Welcome from the Head of Department

A very warm welcome to new students and an equally warm welcome back to returning students. My colleagues and I hope that the academic year 2019-20 will be a productive and happy one for you.

I would like to say a big thanks to all of you for making the Department of Government your academic home. We are deeply committed to making your time at Essex an exciting and rewarding experience. We promise to provide you with the best possible learning environment for accomplishing your personal development and career goals.

The Department of Government has consistently been ranked as the top politics department in the UK. In the last Research Excellence Framework, the department was yet again ranked first for its excellence in research, so it is no exaggeration to say that you are taught by the very best scholars in the field. The department is also recognized as one of the leading departments globally, with a stellar reputation for academic excellence.

Equally important, the department places great value on fostering a strong sense of community among all of its members – students and staff. You will see plenty of evidence of this throughout the academic year in the form of invitations to our student-staff conferences, monthly opportunities to meet with me and my leadership team, departmental seminars and various social events.

In addition, we have a very active Politics Society that features an exciting program throughout the academic year. The department boasts a welcoming common room, 5B.303, which is open to all students and staff. We strongly encourage you to make use of these great opportunities and facilities to engage with your fellow department members.

We sustain our academic excellence through a rigorous curriculum with high standards. This requires hard work from you. We demand a lot of you throughout your studies in order to prepare you for successful careers after university. At the same time, we expect you to demand a lot from us. The Department and University have a wealth of resources to support your studies, and I encourage you to make use of them.

This handbook is an essential guide to regulations, procedures and organisational issues, and should be your first stop for answers to questions about the department or the university. In addition, you may wish to consult the departmental website (http://www.essex.ac.uk/government) and the university module directory (http://www.essex.ac.uk/modules/). If you cannot find answers to your questions in the handbook or online, you can contact our Professional Services Team (govpgquery@essex.ac.uk, Room 5B.322), the Director of Education, Professor Paul Bou-Habib (pbou@essex.ac.uk, Room 5.017) or the PGR Director, Professor Tobias Böhmelt (tbohmelt@essex.ac.uk, Room 5.019). All of us want you to have a happy, safe and transformative educational experience.

You should of course also always feel free to talk to me as Head of Department if you have any questions or concerns. The best way to reach me is by e-mail (shane.martin@essex.ac.uk). As I mentioned above, I'll also be holding a weekly coffee hour with various cohorts during the autumn and spring terms; these will be advertised to you via email. So, please do pop along and say hello.

Welcome again, and all the very best for the new academic year!

Professor Shane Martin
Head of Department & Anthony King Chair in Comparative Government
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Practicalities and Getting Started</td>
<td>1</td>
</tr>
<tr>
<td>The Essex Experience</td>
<td>4</td>
</tr>
<tr>
<td>Equality, Inclusion and Diversity</td>
<td>4</td>
</tr>
<tr>
<td>Embrace the Essex Values</td>
<td>4</td>
</tr>
<tr>
<td>Essex Spirit, social media and events</td>
<td>5</td>
</tr>
<tr>
<td>International Students</td>
<td>5</td>
</tr>
<tr>
<td>Student Ambassadors</td>
<td>5</td>
</tr>
<tr>
<td>Essex Sport</td>
<td>5</td>
</tr>
<tr>
<td>Students’ Union</td>
<td>6</td>
</tr>
<tr>
<td>About the Department</td>
<td>7</td>
</tr>
<tr>
<td>Meet the team</td>
<td>7</td>
</tr>
<tr>
<td>Research Students’ Progress Committee (RSPB)</td>
<td>8</td>
</tr>
<tr>
<td>Staff research interests</td>
<td>8</td>
</tr>
<tr>
<td>Communication</td>
<td>9</td>
</tr>
<tr>
<td>Learning and Teaching</td>
<td>11</td>
</tr>
<tr>
<td>Student Staff Partnership</td>
<td>11</td>
</tr>
<tr>
<td>Research Methods and Skills Training</td>
<td>14</td>
</tr>
<tr>
<td>Transferable Skills</td>
<td>14</td>
</tr>
<tr>
<td>Financial Support for Research Students</td>
<td>15</td>
</tr>
<tr>
<td>The academic year</td>
<td>16</td>
</tr>
<tr>
<td>Teaching timetable</td>
<td>16</td>
</tr>
<tr>
<td>Course structure</td>
<td>16</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>16</td>
</tr>
<tr>
<td>Changes to study</td>
<td>17</td>
</tr>
<tr>
<td>Periods of study</td>
<td>17</td>
</tr>
<tr>
<td>Course Materials</td>
<td>18</td>
</tr>
<tr>
<td>Library Services</td>
<td>18</td>
</tr>
<tr>
<td>Skills for Success</td>
<td>18</td>
</tr>
<tr>
<td>Learning a Language</td>
<td>19</td>
</tr>
<tr>
<td>Research Skills Development</td>
<td>20</td>
</tr>
<tr>
<td>Proficio</td>
<td>20</td>
</tr>
<tr>
<td><strong>University and departmental training events</strong></td>
<td>20</td>
</tr>
<tr>
<td>Details of any Departmental support or funding for attending conferences/other events</td>
<td>20</td>
</tr>
<tr>
<td>Assessment and Good Practice</td>
<td>21</td>
</tr>
<tr>
<td>Rules of Assessment</td>
<td>21</td>
</tr>
<tr>
<td>Ethics in research</td>
<td>21</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Risk assessments in research</td>
<td>21</td>
</tr>
<tr>
<td>Academic Integrity and Academic Offences</td>
<td>22</td>
</tr>
<tr>
<td>Submission of Thesis</td>
<td>22</td>
</tr>
<tr>
<td>Examiners and the Viva</td>
<td>23</td>
</tr>
<tr>
<td>Referencing</td>
<td>23</td>
</tr>
<tr>
<td>Computers, Learning Technologies and your Information</td>
<td>26</td>
</tr>
<tr>
<td>Computers</td>
<td>26</td>
</tr>
<tr>
<td>IT Help and Guidance</td>
<td>26</td>
</tr>
<tr>
<td>Learning Technologies and Systems</td>
<td>26</td>
</tr>
<tr>
<td>Your information</td>
<td>27</td>
</tr>
<tr>
<td>Student Voice</td>
<td>28</td>
</tr>
<tr>
<td>You Matter</td>
<td>29</td>
</tr>
<tr>
<td>Student Development</td>
<td>33</td>
</tr>
<tr>
<td>Careers Services</td>
<td>33</td>
</tr>
<tr>
<td>CareerHub+</td>
<td>33</td>
</tr>
<tr>
<td>Volunteering</td>
<td>33</td>
</tr>
<tr>
<td>Essex Interns</td>
<td>33</td>
</tr>
<tr>
<td>You Are Essex</td>
<td>34</td>
</tr>
<tr>
<td>Year and Degree Marks</td>
<td>34</td>
</tr>
<tr>
<td>HEAR</td>
<td>34</td>
</tr>
<tr>
<td>Graduation</td>
<td>34</td>
</tr>
<tr>
<td>Requesting References</td>
<td>34</td>
</tr>
<tr>
<td>Alumni</td>
<td>35</td>
</tr>
<tr>
<td>What comes next?</td>
<td>35</td>
</tr>
</tbody>
</table>
Introduction

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

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

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

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

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

**Complete your Registration**

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

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

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

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

**Explore your Campus**

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

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

**Get connected**

**Your IT account**

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

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

**Campus Wi-fi**

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

**Essex Apps**

The University has a variety of online systems and platforms designed to enhance your learning and help make processes, such as submitting coursework, easier. We have rounded up the top platforms, portals and apps that you need to know about!
MyEssex
MyEssex is your online account. You can use it to see your timetable, keep your personal details up-to-date, request replacement registration cards or supporting documents, such as council tax exemption certificates, see how you’re doing on your course, let us know if you’ll miss a lecture or class, contact the Student Services Hub, and much more.

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

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

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

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

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

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

The Tier 4 rules and guidance include restrictions relating to the length of time you can spend studying in the UK and academic progress; this may mean you are unable to take an academic option offered to you or that we can’t continue to sponsor you under Tier 4. The University has many duties as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 licence. Find out more on the University’s website: https://www1.essex.ac.uk/immigration/ and https://www.essex.ac.uk/about/governance/regulations

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

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

https://www.essex.ac.uk/departments/language-and-linguistics

cdis@essex.ac.uk
The Essex Experience

The University and the Students' Union have developed our Student Charter as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community.

The Student Charter reiterates that you are a member of the University of Essex community, not just while you are a student or recent graduate here, but for life.

You can read the full Student Charter at: www.essex.ac.uk/students/experience/charter

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

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

Equality, Inclusion and Diversity

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

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

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

Embrace the Essex Values

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

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

www.essex.ac.uk/governance/regulations
Essex Spirit, social media and events

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

Follow us on social:

Facebook: /uniofessex
Twitter: /Uni_of_Essex
Instagram: /uniofessex

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

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

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

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

You can find helpful information here –

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

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

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

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

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

Essex Sport
Be active at Essex! Learning doesn’t just happen in the classroom. Keeping active during your studies can help relieve stress, increase productivity, provide a sense of community and improve your employability.
Essex Sport offers a great range of sport courses, social active sessions, over 300 fitness classes a month and a state-of-the-art gym, so there's something for everyone!

Visit the Essex Sport website or download the app to discover all the ways you can keep active during your time at Essex.

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

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

https://www.essexstudent.com

Get involved

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

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

https://www.essex.ac.uk/life/colchester-campus/get-involved
About the Department

Meet the team

A full list of all academic and professional services staff for the Department of Government can be found on our website at: [https://www.essex.ac.uk/departments/government/people](https://www.essex.ac.uk/departments/government/people). Below is a summary of the roles of staff that you are likely to be in contact with most frequently.

<table>
<thead>
<tr>
<th>Administrative Staff</th>
<th>Email</th>
<th>Room</th>
<th>Tel Ext</th>
<th>Roles/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie Seakens</td>
<td>govpgquery</td>
<td>5B.320</td>
<td>2741</td>
<td>Graduate Administrator</td>
</tr>
<tr>
<td>Kimberley Stockley</td>
<td>govdm</td>
<td>5B.316</td>
<td>2759</td>
<td>Departmental Manager</td>
</tr>
<tr>
<td>Emma McClelland</td>
<td>govdm</td>
<td>5B.322</td>
<td>2982</td>
<td>Deputy Departmental Manager</td>
</tr>
<tr>
<td>Nicola Rowley</td>
<td>govquery</td>
<td>5B.320</td>
<td>2737</td>
<td>Undergraduate Student Administrator 1st year</td>
</tr>
<tr>
<td>Lewis Olley</td>
<td>govquery</td>
<td>5B.320</td>
<td>2757</td>
<td>Undergraduate Student Administrator 2nd year</td>
</tr>
<tr>
<td>Sallyann West</td>
<td>govquery</td>
<td>5B.320</td>
<td>2741</td>
<td>Undergraduate Student Administrator 3rd year</td>
</tr>
<tr>
<td>Elliot Brearey</td>
<td>govfinance</td>
<td>5B.320</td>
<td>2757</td>
<td>Finance Assistant</td>
</tr>
</tbody>
</table>

Your Supervisor(s)

You will have had a supervisor or supervisors appointed to you during the admissions process. You are expected to have regular contact with your supervisor(s) during your studies and they should be the first port of call for any concerns/problems.

Supervision of Research Students During Periods of Leave

Academic Staff serving as supervisors of postgraduate research students will, on occasion, take periods of research leave for research purposes. During some periods of research leave, supervisors may not be in residence at the University. It is incumbent upon supervisor, with the approval of the Graduate Director of Research, to develop a plan for the continuing supervision of students during periods of research leave. In making such arrangements, it is the policy of the department that:

a) Members of staff are expected to continue to carry out their role as Supervisor during periods of research leave.

b) Members of staff on research leave are not expected to attend Supervisory Panels, but are expected to provide a written assessment of progress.

c) Members of staff on research leave should make arrangements for continuing contact with their supervisees, whether through face-to-face meetings, or through some form of remote communication.

d) In cases where a member of staff plans to be out-of-residence for an extended periods during their research leave, an alternate member of staff should be named (by the Graduate Director of Research, in consultation with the Supervisor) as a local contact for the supervisee student.
The local contact is not meant to act as a substitute supervisor (see point (A) above) but to serve as a designated point of contact in the Department during the period when the Supervisor is out-of-residence.

**Research Students’ Progress Committee (RSPB)**

The RSPB is made up of senior members of academic staff and is chaired by the Graduate Director, PGR. It “reviews the progress of every student through to the award of a degree, withdrawal or failure, on the basis of the reports from the supervisory board, including the written report from the student. Where no supervisory board has taken place, for instance because a student is carrying out research abroad, the supervisor and the student must each submit a progress report. A decision/recommendation for discontinuation, downgrading or upgrading or to confirm PhD status or change to MPhil, to permit entry into completion, or to extend the minimum period can only be made by the RSPB.”

[https://www1.essex.ac.uk/students/exams-and-coursework/ppg/pgr/assess-rules.aspx](https://www1.essex.ac.uk/students/exams-and-coursework/ppg/pgr/assess-rules.aspx)

The deadline dates for 2019/2020 are:

**Autumn Term**
- Deadline for FASER board report submission: November 29, 2019
- Completion year draft chapter submission: November 29, 2019

**Spring Term**
- Deadline for FASER board report submission: March 13, 2020
- Completion year draft chapter submission: March 13, 2020

**Summer Term**
- Deadline for FASER board report submission: May 22, 2020
- Completion year draft chapter submission: July 17, 2020

**Staff research interests**
The department has varied research interests, you can find out more by clicking on the below link: [https://www.essex.ac.uk/departments/government/research](https://www.essex.ac.uk/departments/government/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 Common Room**
The Department Common Room 5B.303 is located [http://bit.ly/2H3syVH](http://bit.ly/2H3syVH) and is for the use of all students/undergraduate students/postgraduate students.

**Postgraduate Study Room**
The Postgraduate Study room is available for all research students in 5B.305.

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

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

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

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

[https://library.essex.ac.uk/copyright](https://library.essex.ac.uk/copyright)

**Pigeonholes**
You will be given access to a pigeonhole in the Common Room where any mail you get sent to the University will be held for you to collect. Please do not have anything too big mailed to the Department as we cannot accommodate it. Please check the pigeonholes regularly.

**HEROES: Helping Each other with Research On Empirical Subjects**
HEROES is a group of empirical minded PhD students. HEROES stands for Helping Each other with Research On Empirical Subjects. This is led by Lydia Karga and Marius Mehrl, so please contact them for further info.

Lydia Karga – lk18138@essex.ac.uk
Marius Mehrl – marius.mehrl@essex.ac.uk

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

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

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

You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. To opt in or out of such lists, please visit:
https://www1.essex.ac.uk/it/services/forms/default.aspx

While email can be a quick and easy means of communicating, you should still consider how you structure and write each email to ensure it is appropriate when contacting members of staff at the University.

**Our website and Moodle**
Each department and school has its own section of the University website. This is an important source of information and news about all aspects of your studies. You can find the Department of Government website and Moodle here:

Website - https://www.essex.ac.uk/departments/government

Moodle - https://moodle.essex.ac.uk/course/view.php?id=5838

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

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

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

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

**Social Media**
The Department has a social media presence. We have profiles on the below platforms

Facebook - https://www.facebook.com/UoEGovernment/

Twitter - https://twitter.com/uniessexgovt
Learning and Teaching

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

Student Staff Partnership

As a Postgraduate Research student, you have a responsibility to:

- Read the documentation provided, including the regulations for your degree, the Code of Practice and details of the departmental supervisory arrangements.
- Attend meetings with your supervisors and Supervisory Panels as arranged, and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- Keep in regular contact with your supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).
- Provide updates on progress as outlined in the Progress and Appeals Procedures for Research Degree Students.
- Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- Familiarise yourself with the departmental milestones for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at your RSPB which takes place twice a year (or equivalent for part-time students). It's important you review your milestones regularly to ensure you'll be ready to submit your thesis by the required date.
- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
- Familiarise yourself with the expectations and conventions regarding academic referencing other people's work.
- Attend any research training and generic skills courses as agreed with your supervisor.
- As requested, submit reports on progress to professional practice and research supervisors, Supervisory Panels, or the departmental Research Students' Progress Board.
- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a log book or research portfolio to be signed off by your supervisor.
- Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students’ Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.
- Discuss any supervisory problems with your supervisor. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the Postgraduate Research Education Team to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.
- You must present your thesis for examination by the end of the final term of your standard period, or by the end of the prescribed completion period.
  - A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two-week period.
- If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree, unless you are
permitted an exceptional further period of completion.

- Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.
- Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

In addition to the above requirements, Professional Doctorate students should:

- Attend lectures and seminars for taught modules and attend meetings with their professional practice supervisor.
- Complete the work required for your taught modules
- Maintain a professional practice portfolio which forms part of the assessment for the degree.

**Supervisory Arrangements**

Each accepted PGR applicant is allocated a supervisor or co-supervisor when they are accepted in the Department. Having been allocated a supervisor or supervisory team, new PGR students discuss their training needs with their supervisors at the beginning of the academic year. Students are then required to set out their training needs. Those research students that are deemed to require more formal training are encouraged or required to attend one or more of our Masters modules. Students that are enrolled on more formalised programmes (such as IDA) are required to attend seminars and workshops for their first year at least. All PGR students are able to take any agreed University Proficio training modules from which they select as they progress through the year with the guidance of supervisors, and many attend external courses intended for PhD students. Training needs are reviewed at each of the regular Supervisory Panels that are convened for the PGR students.

**Arrangements for Monitoring Progress**

Every PGR student has a main supervisor and a supervisory panel comprised of the supervisor and usually two additional members of staff. Individual supervision varies depending on the particular needs of the students, but supervisory meetings are usually for an hour at a mutually agreeable time. At the same time, all students have at least two Panel meetings per year (and some have three) during the whole of their minimum period of study. Each formal panel meeting is usually one hour long and students are expected to circulate their work at least one week before the meeting to provide time for the Panel to provide appropriate feedback. Additional meetings between the PGR student and other members of the Panel also occur in order to provide specialist help.

The PGR student writes a report of each Panel Meeting, which is then circulated to the Supervisor and the panel, before submission to the PGR Administrator via FASER. The Postgraduate Director of Research reads the reports and raises any concerns with students and their supervisors. The Department does not require students to compile logbooks, but they are encouraged to do so by some supervisors. The panel reports and progress reports, taking into consideration the agreed set milestones for each year of study, serve the same function. By May or June of the first year all PGR students have traditionally presented a fully developed research proposal, including an introduction and research question; literature review and theory; fully developed research question and defence of its relevance and importance; hypotheses and main arguments; data, methods and research design; likely findings; and evaluation of its feasibility and tentative timetable.

The Research Students Progress Board (RSPB), which comprises the PGR Director and two senior members of academic staff, monitors progress in the Department and makes recommendations about progress, upgrading, continuation, completion, intermittence, and so forth. The Department is committed that MPhil students are fully prepared and ready to move into their second and third years and thus be upgraded to PhD status. It has used various models in ensuring this transition. Extended Research Proposals are presented at the students second panel meeting. The Supervisor and Supervisory Panel is thus entrusted with the task of recommending whether or not the student can upgrade their status from MPhil to PhD. In cases where the proposal is unclear or undeveloped, or raises significant questions or is incomplete, students are invited to make revisions before the RSPB meets to discuss their progress. The RSPB meets to decide whether to recommend progress to the second year in the June Progress Meeting. In some cases, students must submit a revised version of the proposal in September before the start of the second year. The timetable is slightly different for January starters, whose progress takes place in correspondingly different times of the year.
By the end of their second year of study, students must confirm if they are pursuing a thesis-based PhD or a modern paper-based PhD. In the event that students are not making satisfactory progress, a special progress committee is convened comprising the Graduate Directors (PGR and PGT), an additional senior member of staff, and the PGR Administrator. Decisions from the committee are then communicated to the student and the Deans if necessary. All applications for a change in status, intermittence, discontinuation, submission, and so forth must be approved by the Department and the Dean. The full guidelines, expectations, and rules of the Department are made available online, and are discussed at the induction presentation given to all new PGR students in Week 1 of the new academic year.

**Facilities Available to Research Students**

The Department provides excellent facilities for all its PGR students and is striving to improve them even further. All PGR students, including M.Phil students and students in their maximum period, are allocated dedicated desk space within the Department. All PhD rooms have at least one networked computer and one phone. The Department also endeavours to group the GTAs together in rooms with desks, where they can hold their academic support hours for their students. The Department also has access to a dedicated research lab, located in room 5B.305, with 14 networked computers that have advanced software for analysing quantitative and qualitative data. The lab is available twenty-four hours a day, seven days a week and restricted to MPhil and PhD students.

All staff and students have access to a general reading and common room, which is equipped with daily broad sheet newspapers and journals, a coffee machine, sink, kettle, tables, and chairs for meetings and discussion groups, connection for laptop use and projector facilities to enable PowerPoint presentations at the PhD Colloquium. All staff and students are allocated mailboxes, and the University provides a postgraduate common room with newspapers, a coffee machine, and kitchen facilities.

In 2013, the Department was instrumental in establishing the EssexLab, which was created to enable staff members and research students to conduct a range of interactive experiments to supplement their ongoing research. Researchers now come from all over the UK to use this state-of-the-art lab, thus accessing its large participant database and configurable environment. EssexLab continues to organise a series of workshops and seminars designed to introduce experimental methods and reporting research in the quest to learn more about people's attitudes, behaviours and decisions. Our PGR students are encouraged to make use of this facility and resources are made available for those who wish to perform experiments and develop experimental research designs.

**How a Research Culture is created for PGR Students**

The Department endeavours to develop a supportive, constructive and critical research culture and environment for its PGR students. Until last year, all PGR students received an induction from the Graduate Director at the beginning of the first year of study, including a full presentation of aims and objectives of PGR provision, expectation of the Department in terms of timelines, completion and submission of all PGR work, duties of the Department to the students, availability of training, study space, activities and funding opportunities. This activity has now been integrated into a university-wide induction programme, though we continue to feed into this process, while running complementary activities. For example, we hold our own introductory sessions for all the PhD students and social activities designed to welcome and integrate students into their intellectual community.

As we have already noted, the Department hosts and runs a number of Research Centres: the Jean Monnet European Centre of Excellence, the Mike Nicholson Centre, the Centre for Ideology and Discourse Analysis (CIDA) and the Centre on the Politics of Representation in Crisis (CPRC). PGR students are an integral part of such Centres, and they often provide a focus for their research in particular areas. The Department also hosts and helps to organise a variety of specialised workshops and events. The Ideology and Discourse Analysis group has developed a research network in Ideology and Discourse Analysis. In conjunction with the Centre for Ideology and Discourse Analysis, graduate students successfully ran an international conference on “Populism and Rhetoric” in May 2016. In June 2017 they organised two months of workshops, seminars and collective work, which culminated in an international event entitled “Essex Transform: Rediscovering the Demos Inside [the space of] Academia”.
The Department's ongoing Professional Development Seminar (GV994 - discussed further below) effectively engages and socialises students into the department's Doctoral community. PhD students are encouraged to submit articles to leading peer reviewed journals, which many do, following support and mentoring by staff. The Department enjoys a good record of joint staff-student publications in leading journals, especially in the fields of comparative politics, conflict resolution and international relations. They also continue to get invitations and attend national and international conferences. The Department also provides bespoke Doctoral seminars for some of the core research areas of the department and it is developing plans to extend and formalise such provision. The Department also encourages co-authorship of research articles and books between members of staff and their PhD students. Students pursuing both the monographic and the paper-based PhDs often benefit from such co-authorship, while others build a strong publishing record before receiving their degrees, which makes them competitive on the academic job market.

Research Methods and Skills Training

As noted earlier, organising its activities around the ideas of “theory-driven empirical research” and “normative and critical political theory”, the Department aims to generate research that is authoritative across a wide range of fields. In line with this style of research, coupled with increasing levels of specialization and professionalisation, this ethos has implications for our PGR students. We thus emphasize the development of viable research questions and rigorous research design, while identifying the research training needs of the students to be able to undertake their research and submit publishable work. Emphasis is also placed on data gathering and analysis, as well as the rigorous testing of hypotheses. Such objectives are reflected in the research methods and professional skills that we seek to impart and foster amongst our PGR students.

Our induction and social activities are thus supplemented with the more formal provision of courses and spaces. The Professional Development Seminar (GV994) mentioned above is designed and run by the Department for all PGR students, and is committed to expose PhD students to all aspects of the profession. Increasingly, this focus on professional development has resulted in a significant number of our PhD students publishing their work in international peer-reviewed journals.

At the same time, PGR students in the Department continue to run their own seminar series. This includes a bespoke PhD Colloquium that is designed to meet the interests of the different research clusters and to which all students are required to make a presentation. Doctoral students also organise HEROES - “Helping Each other with Research on Empirical Subjects” - which is a bi-weekly workshop/colloquium session for postgraduate research students. The latter is a platform for PhD students to get a broader view of empirical research methods, and to present and discuss their own research ideas to other research students from the Department of Government. PGR students are also encouraged to attend and participate in the weekly Departmental Seminar. Students can also audit other modules provided by the Department.

Where necessary, PGR students in the Department are invited to augment their research skills by participating in the annual Essex Summer School in Social Science Data Analysis. Essex students are offered free access to some modules and then discounted rates to participate in the largest social science summer school in the world. In general, the Summer School offers more than 50 different courses, ranging from introductory to highly advanced methods modules, and is usually attended by more than 500 participants from over 95 different countries.

Transferable Skills

The inculcation of transferable skills is in part developed by our Professional Development Seminar (GV994), which is a module on the professional aspects of an academic career in political science, but is also invaluable for those students who do not wish to pursue an academic career. All first year PGR students in the Department are required to take the module. It provides an overview of writing and presenting research papers and articles in political science, organising a PhD dissertation and managing time commitments, writing a literature review and connecting it to the research design, designing and giving PowerPoint presentations, and developing related skills that enhance employability. The module emphasises early publication and engagement with the profession as the
academic market has become increasingly competitive with many scholars leaving their PhD programmes with a thesis and several publications.

In 2018/19 the topics covered included the following topics:

- Expectations, managing time, and PhD life
- What a PhD proposal should look like
- Locating academic networks
- Seeking and applying for funding
- Conference submission and strategy
- Preparing articles for journal submission
- Writing a good academic CV
- The development and presentation of PhD and research proposals
- Preparing a job talk
- Promoting and publicising research
- Designing and presenting posters

The Department employs a permanent Study Skills Officer (Dr Theresa Crowley), who assists students in various aspects of their research, including internet research, time-management, library research and general writing skills. The existence of this set of transferable skills is supplemented by the University library whose dedicated subject specialists assist students in identifying and accessing sources from the library's collection and many informational networks.

The learning and inculcation of transferable skills is also furnished by our HEROES seminar and PhD Colloquium. Students must present at least one paper during the course of their PhD, and they also act as discussants and chairs. While each research cluster organises its own papers and presentations, PGR students are encouraged to attend them all. In organising the HEROES seminar they acquire the skills of choosing and inviting guest speakers, alongside members of staff and PGR students.

**Financial Support for Research Students**

An important source of funding for PhD applicants in the UK and Europe are bids to SeNSS and Chase scholarships. In addition, University of Essex Doctoral Scholarships are usually available to support talented PhD students from across the world looking to study within the Department. The Department endeavours to ensure that its applicants are best placed to acquire such awards and scholarships, though it is also recognised that our success rates could be improved in this area, and greater emphasis is given in developing high-quality proposals and links between applicants and supervisors.

The Department also provides some financial support to PGR students for expenses in carrying out their research, and for attending conferences and workshops. Students are either awarded up to £450 or £900 depending on the location of travel (£450 for UK and Europe and £900 for countries further afield). This financial year, for example, we have currently authorised roughly £20, 400 running on a budget of £27, 000 to support students who are giving papers at academic conferences and workshops. Students presenting papers apply to the Department and the Finance Officer and PGR Director decide the allocations. If money is left in the fund at the end of year students have been invited to apply for additional funds. They can also use their allocated Proficio funds for attending research training events, both on campus (e.g. the Essex Summer School) or off campus. In recent times, members of staff have been encouraged to include and employ PGR students in their external grant applications from research councils and other bodies, as well as internal research funding. Finally, the Department participates in and actively supports the University’s Professional Development Scheme for Ph.D. students (Proficio). PhD and PhP students are allocated £2,500, while Masters of Philosophy (MPhil) programmes are allocated £1,500, with which they can take the large number of short courses and personal development sessions offered by the various Departments and Sections of the University, or boost their conference funding.
The academic year

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Week numbers</th>
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<tbody>
<tr>
<td>Autumn</td>
<td>2-11</td>
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<tr>
<td>Spring</td>
<td>16-25</td>
</tr>
<tr>
<td>Summer</td>
<td>30-39</td>
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You can view the University’s week numbers with the equivalent dates in the week by week calendar. The University’s key dates include an overview of the start and end of each term and exam periods. Some courses within departments have slightly different term dates. However, you will find that all campus activities and events make reference to the standard academic year terms and schedule noted above.

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

Teaching timetable

Most PGR students won’t be required to undertake taught modules unless you are a GTA, and so a teaching timetable isn’t applicable. For those students who do undertake taught modules as part of their course, you’ll have a personal timetable, this shows you when your teaching is taking place, as well as who is teaching you. Check your personal online timetable regularly for up to date teaching information.

Attendance at the GV994 Professional Development Seminars is expected as per the PGR milestones

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

https://www.essex.ac.uk/student/timetables/your-timetable

You can find the location of your teaching rooms using the interactive campus map, Find Your Way, you can get directions quickly and easily

Course structure

Each course at the University has its own syllabus, full details of which can be found in the University’s Programme Specifications Catalogue at:

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

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

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

Learning Outcomes

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

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

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

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

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

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

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

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

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

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

**Periods of study**

<table>
<thead>
<tr>
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<th>Students first registered between 2008-09 to 2017-18</th>
<th>Students first registered from 2018-19 onwards</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Min</td>
<td>Max</td>
</tr>
<tr>
<td>Research degree</td>
<td>Mode</td>
<td>Minimum</td>
</tr>
<tr>
<td>Masters by Dissertation (MA or MSc by dissertation)</td>
<td>FT</td>
<td>One year</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Two years</td>
</tr>
<tr>
<td>Master of Philosophy</td>
<td>FT</td>
<td>Two years</td>
</tr>
</tbody>
</table>
Please read carefully our guidance on Tier 4 and course changes here:

https://www1.essex.ac.uk/immigration/studies/changes_course.aspx

Course Materials

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

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.

www.faser.essex.ac.uk
www.essex.ac.uk/it/services/learning-technology/

Library Services

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

library.essex.ac.uk

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

Skills for Success

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

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

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

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

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

Learning a Language

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

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

The use of personal devices in teaching

As a courtesy to teaching staff and fellow students you are expected to NOT receive or make phone calls, or send text messages, during lectures or seminars. You may use laptops and tablets to take notes, providing that the module lecturer is happy for you to do so and that you are not using the device in any way that will distract you or your colleagues.
Research Skills Development

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

You can contact the Proficio team at: proficio@essex.ac.uk

University and departmental training events
In your first year you will take GV994, which is a Professional Development Seminar run by our Academic staff aimed toward helping you with every aspect of your PhD, from research Design to finding a job. This is a timetabled event and is compulsory, the Module outline can be found via the Module Directory online: https://www1.essex.ac.uk/modules/Default.aspx?coursecode=GV994&level=8&period=FY&campus=CO&year=19

Details of any Departmental support or funding for attending conferences/other events

Departmental policy
Application process

Government PhD students are eligible to apply to the PhD Conference/Training Fund. Applications are accepted on a rolling basis. Deadlines will be communicated by the Department. Applicants who are unsuccessful during the first round may apply for the second round of funding. Please contact govfin@essex.ac.uk for further details or the application form

Not all applicants will be successful. If a PhD student is successfully awarded a grant in the first round, they may not apply for a second grant in the same academic year. Applications must be signed by your PhD Supervisor and then submitted to the Departmental Manager.

Applications are considered by the PGR Director and the Head of Department

Grant sizes
The maximum grant sizes available are £900 for an international conference, £450 for an EU conference, £450 for a training course.

Payment of claims
Claims against conference costs are only paid when a paper is presented. A copy of the abstract and evidence of acceptance from the conference organisers must be included with your application. Payment will only be made after the conference/training course has taken place and all receipts are presented.

Expenses covered
Expenses will be reimbursed in-line with the University’s Expenses Guidance, which will be circulated as part of the application process. The Department reserves the right to not to authorise claims that fall outside of University policy.
Travel insurance

Please visit https://www1.essex.ac.uk/health-safety/activities/overseas-travel.aspx for information on how to obtain travel insurance.

Assessment and Good Practice

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

The 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.

www.essex.ac.uk/governance/regulations

Rules of Assessment

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

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

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

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

Ethics in research

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

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

Risk assessments in research

If the research you are undertaking could potentially harm participants, researchers or the university (e.g. risks to physical or mental health, safeguarding or reputational, legal or financial risks) you will
need to carry out a risk assessment, which you may be asked to provide as part of the ethics approval process. Your academic supervisor will be able to advise you on this.

You will also find information about risk assessment and managing health and safety risks on the student directory. Or email our health and safety team (safety@essex.ac.uk) for advice or to book onto Research Risk Assessment training: https://www.essex.ac.uk/student/health-and-safety

If you are planning to carry out research abroad it is important that you research your destination, so that you are aware of security, safety or culture issues that may affect you or your research.

The University has comprehensive travel insurance, which you will be able to arrange by completing the online Travel Insurance Application Form.

You will find information about overseas travel and travel insurance on the Student Directory:

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

**Academic Integrity and Academic Offences**

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

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

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

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

www.essex.ac.uk/about/governance/policies/academic-offences.aspx

**Submission of Thesis**

**Thesis Submission Pre-Examination**

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.

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 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.

**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.

**Thesis Deposit**
Detailed thesis deposit instructions to the Repository can be found here:
http://www.essex.ac.uk/reo/repository/research-thesis.aspx

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:

http://www.essex.ac.uk/reo/repository/research-thesis.aspx

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

**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. You may request for an embargo to your thesis, details of which can be found on the intention to submit form.

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.

**Referencing**
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/results, demonstrate your breadth of reading and knowledge on a subject, direct readers to your sources, and avoid plagiarism.

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

Your departmental referencing style is Harvard. To find out about your departmental referencing style and for help with referencing, visit the library website: library.essex.ac.uk/referencing, or take the Academic Integrity Moodle course: https://moodle.essex.ac.uk/course/view.php?id=5844

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

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

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

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

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

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

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

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

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

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

Computers
Using a campus computer

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

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

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

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

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

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

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

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

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

**Learning Technologies and Systems**

**Moodle**
We use Moodle as our online learning environment, to enhance face-to-face teaching. It lets you get to course materials, and has built-in features to enhance learning such as discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.
FASER
FASER is our standard online coursework submission and feedback system. Use it to check coursework deadlines, upload coursework and receive electronic feedback all in one place. If you work should be submitted via FASER, you will be made aware of this by your Department.

Your information

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

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

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

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

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

www.essex.ac.uk/records_management/request

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

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

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

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

https://www.essexstudent.com/representation/

http://www.essex.ac.uk/quality/student_representation/student_rep.asp

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

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

Student Surveys
Student satisfaction surveys enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance your experience of learning at Essex.

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

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

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

Student Services Hub

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

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

Health Centre

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

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

Disability and emotional wellbeing

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

You can find out about the support we offer here:

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

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

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

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

www.essex.ac.uk/students/health

Counselling services

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

Validium

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

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

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

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

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

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

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

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

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

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

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

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

www.essex.su/advice

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

Southend students – suacsou@essex.ac.uk, 01702 328235 (term time only)
Residence Life
Our Residence Life team is here to help you settle in and support you during your time living on campus. Each residents’ assistant (RA) is assigned an area and will aim to get to know you and organise a range of social activities. Plus they can help if you’ve got any concerns or complaints. Residence Life operates outside of office hours when other University support services are closed.

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

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

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

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

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

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

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

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

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

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

https://www.essex.ac.uk/student/emergencies/fire-emergency-action
https://www.essex.ac.uk/student/fire-safety/peep
Please take note of our advice on the safe use of electrical items and prohibited electrical items in residential and non-residential areas.

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

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

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

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

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

Making a Complaint

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

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

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

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

CareerHub+
Find hundreds of part-time jobs, internships and graduate vacancies, book on to careers events and workshops, take career assessments, practice your interview skills, build your CV, and connect with employers on CareerHub+, the online Essex careers and jobs portal. Login with your Essex username and password.
[careerhub.essex.ac.uk/students/login](http://careerhub.essex.ac.uk/students/login)

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

Essex Interns
Essex interns create paid internships exclusively for you as an Essex student. They’re flexible too; part time during term time or full time in vacations. You can even take part up to three years after you graduate, as part of our Essex graduates support package. Sign up for Essex Interns to kick-start your career.
[www.essex.ac.uk/careers/internships](http://www.essex.ac.uk/careers/internships)
You Are Essex

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

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

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

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

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

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

Requesting References

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

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

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

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

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

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

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

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

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

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

[https://www.essex.ac.uk/postgraduate-research-degrees](https://www.essex.ac.uk/postgraduate-research-degrees)

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