

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

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

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

careerhub.essex.ac.uk/students/login

Big Essex Award
The University’s Big Essex Award gives you recognition for all your extra-curricular achievements. All of your Big Essex Award activities can be recorded through GradIntel. Get involved and get ahead of the game.

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

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

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

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

[www.essex.su/vteam](http://www.essex.su/vteam)

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

[www.essex.ac.uk/careers/internships](http://www.essex.ac.uk/careers/internships)
You Are Essex

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

When in your final year of study, graduating students will receive a degree certificate at Graduation and graduating undergraduate students also be able to access their electronic HEAR which gives details of all marks obtained during their studies.

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

GradIntel
Postgraduate students do not currently have access to the Higher Education Achievement Record (HEAR); this is only available for undergraduate students. However, you can use GradIntel to record any extra-curricular activities you may be involved in through the Big Essex Awards but not full access to your academic achievements.


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

Job References

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

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

It is always helpful if you can provide the member of staff with details about the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – it is not always possible for a member of staff to write a reference immediately.
Copies of references
A copy of any reference provided will be retained within our department for no longer than three years for taught students.

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

What comes next?
The world is your oyster! The options and opportunities open to you as a postgraduate can be overwhelming. You may know the exact path and next steps that you wish to take, or you might not, and this is okay. Our Careers Services can offer information, guidance and advice on your different options after graduation and you can return to Essex for these services at any time.

Spread your wings graduand; but you can always come back! As an alumnus of Essex, you can take advantage of generous discounts on further postgraduate qualifications or research degrees should you chose to return to study at Essex now, or at any time in the future.

https://www1.essex.ac.uk/fees-and-funding/masters/loyalty/

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

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

https://www.essex.ac.uk/postgraduate-research-degrees

www.essex.ac.uk/coursefinder