

Your studies

Department of Economics

**Postgraduate
(Taught and Research)**

STUDENT HANDBOOK
2020-21



University of Essex

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. Last year we achieved 93.4% in student satisfaction NSS, ranking 9th in the country. We strive to maintain the highest standards of teaching and research. We have been ranked top 5 in the UK for research excellence (REF 2014), we are ranked 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).

Our post-Covid strategy is to offer teaching that is a mixture of face-to-face learning and online teaching. We will provide a blend of online lectures and small group face to face interaction as appropriate for the subject and cohort. This blended learning approach will allow students to have their education their way, adapting in response to needs and preferences. Our teaching activity is informed by education research that shows that combining traditional face-to-face teaching with online learning is an effective strategy to enhance students' learning development.

The Department of Economics 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 in the social life offered here. We wish you every success in your studies.

Professor Christian Ghiglino, Department of Economics

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Introduction

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

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

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

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

Practicalities and Getting Started

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

Registration

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

Right to Study

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

Student visas

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

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

Choosing your modules

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

Explore your Campus

There is a broad range of [facilities](#) across each of our campuses to support your experience at Essex, whether in person or virtually. For the latest information, see the updates on campus [services on campus](#) and make sure that you're aware of the [guidance](#) for those coming onto campus.

Get connected

Your IT account

You will need to activate [your Essex IT account](#). Once you're set up, you can access your Essex email, log in to Moodle, access lab computers and library services, print for free on campus, connect to campus wi-fi, and much more. When you activate your account, you should register an external e-mail address and passphrase so that if you [forget your password](#), you can also reset it using these details. If you have forgotten those also, you should either visit the IT Helpdesk or call 01206 872345. Make sure you keep your password safe and do not share it with others!

Campus Wi-fi

If you are studying on any of our campuses, connect to our Wi-Fi by simply finding the 'eduroam' network on your device and use the same log in details as your IT account to connect up!

Essex Apps

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

MyEssex

[MyEssex](#) is your online account. This is different to your applicant portal – you can use MyEssex to view your timetable, update your personal details, request replacement student cards or supporting documents, monitor your course progress, let us know if you'll miss a lecture or class, contact the Student Services Hub, and much more.

PocketEssex

[Pocket Essex](#) is the University's official app for students; its interface of icons act as a portal through to a variety of areas and resources. PocketEssex links to many areas that MyEssex does, but also takes you through to other key resources, such as the Students' Union, FindYourWay and the Library.

Find Your Way

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

Working while studying

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

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

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

Your personal belongings

The University does not cover costs for personal damage or loss of possessions; only in instances where the University has been negligent would a claim be viable for compensation for personal

belongings. Therefore, you are strongly advised to take out personal insurance cover for your possessions. This is especially important for valuable items, such as laptops, phones and tablets.

The Essex Experience

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

Embrace the Essex Values

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

Equality, Diversity and Inclusion

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

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

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.

The Department is in the process of completing an application, based on the work it has undertaken throughout the past year.

Student Communities

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

We offer a wide range of support to individuals and [groups of student members](#), such as our [postgraduate students](#) – our student communities - who may have specific requirements, interests or responsibilities- to help fulfil your potential. Whether you are an international student, a mature

student, a BAME student or have any other requirements or needs, we here at Essex want to welcome you with open arms. The University is committed to a programme of action to ensure that this [policy](#) is fully effective.

Essex Sport

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

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

Students' Union

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

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

Get involved!

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

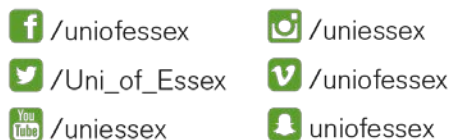
We have [120 Societies](#) where you can meet people with similar interests, challenge yourself with something new or, if you can't find what you're looking for, [start your own!](#)

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

Essex Spirit, social media and What's on?

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

Follow us on social:



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

About the Department of Economics

www.essex.ac.uk/economics

https://twitter.com/UoE_Economics

<https://www.facebook.com/EconomicsUoE/>

Meet the team

Below is a summary of the roles of staff that can help you with a variety of areas during your time at Essex.

The two contacts that you will be primarily in contact with are:

Role	Name	@
Postgraduate Taught Administrator	Nick Bradley	n.bradley@essex.ac.uk
Postgraduate Research Administrator	Lorna Woolcott	lornaw@essex.ac.uk

If you have any concerns about your engagement in your course or need any support or guidance about your progress, you can get in touch with our Student Engagement Officer:

Role	Name	@
Student Engagement Officer	Daniel Tene	dptene@essex.ac.uk

The department has six other members of the administrative team available to help you, all located along the same corridor:

Role	Name	@
Departmental Manager	Claire Cox (Mon-Wed)	ecodm@essex.ac.uk
	Carol Macaskill (Wed-Fri)	
Deputy Department Manager	Christina Turner	c.turner@essex.ac.uk
Education Officer	Julie Oliver	joliver@essex.ac.uk
Undergraduate Administrator (First years)	Antonio Vivas	ajviv@essex.ac.uk
Undergraduate Administrator (Second and Final Year Administrator)	Deborah Howard	deborah.howard@essex.ac.uk
Finance Assistant	Jane Rodwell	jane.rodwell@essex.ac.uk

Get in touch with us! We will do our best to answer your query directly. Even if we cannot answer it, we will guide you to someone who can.

Due to the current COVID19 pandemic, we are offering different ways of contacting us. Please note that our preferred way of contact is via email, but if you would like to speak with us directly please look up our office availability on [this Moodle link](#) or email us to set up a Zoom meeting. Our office hours are Monday to Friday between 10am and 4pm.

A full list of staff and their office hours can be found on the [Department website](#).

Teaching staff and support

All teaching staff hold academic support hours during term time, depending on their availability. This is a time when you can meet with them about anything to do with your modules, from difficulties you might be having with your seminar readings, to discussions about feedback on your coursework.

Due to the current COVID19 pandemic, you may contact your teacher via email directly and request their availability. 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.

Details of academic support hours are posted on the [Moodle website](#) of the module and on the [staff profile site](#) on the department website. If you cannot make the advertised time for any reason, you can e-mail your tutor to make an appointment.

Your Class teachers

Your class teachers are the teachers in charge of the class you have been allocated to. To find out who your class teacher is, simply look for their name in your [online timetable](#). You can contact your class teachers about the material covered in each module, if there is something you do not understand or have missed. **Please note** that class teachers DO NOT determine the class allocation of students, CANNOT grant extensions to assignment deadlines and CANNOT give permission for absences from classes or tests. Class teachers mark assignments and tests.

Director of Postgraduate Studies

You can contact the Director of Postgraduate Studies about course or module changes, and general issues concerning the administration of Undergraduate modules and Economics courses.

The current Director of Undergraduate studies is Dr Ben Etheridge – bsethe@essex.ac.uk

Student Liaison Officer

You can contact the Student Liaison Officer (SLO) if you have general concerns about your studies, or personal problems. The SLO is responsible for organising support for students enrolled for schemes administered by the Department of Economics. The SLO also chairs the Student Voice Groups (SVGs).

The current Student Liaison Officer is Dr Xiaoyu Xia - sb18238@essex.ac.uk

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

Support role	Academic	@
Head of Department	Prof Christian Ghiglinò	cghig@essex.ac.uk
1 st Deputy to Head of Department	Prof Gianluigi Vernasca	gvern@essex.ac.uk
2 nd Deputy to Head of Department	Prof Kate Rockett	kerock@essex.ac.uk
Director of Postgraduate Studies	Dr Ben Etheridge	bsethe@essex.ac.uk
Deputy Director of Postgraduate Studies	Dr George Symeonidis	symeonid@essex.ac.uk
Director of Research Students	Professor Marcus Chambers	mchamb@essex.ac.uk
Deputy Director of Postgraduate Research Students	Dr Shin Kanaya	shin.kanaya@essex.ac.uk
Study Abroad Coordinator	Prof Sheri Markose	scher@essex.ac.uk

Support role	Academic	@
Essex Pathways Liaison Officer	Dr Mikhail Freer	mf19225@essex.ac.uk
Employability Director	Prof Marco Francesconi	mfranc@essex.ac.uk

Module Tutors

Your module tutor is the academic in charge of the content and logistics of a module. You can find out who the tutor for each module online is by going to the [Moodle website](#) or the [module directory](#)

Your Personal Tutor

All undergraduate and postgraduate taught students have a Personal Tutor who will meet you soon after you arrive, and regularly throughout your course. Your Personal Tutor will be a member of academic staff and is someone you talk to about your course or any difficulties that may encounter. They can recommend and direct you to other support services that might be able to further help and support you. You can find out who your Personal Tutor is through [MyEssex](#).

Staff research Interests

Our research is at the heart of our activities and feeds directly into our undergraduate and postgraduate teaching. Our academic staff are the authors of numerous major publications; see our [academic staff profiles](#) for full lists of individual research.

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.

Department of 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. The use of the common room is subject to COVID-19 guidance.

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!](#) You can even [print from your mobile](#) by sending your attachment to mobileprinting@essex.ac.uk.

Once you've located a device, simply log in using your Essex login and password, or tap with your student card to print. Whilst printing is free for all students, please think of your carbon footprint and only print if necessary.

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

Premium printing

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

Noticeboards

Every department and school has their own noticeboard providing information on staff, courses and classes, updates, careers, events and opportunities. This can be found in the central corridor of the Economics Department, level 5B.

Departmental prizes

Each year we are pleased to award prizes signifying excellence. The following prizes are available for award to postgraduate taught students:

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

Postgraduate 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.

Communications

The University will predominantly use e-mail for routine communication between staff and students. Your Essex e-mail address will have been added to the relevant e-mail groups specific to your department or school, course and modules to ensure that you receive the essential information relevant to you. It is recommended that you check your Essex e-mail each day to ensure you do not miss any important updates to classes and assessment.

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

Social Media

You can find us on Facebook and Twitter via the below link or search for Economics at University of Essex:

https://twitter.com/UoE_Economics

<https://www.facebook.com/EconomicsUoE/>

The use of personal devices

Face to face 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.

Learning and Teaching

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

The academic year

The academic year uses a week numbering system that covers the 52 weeks of a calendar year but corresponds to typical term dates. So, the start of the academic year is week 1, which is Welcome week, with teaching commencing in week 2.

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

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

Some courses have slightly different term dates, however, you will find that all campus activities and events make reference to the standard academic year terms and schedule noted above.

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

My Course

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

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

Credits

Your course will be made up of a certain [number of credits](#), depending on your level of study and specific postgraduate course. Each year of study will hold a credit value, with credits allocated to each module. You will need to meet the required learning outcomes and assessments to be awarded credits.

Learning outcomes

Each course has learning outcomes which need to be met in order to progress. Course learning outcomes are categorised into knowledge, intellectual, practical and key skills, and are also defined more specifically at a modular level. Having this information means that you can measure your progress against the outcomes, for example when reviewing coursework feedback.

Grade boundaries

On most Masters degrees, an overall mark of 50 is a pass. An overall mark of 60 is classed as a pass with merit, and an overall mark of 70 is classed as a pass with distinction. Methods for calculating your final postgraduate award classification vary across awards and may depend on other factors. Full details are set out in the [Rules of Assessment](#).

Module enrolment

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.

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

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

Changing Modules

In instances where you need to make a change to your module choice, you may do so up until the second week of the Autumn Term. If you wish to change an optional module after the deadline, you should seek advice from the Department or School Office that runs the particular module that you may wish to change to.

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

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

Module Directors

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

Fitness to practise

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

Study Abroad

As a postgraduate student there are a variety of opportunities at Essex to study abroad. If you are interested in undertaking an international experience, you should contact the [Essex Abroad Team](#) for more information.

Work Placements

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

If undertaking a placement, it is your responsibility to find a work placement, however, the Industry and Placements Team can help prepare and support you and will advertise relevant placements. If you are interested in undertaking a work placement, or other work-based opportunities that may be available to you and your course, contact the [Industry and Placements team](#). Some work placements may require a DBS check where you are engaging in regulated activity with vulnerable groups. More information about the DBS check process can be found on the [University's DBS webpages](#).

Module Materials

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

Teaching timetable

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

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

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

Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found on the [University's website](#).

Recording your attendance

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

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

Making changes to your study

Changing your course

If you are thinking about changing course, you will need to do so by a [certain date](#) and should first speak to your department and personal tutor. They will be able to advise of the [things you should be thinking about](#) before changing your course.

Thinking of leaving or taking a break?

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

Library Services

The library aims to provide all of the resources you will need to succeed in your course, via online reading lists and access to extensive digital collections of books and journals. The library team can help you learn how to search effectively so you can find appropriate resources for your assignments. They can also provide advice on referencing, academic integrity, using reference management software and evaluating sources. A range of online support in these areas is also available via the library website, including [subject guides](#) for each department, and support in developing [search skills](#). In addition, the library offers 'On Track for your Masters', an annual programme of workshops delivered in collaboration with other professional services teams to help you with a whole range of research skills.

At our Colchester Campus, the **Albert Sloman Library** on Square 5 is open for long hours and has a variety of study spaces, including individual and group work areas. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, live chat and the opportunity to book appointments with your Academic Liaison Librarian to help you through your studies and beyond. There is also a dedicated Postgraduate Study Room on the ground floor.

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

Academic Skills and Support

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

We are committed to ensuring that every student is able to get the most out of their academic study and achieve their potential on their course, which is why [Skills for Success team](#) is available to help by providing support, resources and workshops on:

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

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

Proofreading services

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

The University maintain a list of [local freelance proofreaders](#) who offer services to students and staff at Essex that have read and agreed to abide by the [University's policy and guidance on proofreading](#).

Language classes

English classes for dependants

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

Learning a language

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

Assessment and Academic Integrity

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

Rules of Assessment

The [Rules of Assessment](#) are used to calculate your results. There is a main set of rules for [Masters](#) and other [postgraduate award courses](#), but some departments also have [additional variations](#) which can be found alongside the Rules of Assessment for your year of entry.

In the Department of Economics we do not have a variation to the Rules of Assessment:

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

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

Core, compulsory and optional modules

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

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

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

Academic Integrity and Academic Offences

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

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

Methods of Assessment in the Department of Economics

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

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

Samples of coursework and previous assignments

The Department of Economics provide examples of previous test papers and assignments, these are there to aid the preparation of assessments. These can be found in [Moodle](#) under the relevant module page.

Referencing in coursework

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

The Department of Economics guide to Referencing

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

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 your 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:

Strunk, W. and E. B. White: *The Elements of Style* (published Allyn and Bacon, ISBN: 020530902X, latest edition August 1999).

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:

Brittan, S. (2002) "The rules need fixing, but greed can be good", Financial Times, 04/07/02. URL: <http://www.samuelbrittan.co.uk/text118_p.html> (accessed on 27 November 2008)

Krugman, P. (1999) "Thinking about the Liquidity Trap" (unpublished) December 1999 URL: <<http://www.wws.princeton.edu/~pkrugman/trioshrt.html>> (accessed on 19 January 2010)

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:

The Economist (2000), "The ECB heads for turbulence", January 29, 2000, pp. 105–6.

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.

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

Submission of coursework

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

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

Problems with FASER

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

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

Late submission of coursework

We have a [single policy](#) at the University of Essex for the late submission of coursework in postgraduate taught courses: all coursework submitted after the deadline will receive a mark of **zero**. No extensions will be granted. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline.

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.

Dissertation Extensions (PGT Only)

Postgraduate taught dissertations (or equivalent) are not counted as coursework and are therefore not covered by the policy on the late submission of coursework. Students can request an extension for their postgraduate dissertation if they find that, due to extenuating circumstances, they will be unable to submit the dissertation by the published deadline. Students can request an informal extension of up to four weeks from the Department of Economics. Where a longer extension is required, an application for an extension to a postgraduate taught dissertation can be completed via the [online form on the ESF SharePoint website](#), for consideration by the relevant Deputy Dean (Education).

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 publicly available.

Surveys

You may wish to undertake surveys as part of your EC981 research. Ethical approval is required for any surveys that you undertake that go beyond friends and family. Please refer to the EC981 Module information on [Moodle](#) for more details.

Submission

- Completed dissertations must be submitted via FASER, faser.essex.ac.uk *no later than the specified deadline: 12 noon on Wednesday 1 September 2021 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.
- The maximum extension that can be given by the Director of Graduate Studies is 4 weeks. Anything beyond this has to be approved by the Dean.
- 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.

Return of Coursework

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.

Ethics in research

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

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

Examinations

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

Exam timetable

The University [publishes the dates for exam periods](#) at the start of each year. You will receive your personalised [exam timetable online](#) and will be sent an email to your Essex account when it is available to view.

Attending an exam

You must bring your registration card and [exam entry form](#) to all invigilated exams where these take place. You will not be allowed entry without them. Remember to check your exam entry form carefully and email the Examinations Office (exams@essex.ac.uk) if there are any errors.

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

Calculators in Examinations

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

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

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

Dictionaries

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

Sample and past papers

The Department of Economics provide previous exams to aid in the preparation for the final exams, these will be available in 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.

Access to your exam script

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

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

Moderation and marking

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

Marking

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

Moderation

Moderation is a process separate from that of marking and provides additional assurance that the assessment criteria has been applied appropriately. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given.

External Examiners

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

Re-marking of coursework

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

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

Appeals

[Appeals on academic grounds](#) can be made following the meeting of the Board of Examiners and the publication of your results. There are limited grounds available to appeal on and strict deadlines to

adhere to. As such, we strongly advise all students thinking about making an appeal to contact the [SU Advice Centre](#).

The Board of Examiners

The Board of Examiners meet at the end of the Summer Term to consider marks for taught modules and final boards meet in the Autumn, and use the Rules of Assessment to determine whether:

- you have passed the modules you have studied and can be awarded credit
- you have met the requirements to progress to the next year of your course (*if you are on a course which lasts more than one year*)
- you have met the requirements to pass your course and what classification you will receive for each module
- 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 it¹

Publication of results

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

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](#). The Rules of Assessment are different when you study individual modules. 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.

Reassessment

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

¹ The Board of Examiners will not be aware of any student's immigration status. As a result, some reassessment options may be offered that are not compatible with individual Tier 4 visa rules. All options should be considered in conjunction with applicable visa restrictions.

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

Reassessed modules are normally capped at the pass mark of 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 'like for like'. This means that if you must undertake reassessment in a module coursework element, you will be reassessed by coursework. If you must undertake reassessment in a module examination, you will be reassessed by examination.

For more information please see the information for current students page on Moodle.

Resit exams

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

Exit Awards

If you decide to withdraw from your course before you finish, or you fail too many credits to be awarded your degree, you may be awarded a qualification at a lower level, if appropriate and applicable.

Extenuating Circumstances

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

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

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

Research Degrees

Course Structure

This section describes the relevant regulations and departmental procedures governing students registered for both pathways leading to the PhD research degree: the 4-year path (Integrated PhD) and the 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 length is 50,000 words.

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), details of which can be found in the online programme specification for this degree

<https://www1.essex.ac.uk/programmespecs/Details.aspx?prog=13692> . The Director Of Postgraduate Research Students (PGR Director) 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 obtain marks of 60% (Merit) in the microeconomics, macroeconomics, and econometrics sequences, as well as in 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 PGR Director, 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 proposal for EC990 Research Plan, 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 the Research Students Progress Board (RSPB) (see Supervisory Panel and RSPB sections below).

The module outlines provide information on the assessment for each Autumn Term module while the 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 submission deadline for which is noon on **Friday 28th May 2021**.

Students must attend the Research Student Strategy (RSS) Seminar series starting in the Spring Term. Each student must also make a presentation in the RSS Seminar 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 the 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 must be made 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 2020/21 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 the Supervisory Panel by the Panel or of the RSPB by the PGR Director. 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 is available from the PGR Director and the Graduate Administrator.

Students whose progress is deemed to be unsatisfactory will be notified of the concerns of the Supervisory Panel by the panel or of the RSPB by the PGR Director. 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 work 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 is available from the Graduate Administrator.

Supervisory Panel

The Supervisory Panel consists of the supervisors and a chairperson. 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 chairperson 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, the supervisors 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 PGR

Director as Chair, the Deputy PGR Director, 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 supervisors. 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 supervisors.

If you are a **sponsored student**, you should also discuss any proposed change with your funding body and/or check its terms and conditions. If you are a UK 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

Research degree	Mode	Students first registered between 2008-09 to 2017-18		Students first registered from 2018-19 onwards	
		Minimum	Maximum	Standard	Completion
Masters by Dissertation (MA or MSc by dissertation)	FT	One year	Two years	One year	Up to one year
	PT	Two years	Three years	Two years	Up to one year
Master of Philosophy (MPhil)	FT	Two years	Three years	Two years	Up to one year
	PT	Four years	Five years	Four years	Up to one year
Doctor of Medicine (MD)	PT only	Two years	Three years	Two years	Up to one year
Doctor of Philosophy (PhD)	FT	Three years	Four years	Three years	Up to one year
	PT	Six years	Seven years	Six years	Up to one year
Doctor of Philosophy Integrated (PhD)	FT	Four years	Five years	Four years	Up to one year
	PT	Eight years	Nine years	Eight years	Up to one year
Professional Doctorate	FT/PT	See individual programmes	See individual programmes	See individual programmes	See individual programmes

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/> and requires written approval from the supervisors 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 PGR Director 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. The PGR

Director acts as interim supervisor during the Autumn term and is available to provide guidance in the search for a supervisory match.

Once an agreement has been made between the thesis supervisors and student to work together they must complete and sign an agreement form available from the Graduate Administrator. In exceptional circumstances any students who are unsuccessful in finding a supervisor will usually be assigned one by the PGR Director. 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 PGR Director is responsible for allocating a chairperson 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 supervisors 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 PGR Director, 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 supervisors and a chairperson who is appointed by the PGR Director. 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>

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 MDis 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 PGR Director may seek.

(ii) Responsibilities of the student

- Producing written or other work in accordance with the schedule agreed with the supervisors, and giving sufficient time for comment from and discussion with the supervisors;
- Developing and updating, together with the supervisors, and on a rolling basis, a realistic timetable for timely completion of the thesis;
- Attending the RSS 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 PGR Director may seek;
- Attending such modules as may be prescribed by the PGR Director or the supervisors;
- Ensuring that, for any absence from the University exceeding one month, the supervisors 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 supervisors' opinion (which is advisory only);
- Attend the RSS 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 the commitments of the supervisors. At a minimum, students should expect to have 30 hours of substantive contact with their supervisors 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 supervisors. If a satisfactory solution is not found, then the problem should be raised with the PGR Director. If the PGR Director cannot find a satisfactory solution then the student can approach the Head of Department. If the student is still not satisfied then please contact Nick Bradley - (n.bradley@essex.ac.uk) the Postgraduate Taught Administrator.

Research and Skills training

Proficio

Proficio is our innovative professional development scheme for doctoral students, and it is 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 time. 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 the 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 presentation of their proposed research at the beginning of the Summer Term. The minimum requirement is for a short (15-20 minute) presentation although most students benefit from using the full amount of time available (fifty minutes) and give a longer presentation. 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 student's 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 there are seminars and workshops of interest provided in other parts of the University, such as in ISER, Essex Business School (Finance Group), Essex Centre for Macro- and Financial Econometrics, Government, and CSEE. 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 Department's 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 PGR Director. The RTSG is awarded at the discretion of the PGR Director and although a student may be eligible 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/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>

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>

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 (<https://www.essexstudent.com/advice/>) or the Student Services Hub (<https://www.essex.ac.uk/student/advice-and-support>).

Thinking of leaving or taking a break from your studies?

You may experience doubts at some point during your studies and, 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 RSPB 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

Three months before the submission date the student must complete and submit the form, "Approval of Thesis Title," which is available from the Registry; this form must be signed by the supervisor and the Head of Department or the PGR Director. 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 supervisors. Once a complete version of the thesis is assembled it should be presented for comments to the supervisors based on a full reading by the supervisors. 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 approved Programme of Study and research. In recent years successful PhD dissertations in the Department have consisted of at least three chapters containing original research. The University Principal Regulations for Research Degrees states: "The thesis as a series of papers consists of a minimum of three papers of publishable quality, preceded by a substantial introduction and a conclusion. The student must use the introductory section of their thesis to outline the context of the research and to set the overarching, unifying question which the thesis addresses. The introductory section should include a literature review and an outline of the methodologies employed. The overall work must constitute a coherent and continuous thesis, rather than a series of disconnected papers" (section 4.23).

A candidate for an MPhil must submit a thesis for examination in accordance with the rules set by the Senate. The University Principal Regulations for Research Degrees states: "A thesis submitted for the degree of Master of Philosophy must embody the results of research carried out during the approved period of study and should make a contribution to knowledge. In the thesis and the oral examination the candidate is required to present the results of research that either forms original work

or is an ordered and critical exposition of existing knowledge. The thesis should set out the relationship between the candidate's work and the wider field of knowledge, and should be expressed clearly and concisely" (section 4.58).

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. Five 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>.

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>

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> - 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>

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 existing research students (from the second year of the three-year pathway of the third year of the Integrated PhD onwards) 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, may also apply for 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 very 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 GTA 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>.

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. Many labs stay open until late and some are open 24/7. Labs may be booked for teaching, and so it is best to check availability first.

IT Help and Guidance

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

If you can't find what you're looking for, or if you need to talk to someone, then the [IT Helpdesk team](#) are here to assist you further.

Learning Technologies and Systems

Learner Engagement Activity Portal (LEAP)

[LEAP](#) is our student centred, personalised engagement tool. LEAP displays your engagement with university resources and an algorithm within LEAP combines your use of these resources and activities to produce an overall engagement indicator. There are 5 engagement indicators (high, good, partial, low and very low) which will help you map and better understand your engagement pattern over time. Full details on the resources included in LEAP, the engagement ratings and how LEAP uses your data can be found on the [LEAP webpage](#).

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

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

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

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

Moodle

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

FASER

[FASER](#) is our **online coursework submission and feedback system**. Use it to check coursework deadlines, upload coursework and receive electronic feedback all in one place.

Online reading lists

Reading lists can be accessed [online](#). Use this service to find out the details of each week's reading and to access resources through the library.

Listen Again

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

Zoom

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

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

Your information

Changes to your information

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

Your personal information

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

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

You have a [right to ask for copies of information](#) we hold about you. To find out more about what information we collect, what we do with it, who gets to see it, and your rights under the data Protection Act 2018, read our [Privacy Notice for students](#).

Student Voice

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

Student Representatives

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

Student Voice Groups

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

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.

Postgraduate Taught Experience Survey (PTES)

The [Postgraduate Taught Experience Survey \(PTES\)](#) is the only UK higher education sector-wide survey to gain insight from postgraduate taught students about their learning and teaching experience.

The PTES gives you the opportunity to provide open and honest feedback on your experience of study at Essex, your course and your department. It considers your motivations for studying your chosen programme and your experience, where relevant, of undertaking a major project/dissertation.

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

Student Module Feedback

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

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

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

You Matter

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

Student Services Hub

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

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

Support for disabilities and conditions

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

Funding opportunities

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

Personal Emergency Evacuation Plans (PEEP)

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

Seeing a Doctor

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

Counselling services

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

If you feel you would benefit from support, including counselling, please [contact your Student Services Hub](#). [You can find more information, including the full range of counselling services available to you.](#)

UK Immigration Advice and Guidance

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

Money management

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

Students' Union Advice

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

Colchester students – suadvice@essex.ac.uk; 01206 874034

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

Loughton students – suaclou@essex.ac.uk; 01206 874034

Residence Life

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

Religion, faith and beliefs

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

Harassment support

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

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

COVID-19 (Coronavirus)

The health and wellbeing of our students is our priority. This means we are constantly monitoring advice from the UK Government, Public Health England, the Foreign and Commonwealth Office, and the World Health Organisation, and updating our guidance on students in line with their advice.

Our [guidance to students on protecting yourself and others from COVID-19](#) is updated regularly. It is advisable to check the page frequently to be sure you are up to date with the latest guidance and information from the University.

Health and safety on campus

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

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

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

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

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

Making a Complaint

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

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

Student Development

Careers Services

The Career Services team offer a programme of information, advice, guidance and support through various events, workshops and one- to- one sessions. We also have teams dedicated to Work Based Learning, Placements and Internships that can provide information and support as needed.

Find out more about the Career Services available to you here: <https://www1.essex.ac.uk/careers/>

CareerHub

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

careerhub.essex.ac.uk/students/login

Big Essex Award

The Big Essex Award is a way to get recognition for the extra-curricular and voluntary activities that you complete during your time at Essex, both on and off campus. All verified activities will be included on your university transcript, the Further Achievement Report (FAR). Postgraduate students can use GradIntelligence to record any extra-curricular activities you may be involved in through the Big Essex Award.

<https://gradintel.com/index.php/en/account-support/recover/students>

Volunteering

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

www.essex.su/vteam

Essex Interns

Essex interns create paid internships exclusively for you as an Essex student. They're flexible too; part time during term time or full time in vacations. Sign up for Essex Interns to kick-start your career.

www.essex.ac.uk/careers/internships

You Are Essex

Year and Degree Marks

Once your exam board has met, it can take between 7-10 working days for your results to be confirmed and published. The University's [exam board and publication of results schedule](#) is updated in the summer term, and you will be notified once this information is available online. As soon as your results are ready, you will be sent an email and directed to a password protected web page. You will be able to see your marks obtained and any decisions that you must make in order to progress to the next stage of study.

Upon graduating from your studies, you will receive a [degree certificate](#) and a copy of your academic transcript. You will also be invited to attend the next Graduation ceremony available to you.

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.

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

GradIntelligence

If you studied an undergraduate degree with us at Essex, you would have had access to your [Higher Education Achievement Report \(HEAR\)](#) record which would also show any awards or additional achievements you have received formal recognition for. However, this is currently only available for undergraduate awards; postgraduate students can instead use [GradIntel](#) to record any extra-curricular activities or achievements during your studies, such as the [Big Essex Award](#).

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.

If you are requesting a letter to confirm the registration on your course, or to update sponsors on your current progress, please contact Nick Bradley (n.bradley@essex.ac.uk) ppethe Postgraduate Taught administrator, or Lorna Woollcott on (lornaw@essex.ac.uk) the Postgraduate Research administrator, depending on your course.

Alumni

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

What comes next?

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

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 study](#) and [postgraduate research degrees](#).

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

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