Welcome to the Department of History!

We all hope that you will enjoy your years at Essex, and find the Department a lively and friendly place in which to study. Please make full use of the Department facilities - History Common Room - and form part of the Department community.

This guide contains much of the information you will require during your time in the History Department, as well as some useful advice on, for example, writing and correctly referencing coursework. It is revised regularly, and we would welcome your comments on how it might be improved. In particular, let us know if you feel that we should incorporate new or additional material.

We hope you get the most for your studies at Essex, and we will try our hardest to ensure that you do.

Dr Mark R. Frost

Head of Department
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Introduction

This Handbook is designed to provide you with an overview of all the essential information about the University and the Department of History. Your Student Handbook provides details of your department, including staff and contact details, facilities and ways to communicate and receive updates. The handbook also contains information relating to your course of study at Essex, including Rules of Assessment and the related policies, 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

Returning students: 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

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. 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. 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 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 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, 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 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

ecdis@essex.ac.uk
The Essex Experience

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

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

You can read the full Student Charter at:

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

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

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

Equality, Inclusion and Diversity

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

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

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

The Department of History was awarded an Athena SWAN Bronze Departmental Award in April 2017.

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

As a mature student you’ll be in very good company – around 25% of our students are mature students.

We appreciate that studying as a mature student can present challenges. This is particularly true if 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

Essex Sport

Be active at Essex! 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 of History

Our Department was founded in 1972. Since then we have developed a strongly individual character. We pride ourselves on being a Department that refuses intellectual straitjackets. We enjoy the mix of areas and specialisms found along our corridors.

We have always been known for our friendly atmosphere, with good staff-student relationships and innovative teaching and learning methods that are reflected in consistently high student satisfaction ratings.

<table>
<thead>
<tr>
<th>Our location and opening hours:</th>
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<tbody>
<tr>
<td>Colchester Campus</td>
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<tr>
<td>Department of History</td>
<td></td>
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<tr>
<td>University of Essex</td>
<td></td>
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<tr>
<td>Wivenhoe Park</td>
<td></td>
</tr>
<tr>
<td>Colchester CO4 3SQ</td>
<td></td>
</tr>
<tr>
<td>Direct tel: 01206 872190</td>
<td></td>
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<tr>
<td>General enquiries: <a href="mailto:history@essex.ac.uk">history@essex.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.essex.ac.uk/history">www.essex.ac.uk/history</a></td>
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The Department of History can be accessed through entrance 4NE on square 4 with the Department's offices located on levels 7 and 8. The main History Office, room 5NW.7.18, is open Monday-Friday, 10.00am-4.45pm (4.30pm on Fridays); closed for lunch between 1-2pm. Vacation opening times may vary.

Meet the team

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

Professional Services staff

The Department has the following support staff for postgraduate students:

<table>
<thead>
<tr>
<th>Lisa Willis</th>
<th>Lisa deals with postgraduate administration and enquiries. You can find Lisa in the History Department Office</th>
<th>Office: 5NW.7.18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Student Administrator</td>
<td></td>
<td>Email: <a href="mailto:lwillis@essex.ac.uk">lwillis@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 01206 872190</td>
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<table>
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<tr>
<th>Karen Shields</th>
<th>Karen deals with departmental administrative matters and can arrange appointments with the Head of History.</th>
<th>Office: 5NW.7.20</th>
</tr>
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<tbody>
<tr>
<td>Department Manager</td>
<td></td>
<td>Email: <a href="mailto:karen@essex.ac.uk">karen@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 01026 872303</td>
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Your Personal Tutor

All students have a Personal Tutor who you’ll meet soon after you’ve arrived, and who you’ll meet regularly throughout your course. Your Personal Tutor is there to help you feel connected to your department, and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. Your Personal Tutor may also recommend other support services on campus that might be able to help. For postgraduate research students, your research
supervisor will take on this role or you can contact the Graduate Director Research, who is Dr Lisa Smith.

**Key Staff Contacts**

<table>
<thead>
<tr>
<th>Dr Lisa Smith</th>
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<tr>
<td>Graduate Director Research</td>
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<tr>
<td>In the first instance you should consult your Research Supervisor, but the Graduate Director Research is happy to advise you on practical or personal matters, or matters relating to the University’s formal requirements. Should you at any time feel dissatisfied with the treatment you have received from your Research Supervisor, you should raise the matter with the Graduate Director Research, who will discuss problems in the strictest confidence. They may be contacted in person during consultation hours, or by email or telephone.</td>
</tr>
<tr>
<td>Room: 5NW.7.10</td>
</tr>
<tr>
<td><a href="mailto:lisa.smith@essex.ac.uk">lisa.smith@essex.ac.uk</a></td>
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<table>
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<tr>
<th>Head of Department</th>
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<tbody>
<tr>
<td>Dr Mark Frost (au)</td>
</tr>
<tr>
<td>Dr Andrew Priest (sp &amp; su)</td>
</tr>
<tr>
<td>Room: 5NW.7.13</td>
</tr>
<tr>
<td>Email: <a href="mailto:mrfrost@essex.ac.uk">mrfrost@essex.ac.uk</a></td>
</tr>
<tr>
<td><a href="mailto:apriest@essex.ac.uk">apriest@essex.ac.uk</a></td>
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<tr>
<th>Employability Development Director</th>
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<tr>
<td>Dr Justin Colson</td>
</tr>
<tr>
<td>Room: 5NW.8.4</td>
</tr>
<tr>
<td>Email: <a href="mailto:jcolson@essex.ac.uk">jcolson@essex.ac.uk</a></td>
</tr>
</tbody>
</table>

You can see a full list of our staff at: [https://www.essex.ac.uk/departments/history/people](https://www.essex.ac.uk/departments/history/people)

**What’s on in the Department?**

<table>
<thead>
<tr>
<th>Department Meetings</th>
<th>Autumn Term: Wednesday 16 October</th>
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<tr>
<td></td>
<td>Wednesday 4 December</td>
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<td>Spring Term: Wednesday 15 January</td>
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<td>Wednesday 4 March</td>
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<tr>
<td></td>
<td>Summer Term: Wednesday 22 April</td>
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<td></td>
<td>Wednesday 17 June (if required)</td>
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<table>
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<tr>
<th>Student Voice groups (SVGs) Meetings</th>
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<tbody>
<tr>
<td>Autumn Term: Wednesday 6 November</td>
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<tr>
<td>Spring Term: Wednesday 29 January</td>
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<tr>
<td>Wednesday 18 March</td>
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<table>
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<tr>
<th>Research Students Progress Board</th>
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</thead>
<tbody>
<tr>
<td>Autumn Term: week commencing 2 December</td>
</tr>
<tr>
<td>Spring Term: week commencing 23 March</td>
</tr>
<tr>
<td>Summer term: week commencing 22 June</td>
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**Research Degrees**

There are three main research degrees offered by the Department:
• MA by dissertation (one year full-time, two years part-time, 30,000 words)
• M.Phil (two years full-time, four years part-time, 50,000 words)
• Ph.D (three years full-time, six years part-time, 80,000 words)

**Supervisory panels**
Boards will be held in weeks 8, 17, 21 and 37 (to be confirmed). See separate schedule. Work is due by Monday of week 6, 15, 19 and 35.

**Research seminars**
The Department arranges and hosts research seminars by both Essex and other university academics, on a wide variety of historical themes. These usually consist of a fairly informal paper about work-in-progress, followed by extensive discussion, which invariably continues over drinks in the bar or in the History Common Room. The seminars are an excellent way to meet staff as well as students, both undergraduate and postgraduate. Members of the public are also welcome to attend. For more details please see the History website.

**Postgraduate conferences**
The Department holds regular one-day postgraduate conferences. The Essex conference is an important forum for research students to meet and discuss their work in a constructive setting and all students in the Department are encouraged to get involved in similar events in the future.

Each year the Department makes available a budget for our annual Postgraduate Conference. Postgraduate students in the Department are given the opportunity not only to present papers, but also to gain experience in conference administration and organisation. Recent conference themes have included ‘Creating the Other’, ‘Worlds of Violence’, ‘The Rude Body’ and ‘Scandalous Histories’.

**Your Supervisor**
You will have had a supervisor appointed to you at the admissions process. You are expected to have regular contact with your supervisor during your studies and they should be the first port of call for any concerns/problems.

**Responsibilities of Supervisors:**
- to establish the student’s training needs and suggest suitable means for meeting these;
- to arrange for the student’s attendance and participation in appropriate modules, seminars and conferences;
- to give guidance about the nature of research and the standard expected, as well as about the best means available to the student for attaining that standard;
- to give detailed advice on the necessary completion dates of successive stages of the work so that the whole work may be submitted within the scheduled time and to emphasise that the work must be capable of completion in accordance with University Regulations;
- to arrange, as appropriate, for the student to talk about his or her work to staff or graduate seminars and, as appropriate, to have practice in oral examinations;
- to facilitate meetings between the student and other researchers in the field (including opportunities to present work to staff and fellow postgraduates and for attendance and participation in appropriate seminars and conferences);
- to maintain regular contact with the student through such tutorial and seminar meetings as were agreed upon with the student at the Panel meeting and by setting aside further times when he/she will be available;
- to keep the student informed well in advance of any prolonged absences from the University;
- to keep on a standard form a record of the dates of meetings with the student, which can be produced later if necessary;
- to request written work as appropriate and to return it with comments in reasonable time (a standard chapter should receive feedback within one month of submission), and to keep on a standard form a record of work submitted, the dates of submission and when this received a response (in discussion and/or in writing) which can be produced later if necessary;
- to convene meetings of the Supervisory Panel (biannual meetings for full-time students and an annual meeting for part-time students), as well as more frequently when appropriate and/or when determined by the Department’s Research Students Progress Board and where appropriate co-ordinating contact with such associate supervisors as may be appointed;
- to submit a report on the student’s progress to the student’s Supervisory Panel meeting and to attend the meeting;
- to submit, or to arrange for the Research Students’ Progress Board to submit, biannual reports (for full-time students) and annual reports (for part-time students) on the student’s progress to the Director of Research, and at other times as requested to do so;
- to warn a student of foreseeable problems on the horizon and, if necessary, to explain the ways in which the student’s work is not of an appropriate standard;
- to notify the Graduate Director Research and/or the student’s Panel if as Supervisor he/she believes that the student is unlikely to reach the standard for the degree for which he/she is registered.

**Supervision and Attendance**

Your most important academic contact in the Department is your Supervisor, who is normally appointed for the duration of your study for the research degree. Your Supervisor will advise you about all intellectual aspects of your research, including your research methods, your sources, and literature to be consulted. Any written work you do, including draft chapters of the thesis, will be read in the first instance by the Supervisor. He/she will keep a record of the meetings you have with him/her, giving the date, purpose of the meeting, work submitted, and the date of their response to submitted work.

The Supervisor has overriding responsibility for the individual student. His or her functions can be roughly divided into the following categories:

- maintaining regular contact with the student in order to provide general guidance on the research project as a whole and specific assistance on matters of detail; ensuring that the student prepares written work for discussion and criticism according to an agreed timetable;
- offering personal support to the student by helping him/her surmount disappointments, crises of confidence, etc;
- liaising with the Graduate Director Research, arranging meetings of the Supervisory Panel, reporting when necessary to grant-awarding bodies on the progress of students in receipt of awards.

In addition a Supervisor may recommend or require that his/her research student attend a particular postgraduate taught module in the Department (or in some other Department). University rules allow any student to attend any lecture given in the University. Research students are also expected to attend the Department’s regular programme of public lectures and seminars, especially the staff/postgraduate seminars that are held during each academic year. Supervisor and Research student will keep a running log of the research training identified and undertaken which are updated at least once a year. This record will be submitted to the June Research Student Progress Board.
It is impossible to say how often you will meet with your Supervisor, and it is customary for the Supervisor and the research student to arrange a working timetable at the start of their relationship. You may well wish to see your Supervisor fairly frequently during the first months of your research, and again as the writing of the thesis nears completion. Please remember that Supervisors are more likely to be available during term-time than during vacations, when they may be away from the University doing their own research, attending conferences, or taking holidays.

It is vital that you consult closely with your Supervisor when preparing the final version of your thesis. The Supervisor should see all chapters and have an opportunity to suggest changes and revisions. You should not, however, expect your Supervisor to correct your English. If English is not your native tongue, you may need editorial help in matters of style and spelling, and this can often be secured from a fellow-postgraduate student (when this is the case, it is important to agree the fee to be paid for such help).

The Department has always tried to foster a very friendly and positive relationship between research students and Supervisors. Should you feel unhappy with the supervision you are receiving, you should not hesitate to discuss the matter with the Graduate Director Research or - if the Graduate Director Research is your Supervisor - with the Director of Research. Alternative supervision can usually be provided in such circumstances. If you feel unable to approach a member of the Department you are free to contact the relevant Dean. Finally, please consult the University’s ‘Code of Practice on Postgraduate Research Degrees’.

**Supervisory Panel**

**Composition and Purpose of the Supervisory Panel**

Every research student being examined solely by thesis requires a Supervisory Panel. This Panel consists of the Supervisor, plus one other member of academic staff and the Chair (Graduate Director Research or nominee). It is the responsibility of the Graduate Director Research to nominate the members of the Supervisory Panel and the Chair.

Unless there are exceptional circumstances which make this impossible - for example, the departure of a student on a research trip for much of the year, or the submission of a completed thesis early on in a particular year - a Supervisory Panel must formally meet with all students twice in their first year and with all full-time students twice every year, once in or before February and once in or before June. With part-time students (who are not in their first year) the Supervisory Panel must formally meet once a year, in or before June.

The system of Supervisory Panels is designed to give the student fresh perspective on his/her work, and the benefit of the research experience of specialists other than Supervisors. It is also designed to galvanise research students into writing/researching, as well as to provide them with the experience of defending their work. The Board is also responsible for monitoring the progress of the student and it reports to the Department’s Research Students’ Progress Board.

A student is required to produce a typed piece of work, which is circulated to Panel members, before the meeting. The nature of the paper presented to a Supervisory Panel by a student is decided by the Supervisor in consultation with the student. It is vital that the task set for the student meshes with his/her on-going thesis work. Thus, a draft (or polished chapter) is an appropriate paper. The work submitted by a student should be not less than 25 pages (the text double-spaced and typed) including bibliography and references. In the first year, one of the papers submitted should be a critical review of the literature in the student’s field, which makes clear the researcher’s own position regarding it, and the kinds of sources the student intends to use. In addition to the panel paper the student will also submit a brief written report on his/her progress and future work schedule, a copy of which will be
forwarded to the Senior Student Administrator. At the meeting, the Panel will discuss the student’s progress and will critically (but constructively) discuss the student’s paper, and ask questions pertaining to past and future work on the thesis. After each meeting, the Supervisory Panel will agree on a report. The chair will forward the report to the Senior Student Administrator and to the student.

The report, the research training log and the student’s statement on his/her progress is kept on file, and is used by the Research Students’ Progress Board when it reviews students’ progress. The report is not designed to provide a précis of the Panel’s discussions, but rather to record the main recommendations, conclusions and decisions taken. The date of the next Panel meeting should be included on the report. The Chair is responsible for ensuring that the student is informed, in writing, of any recommendations made by the Panel. For students registered for an MPhil/PhD the second supervisory panel of the first year (full-time students) or the supervisory pane; in the second year (part-time students) will be the confirmation panel: please see the relevant section of this handbook for an explanation of what this means.

**Research Students’ Progress Board**

The Graduate Director Research is assisted by a Research Students’ Progress Board consisting of the Graduate Director Research, the Director of Research and the Module Director of HR935 or one other member of academic staff. This Committee formally monitors the progress of all research students, on an annual basis. On the basis of the Supervisory Panel Reports the Progress Board will make one of the following recommendations to the relevant Dean:

- that the student be allowed to proceed;
- that the student’s studies be discontinued;
- that the student’s status be altered (e.g. upgraded or downgraded).

The relevant Dean will receive a report from the Research Students’ Progress Board, outlining details of the recommendations of the Board. If a recommendation is made for a student’s status to be downgraded or their studies discontinued, the student will be formally notified and given an opportunity to discuss the recommendation with the Board. The student may request a review of the recommendation. In such cases the relevant Dean will establish a Review (Appeal) Committee.

In the case of students coming to the end of their minimum period, the Board will recommend to the relevant Dean that the student proceed to the completion period, so long as they are satisfied that the student has completed his or her research, that a substantial portion of the thesis is written in draft, and that the thesis will be ready for submission within the completion period.

If the Research Students’ Progress Board does not recommend that a student proceed to the completion period because there is no realistic expectation that the student will be ready to present the thesis for examination within the completion period, then the student must apply for an extension to the minimum period and will be required to pay the appropriate full-time or part-time fee. However, only in exceptional circumstances will an extension to a minimum period be granted.

The Research Students’ Progress Board shall, exceptionally, be convened at any other point in the year at the request of a student, Supervisor, the Graduate Director Research or the relevant Dean. In addition, there is a formal mid-year review of research students’ progress, either by the Research Students Progress Board or the Graduate Director Research.

**What does the supervisory panel mean for a research student?**

Although the supervisory panel system plays a major role in monitoring the progress of research students, and has a duty to report regularly to the Graduate Director Research, the RSPB and the Dean, its primary function is to support the research and writing of research students, as well as providing valuable experience in discussing and defending your ideas with academics working in your field. You should take the preparation of supervisory panel papers seriously, and you should make
every effort to meet the timetable that you will be given for submission of papers. This will also assist you to complete the thesis within the maximum period allowed by the University.

You will be sent a copy of the report soon after the Panel takes place. Please keep it on file, to remind you of the recommendations made, and also the goals set for the next Supervisory Panel.

If, for any reason, you disagree with the report, please talk to your Supervisor in the first instance. You may also talk to the Chair of the Panel or the Graduate Director Research, (or, if the Graduate Director Research is your Supervisor, the Director of Research). If, after such discussions, you feel that the report is misleading or inaccurate, then you should record your views in writing, for submission to the Graduate Director. These will then be made available to the Research Students’ Progress Board.

Principal Regulations for Research Degrees and the Code of Practice for Research Degrees
[www.essex.ac.uk/about/governance/regulations/codes-higher](http://www.essex.ac.uk/about/governance/regulations/codes-higher)

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.

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.”
Confirmation of PhD status

From October 2008, PhD students will be registered for a standard minimum period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students will be supervised as PhD students, but PhD status will need to be confirmed during the first year (end of the second year for part-time students).

At the end of the first year (end of the second year for part timers) the second supervisory panel of the year will be the Confirmation Panel. The Panel will review the evidence to confirm whether or not progress and work is at PhD level.

In order to confirm PhD status, the Department will expect the student to have achieved the following:

- undertaken a critical literature review
- identified research questions, and outlined a framework for future research
- identified possible sources, set out a methodology for their use, and discussed their possibilities and potential deficiencies;
- written a supervisory panel; paper on a substantive topic, which draws upon and engages with primary sources. This is subject to the normal length requirement for a board paper, i.e. a minimum of 25 pages.

All of the above should be delivered at a sufficient level that the supervisory panel is confident that the student is capable of completing a thesis at PhD level within the maximum four year period.

The Confirmation Panel can make the following recommendations to the Research Students’ Progress Committee:

- Confirm PhD status
- Defer a decision to the next Board
- Downgrading to MPhil
- Discontinuation

When PhD status has been confirmed by the Dean of Postgraduate Research and Education, the student will be sent an email indicating that their formal registration status has been changed to PhD instead of MPhil/PhD. The minimum period will be unchanged. Students will continue to have two Supervisory Panels each year (one for part-timers) and the full range of decisions regarding progress will remain open to the Board i.e. Confirmation is not a guarantee that a student will be permitted to enter Completion at the end of their minimum period or that a subsequent recommendation of downgrading or discontinuation could not be made if good progress did not continue.

If the first Confirmation Panel does not recommend that a student’s PhD status should be confirmed the student will automatically have the right to continue as an MPhil/PhD student until the next Supervisory Panel towards the beginning of the second year. If, however, a student accepts the assessment that their status be downgraded or discontinued, then this change will take place immediately. In such cases, the student does not have a right of appeal. A student who is downgraded to MPhil will have revised minimum and maximum dates.

If the decision regarding PhD status is deferred to a second Confirmation Panel, or a student decides not to accept the recommendation of the first Confirmation Panel of downgrading or discontinuation, then a second Confirmation Panel will be held towards the beginning of the second year (beginning of the third year for part timers).

If, following the second Confirmation Panel, PhD status is not confirmed, then the Board will recommend to the Research Students’ Progress Committee either downgrading to MPhil or
discontinuation. At this point, a student has a right of appeal against that decision. The RSPB’s recommendation is made to the Dean.

Staff research interests
Our Department is internationally recognised for the quality of its research across a broad range of areas from 1450 to the present, ranging from social and cultural history to politics and international relations. Themes of particular interest in research include violence and protest, race, class formation, nationalism, cultural history, gender, and wars and revolutions. Details of staff research interests and their publications can be found at www.essex.ac.uk/history/staff/.

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

Department of History Common Room
The History Common Room (5NW.7.1) is located on the same corridor as the History Office, and is for the use of students (both undergraduate and postgraduate) and staff. The Guardian is delivered daily during term-time, and there is a drinks machine. This is where you will also find the student photocopier, and the History Society and general noticeboards.

Postgraduate Study Room
The Postgraduate Study Room, within the Department, is available for research students from the Department of History. Keys are available from the History Department Office. This room provides networked computers, a printer, shared desk space, filing space and bookshelves. The Department provides a ream of paper and a printer cartridge once a month, for use in this room.

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 specially so in the case of computers. The University expects computers to be personally insured, and, therefore, will only make a payment for loss/damage if it can be proved that the University has been negligent.

Postgraduate lockers
Lockers are available in the History Common Room for postgraduate students. These are allocated on a first-come first-served basis. If you are allocated a locker it will be necessary for you to supply your own padlock. Please speak to Lisa Willis in the History Department Office if you are interested in using a locker.

Postgraduate training
Research students and their supervisors frame appropriate training programmes when this is required. 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 their Course Director, or Research Supervisor, which of these modules would be suitable. In addition to Departmental level training, the University provides a range of training courses for research students.

Opportunities for teaching by Research Students
The Department has a policy of making teaching available to its PhD students in their second and subsequent years of research, if at all possible. It advertises such teaching opportunities during the spring term. In all cases Supervisors will be consulted before any appointment is made to ensure a
student’s research progress is unimpeded. Most teaching is offered on first-year undergraduate modules and academic staff provide mentoring and support for Graduate Teaching Assistants.

All Graduate Teaching Assistants must undertake the University course for GTAs, run by the Learning and Teaching Unit and other courses and workshops as appropriate.

**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)

**Noticeboards**

A list of academic staff and their contact details and location of seminar rooms is posted on the noticeboards situated on Level 7 near the History Office and the Common Room. Other noticeboards on Levels 7 and 8 have information on Careers, Seminars and Public Lectures, the Local History Centre and ‘miscellaneous’ information, and an Essex Experience noticeboard.

**Publications**

Copies of the following reference books are available from the History Department Office and may be borrowed for short periods of time.

A useful publication is the MHRA Style Book, which is obtainable from the University Bookshop. The final version of your MA dissertation or research thesis should conform as strictly as possible to the guidelines laid down in this publication (London: Modern Humanities Research Association, 2002). [www.mhra.org.uk/Publications/Books/StyleGuide/](http://www.mhra.org.uk/Publications/Books/StyleGuide/)

**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 website at: https://www.essex.ac.uk/departments/history

and Moodle at: https://moodle.essex.ac.uk/course/view.php?id=7062

**MyEssex**

Your MyEssex student portal will alert you to updates about important aspects of your course and studies. It is vital 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 University has more than 60 Facebook pages, including one for each department, and can be found on a variety of other social media platforms! In History we have a departmental Facebook and Twitter.

Facebook: Facebook: https://www.facebook.com/UOEHiSTORY/

Twitter: https://twitter.com/essexhistory

**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

Guidelines on Research Supervision and Training

The University has a Code of Practice on Postgraduate Research Degrees, which sets out its policies and guidelines on training, supervision and progress procedures. This document may be found on the University website at www.essex.ac.uk/academic/docs/regs/prdcode.shtml. All research students are encouraged to read through the code of practice, which will also be supplemented by departmental statements, procedures and arrangements that are monitored by the Dean of Postgraduate Research and Education.

Absence from the University

If you are going to be away from the University, doing research in foreign archives or libraries, there are certain formalities that you should note. If you plan to be away from the University for a substantial period of time (more than 6 weeks), you are required to request formal permission from the relevant Dean. If you will be away at the start of the year you will need to make arrangements for registration and payment of fees with the Registry and Finance Office.

Please note that Senate and the School Board require that Supervisors keep a written record of the frequency of contact between Supervisors and students.

Department Supervision Policies and Procedures

The University ‘Code of Practice on Postgraduate Research Degrees’ is supplemented by the Department’s supervisory arrangements, detailed in this handbook. Students beginning a research degree will be asked to sign a certificate to confirm that they have read and agree to abide by these arrangements.

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 or the Head of Department. 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.

**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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<tr>
<td>Autumn</td>
<td>2-11</td>
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<tr>
<td>Spring</td>
<td>16-25</td>
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<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 ([https://www.essex.ac.uk/student/timetables/your-timetable](https://www.essex.ac.uk/student/timetables/your-timetable)). The University's key dates ([https://www.essex.ac.uk/about/governance/key-dates](https://www.essex.ac.uk/about/governance/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.

**PhD/MPhil/MA by Dissertation Milestones**

There are different expectations, and time scales, for each of the major research degrees. Please be aware, however, that research students are all different, in their method, plans and organisation of research. A research degree is, above all else, an individual enterprise. You should, nonetheless, be aware the department considers students should adhere to the following benchmarks as far as possible:
<table>
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<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
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<tr>
<td>M1: Confirmation and Progress to Year 2 (or</td>
<td>A: Assess training needs and knowledge required to undertake research project and complete the thesis.</td>
<td>• Training Needs Analysis to be completed.</td>
<td>• Term 1 for full-time students; Term 2 for part-time students</td>
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<td>equivalent for part-time students)</td>
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<td>• Attend Proficio courses and plan for further courses to attend, as appropriate.</td>
<td>• By end of Term 3 for full-time students; Term 6 for part-time students</td>
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<td>B: Narrow down research topic and demonstrate significance/impact of research.</td>
<td>• Research Project Proposal (6,000 words), including (dependent on subject area):</td>
<td>By Confirmation Panel and RSPB</td>
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<td>• Write central research problem/questions to be answered.</td>
<td>(Term 3 for full-time students; Term 6 for part-time students)</td>
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<td>• Identify preliminary argument.</td>
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<td>• Methodological considerations – explain rationale for selecting primary sources; consider strengths and limitations of primary sources; identify approaches or analytical tools used by scholars for similar sources; specify methods informing analysis or might be needed.</td>
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<td>• Feasibility Report – identify primary sources (and their location), access to sources, travel required, and ethical considerations.</td>
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<td>• Create project plan, outlining objectives for each stage</td>
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<td>C: Demonstrate understanding of chosen topic within the context of the field.</td>
<td>• Critical Literature Review (8000 words), to acceptable standard</td>
<td>By Confirmation Panel and RSPB</td>
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<td>• Elaborate research questions to be answered in the thesis to acceptable standard.</td>
<td>(Term 3 for full-time students; Term 6 for part-time students)</td>
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<td>M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)</td>
<td>A: Review training needs and knowledge required to continue with research project and complete the thesis.</td>
<td>D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the three year standard PhD (six years for part-time students).</td>
<td>E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</td>
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<td>By Confirmation Panel and RSPB (Term 3 for full-time students; Term 6 for part-time students)</td>
<td>By Confirmation Board and RSPB (Term 3 for full-time students; Term 6 for part-time students)</td>
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<td>M3: Year 3 (or equivalent for part-time students) to Completion Period</td>
<td>A: Ability to reflect on skills and knowledge development and its application to the research project.</td>
<td>B: Demonstrate work of the quality and quantity expected when nearing submission (or equivalent for part-time students).</td>
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<td>▪ Training Needs Analysis reviewed</td>
<td>▪ Research completed (experimental, empirical and theoretical work, where relevant)</td>
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<td>By the Term 7 progress board for full-time students; Term 15 for part-time students</td>
<td>By the Term 7 progress board for full-time students; Term 15 for part-time students</td>
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<th>project (e.g. direction, new ways of thinking, revised training needs).</th>
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<td>B: Demonstrate work of the quality and quantity expected at the end of Year 2</td>
<td>▪ Produce a minimum of 16000 words for thesis (e.g. two draft chapters)</td>
<td>By end of year Supervisory Panel and RSPB (Term 6 for full-time students; Term 12 for part-time students)</td>
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<tr>
<td>C: Review significance and impact of research and articulate output.</td>
<td>For example: ▪ Deliver workshop ▪ Present research to students and staff at seminars or conferences</td>
<td>By end of year Supervisory Panel and RSPB (Term 6 for full-time students; Term 12 for part-time students)</td>
</tr>
<tr>
<td>D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</td>
<td>▪ Create a detailed, realistic plan of work/ timetable for Year 3, which demonstrates the ability to submit within the three year standard PhD period (six years for part-time students). ▪ Produce supervisory board reports written in a clear and self-reflective style</td>
<td>By end of year Supervisory Panel and RSPB (Term 6 for full-time students; Term 12 for part-time students)</td>
</tr>
</tbody>
</table>

26
Consider methodological questions arising.

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>C: Clear evidence of progress towards submission.</td>
<td>▪ Completed final draft of thesis for supervisor(s)/supervisory panel comment.</td>
<td>By interim Supervisory panel and RSPB prior to submission/Term 7/8 for full-time students; Term 15 - 16 for part-time students.</td>
<td></td>
</tr>
</tbody>
</table>

If required:
M4: During Completion Year

A: Clear plan to submission.

Timeline agreed by Supervisory Panel and RSPB.

### Standard Milestones for MPhil Students (2019/20)

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1: Progress to Year 2 (or equivalent for part-time students)</td>
<td>A: Assess training needs and knowledge required to undertake research project and complete the thesis.</td>
<td>▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate.</td>
<td>Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students</td>
</tr>
</tbody>
</table>

B: Choose research topic and demonstrate significance/impact of research.

Research Project Proposal (1,500 words), including (dependent on subject area):
▪ Write central research problem/questions to be answered.
▪ Methodological considerations. E.g. rationale for selecting primary sources; consider strengths and limitations of primary sources; identify approaches or analytical tools.
▪ Feasibility Report – identifying sources, access and ethical considerations
▪ Create project plan.

By first Supervisory Panel and RSPB (Term 1 for full-time students; Term 2/3 for part-time students)
<table>
<thead>
<tr>
<th>C: Demonstrate understanding of chosen topic within the context of the field.</th>
<th>outlining objectives for each stage.</th>
<th>By end of year 1 SP and RSPB – (Term 3) for full-time students; By end of year 2 SP and RSPB – (Term 6) for part-time students.</th>
</tr>
</thead>
</table>
| • Critical Literature Review (1500 words)  
• Elaborate research questions to be answered in the thesis.  
• Identify major debates, themes, and gaps in the wider scholarship.  
• Situate project within wider scholarly conversations. |  
| D: Demonstrate the ability to produce work of the quality and quantity in order to complete an MPhil within the three year maximum period. | Evidence that academic writing is of standard and ability expected at MPhil level, including adequate referencing and language skills.  
• Submit report (1000 words) summarising research undertaken to date and issues arising. | By end of year 1 SP and RSPB – (Term 3) for full-time students; By end of year 2 SP and RSPB – (Term 6) for part-time students. |
| E: Demonstration of effective project management through the setting of research goals and prioritisation of activities. | Create a detailed, realistic plan of work/timetable for Year 2.  
• Produce supervisory board report written in a clear and self-reflective style | By end of year 1 SP and RSPB – (Term 3) for full-time students; By end of year 2 SP and RSPB – (Term 6) for part-time students. |
<table>
<thead>
<tr>
<th></th>
<th>M2: Year 2 (or equivalent for part-time students)</th>
<th>A: Review training needs and knowledge required to continue with research project and complete the thesis.</th>
<th>B: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</th>
<th>C: Demonstrate work of the quality and quantity expected for an MPhil at the end of Year 2 (or equivalent for part-time students)</th>
<th>D: Clear evidence of progress towards submission</th>
</tr>
</thead>
</table>
|   |   | ▪ Training Needs Analysis to be reviewed.  
▪ Attend Proficio courses and plan for further courses to attend, as appropriate. | ▪ Create a detailed, realistic completion plan.  
▪ Produce Supervisory Panel report written in a clear and self-reflective style | ▪ Research completed (empirical and theoretical work, where relevant)  
▪ Produce sufficient draft chapters/papers  
▪ Produce Supervisory Panel report written in a clear and self-reflective style  
▪ Present research to students and staff at seminars/conference | ▪ Completed final draft of thesis for supervisor(s)/supervisory panel comment |
|   |   |   |   |   | ▪ By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students) |
|   |   |   |   |   | ▪ Term 4 for full-time students; Term 8 for part-time students |
| If Required: | M3: request to enter Completion Period | A: Clear evidence of progress towards submission |   |   |   |
|   |   | ▪ Timeline of work needing to take place before submission |   |   | ▪ Timeline agreed by Supervisory board |
|   |   |   |   |   | ▪ By end of Term 6 for full-time students; Term 12 for part-time students |

If Required:

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</thead>
<tbody>
<tr>
<td>M3: request to enter Completion Period</td>
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<td></td>
</tr>
</tbody>
</table>

29
### Standard Milestones for MA by Dissertation Students (2019/20)

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
</tr>
</thead>
</table>
| M1: During year 1 | A: Assess training needs and knowledge required to undertake research project and complete the thesis. | ▪ Training Needs Analysis to be completed.  
▪ Attend Proficio courses and plan for further courses to attend, as appropriate. | ▪ Term 1 for full-time students; Term 2 for part-time students  
▪ By end of Term 3 for full-time students; Term 6 for part-time students |
| | B: Clarify research topic and demonstrate an understanding of topic and relevance to wider research | Research Project Proposal (2000 words), including (dependent on subject area):  
▪ Write central research problem/questions to be answered.  
▪ Methodological considerations. E.g. rationale for selecting primary sources; consider strengths and limitations of primary sources.  
▪ Include critical literature review to situate project within wider scholarly conversations.  
▪ Feasibility Report – identifying sources, access and ethical considerations  
▪ Create project plan, outlining objectives for each stage. | By first Supervisory Panel and RSPB (Term 1 for full-time students; Term 2/3 for part-time students) |
| | C: Demonstrate the ability to produce work of the quality and quantity in order to complete a Masters by Dissertation within the two year maximum period. | Evidence that academic writing is of standard and ability expected at Masters by dissertation level, including adequate referencing and language skills.  
▪ Submit one draft chapter.  
▪ Submit report (500 words) summarising research undertaken to date, issues arising, and next steps. | By end of year 1 SP and RSPB – (Term 3) for full-time students;  
By end of year 2 SB and RSPC – (Term 6) for part-time students |
### D: Demonstrate work of the quality and quantity expected at the end of Year 1

- Create a detailed, realistic plan of work leading to submission
- Produce remaining draft chapters/papers
- Report on research undertaken to date
- Research completed (empirical and theoretical work, where relevant)
- Produce supervisory board report written in a clear and self-reflective style
- By end of year Supervisory Panel (Term 3 for full-time students; Term 6 for part-time students)

### E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.

- Create a detailed, realistic completion plan (if required)
- Produce supervisory panel report written in a clear and self-reflective style
- Completed final draft of thesis for supervisor(s)/supervisory panel comment
- By end of year Supervisory Board (Term 3 for full-time students; Term 6 for part-time students)

### If Required

- M2: Request to enter Completion Period

- A: Clear evidence of progress towards submission.
- Timeline of work needing to take place before submission
- Timeline agreed by Supervisory board

### Periods of study

<table>
<thead>
<tr>
<th>Research degree</th>
<th>Mode</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Standard</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters by Dissertation (MA or MSc by dissertation)</td>
<td>FT</td>
<td>One year</td>
<td>Two years</td>
<td>One year</td>
<td>Up to one year</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Two years</td>
<td>Three years</td>
<td>Two years</td>
<td>Up to one year</td>
</tr>
<tr>
<td>Degree</td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Master of Philosophy (MPhil)</td>
<td>Two years</td>
<td>Three years</td>
<td>Two years</td>
<td>Up to one year</td>
<td></td>
</tr>
<tr>
<td>Doctor of Medicine (MD)</td>
<td>Two years</td>
<td>Three years</td>
<td>Two years</td>
<td>Up to one year</td>
<td></td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>Three years</td>
<td>Four years</td>
<td>Three years</td>
<td>Up to one year</td>
<td></td>
</tr>
<tr>
<td>Doctor of Philosophy Integrated (PhD)</td>
<td>Four years</td>
<td>Five years</td>
<td>Four years</td>
<td>Up to one year</td>
<td></td>
</tr>
<tr>
<td>Professional Doctorate</td>
<td>See individual programmes</td>
<td>See individual programmes</td>
<td>See individual programmes</td>
<td>See individual programmes</td>
<td></td>
</tr>
</tbody>
</table>

**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/](http://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/](http://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**

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**

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

Please read carefully our guidance on Tier 4 and course changes here:

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

**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 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
For guidance in relation to third-party proofreading of student work: www.essex.ac.uk/proofreading

Information on periodicals and databases relevant to History, and also links to internet resources useful to History students are available from the History subject resources page on the Library website at http://libwww.essex.ac.uk/Subject_Guides/hist.htm.

Collections of primary source materials are available from some Library databases, such as Early English Books Online, Eighteenth Century Collections Online, Empire Online and Defining Gender. All of these databases are available through the catalogue or from the Electronic Resource & Database Menu on the Library website: www.essex.ac.uk/dsh/library.

**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.

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

**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
Assessment and Good Practice

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

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.

Active Research

As soon as possible, you should engage in research of an active, productive kind. Fairly early on in the research, usually by the end of the first term, it is appropriate to draft a tentative, but fairly developed synopsis of the thesis as you envisage it (say 20-50 pages), based on your reading to date of the secondary sources, and possibly, where appropriate, an overview of the availability of primary sources, the problems that these might create and the issues that they can address. This will provide you (and your Supervisor) with a solid foundation to build on, to see what further evidence you need to look for, what avenues of enquiry are likely to prove fruitful, how the thesis can be organised and, possibly, how the scope of the research may need to be redefined.

Accompanying the synopsis, you should produce a rough thesis plan (e.g. listing potential chapter headings). However, for your own purposes, you should draw up a more detailed plan of the thesis giving indications of the themes to be addressed in each chapter and the relative weight of these as soon as possible. In order for this to be effective you should break the thesis down into its composite elements. Having done this make a preliminary decision as to how the content is to be divided into chapters, work out the internal structure of each chapter, then by looking at connections across chapters determine the order in which they should be presented and at what stage primary evidence should be introduced and analysed. Eventually you should end up with a plan, which is essentially linear. It will probably have to be revised as your research progresses, but at least it will give you a framework within which to work.
When your basic research is completed and you have a clear overall picture of your thesis, you should begin writing the individual chapters, aiming at this stage to produce first drafts for your Supervisor to comment on and discuss with you. There is also no harm in asking other people, including your fellow students, to read and comment, as long as they are willing. It is generally best to give your Supervisor complete chapters, unless he or she requests otherwise. It is not necessary to work sequentially from the first to last chapter; it often proves easier to write first drafts of chapters out of sequence. It is also important to submit work regularly - as a rough guide, in order to complete within two to three years, you will need to produce at least one draft chapter per term. In all probability, these drafts will need to be modified, firstly in the light of your Supervisor’s comments and later when you have done drafts of all the chapters (e.g. to iron out inconsistencies, fill in gaps, eliminate repetition, etc). You should take your Supervisor’s comments seriously and not be over-defensive about what you have written. If your Supervisor (who is fairly familiar with your work) can misunderstand you or fail to be convinced by your argument, it is a fair bet that the examiners, approaching your work for the first time, will do likewise. At the same time, you must remember that the thesis is your responsibility, not your Supervisor’s. Your Supervisor is not infallible and cannot be expected to have a detailed grasp of your research, so it is up to you to evaluate his/her comments.

**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](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 cultural 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](https://www.essex.ac.uk/student/health-and-safety/overseas-travel)

**General Research Advice**

Postgraduate research, whilst exhilarating, also requires a high level of self-direction and organisation. A decision to pursue research implies that you are keenly motivated and interested in your chosen subject. You will already have some ideas about likely sources to be investigated. The opening phase of research can be peculiarly bewildering unless you devise a clear strategy from the outset. This obviously includes the working out of a general plan of research, the initial conceptualisation of the problems likely to arise, and a preliminary review of the most relevant literature. You may also need to undertake some formal training, for example in quantitative methods or oral history, depending upon your research topic. As you move further into the subject, you may well find that the plan changes and that the problems turn out to be somewhat different from those you have initially foreseen. But after a few months’ work, it should be possible for you to have a clear idea of what you are aiming for, and by this stage you should be examining your primary sources. Your major effort at investigating these will probably come between the end of your first year and the end of your second year. This leaves your third year for drafting the thesis and revising it into its final version.
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 and falsifying data or evidence.

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

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

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

Methods of Assessment
Whether a module is core, compulsory or optional, all methods of assessment are compulsory. If you do not complete coursework or attend examinations, and do not have extenuating circumstances to support your non-submission or absence, then you are at risk of being withdrawn from the University.

Samples of coursework
Students can look at past theses, please contact Lisa Willis (lwillis@essex.ac.uk) to organise this.

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

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

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

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

Your departmental referencing style is MHRA. 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

Submission of Thesis
Completing your Thesis on Time
If your original research proposal was realistic and feasible, and if you abide by the general timetable suggested above, then you should be in a position to submit the finished thesis within three, or at the most four years. However, a number of students do experience difficulties achieving this.

For some, delay in completion is due to unforeseen circumstances - illness, unexpected closure or restriction of archives, for example. There are, however, a number of common problems, which can be avoided:
- A lack of planning and focus in the early stages of research. Three years may seem a long time, without regular 'hurdles' in the form of examinations. Supervisory Panels will help you focus on the progress of your work, but above all remember that time passes very quickly.
- Distraction from the main line of research. Here, it is important to strike the right balance. Many historians will arrive at fresh insights as a consequence of reading a 'peripheral' document, but you must keep sight of your main objective.
- Poor record-keeping. It is not unknown for research students to find that notes taken in the first stages of research are inadequate. If those notes were taken in a foreign archive, the consequences can be serious. At an early stage, you need to work out how to ensure that your notes are suitably organised, indexed and referenced. If you have already written an undergraduate project or postgraduate dissertation, you should have some experience to draw upon.
- Over-perfectionism. There are always ways of improving your work, whether at the research or writing stage. However, you need to recognise the point at which to move on to the next stage or chapter, rather than continually seeking to polish and perfect work you have already done. This is particularly important at the writing up stage.
- Other demands on your time. You may need to undertake some paid employment to assist with costs. Teaching experience can be very valuable but, with all outside work, the financial and other benefits need to be weighed against the impact upon your research. Remember that a full-time research student is a student for twelve months of the year.

Preparing the Thesis
Using word processing software means than you are able to type and produce the final version of the thesis yourself. While this offers many advantages, e.g. greater control of presentation and easier amendment and editing, it also has some disadvantages. The sheer ease of amendment can tempt you into making set after set of 'final' changes; each change, however small, has knock-on ramifications (for example, page numbering, footnote location etc.). Allow time for meticulous proof-reading (and remember that the examiner can require you to amend any errors before approving a pass). ABOVE ALL, KEEP BACK-UP COPIES OF ALL YOUR WORK, AND UPDATE THEM FREQUENTLY.

SUBMISSION OF THESIS

Outline of Examination Arrangements for Research Students
The Registry Research Team publishes details of the arrangements for the examination of theses presented by research students, together with notes for guidance on how to present the thesis. These are available from the Student Services Hub.

Word Length
Your thesis should include a 300-word abstract that should summarise the contents and main argument of the thesis. The thesis should also include a table of contents, a preface, footnotes (or endnotes), and bibliography; appropriate lists of tables, glossaries of foreign words, technical terms, etc, should also be included where necessary.

The maximum permitted length:

- for a PhD thesis is 80,000 words;
- for an MPhil thesis is 50,000 words;
- for an MA by Dissertation is 30,000 words.

The University checks the length of theses and those which exceed the permitted length are not accepted. The word length refers to the text of the thesis. Therefore it does not include appendices, bibliographies etc., or footnotes (provided that in the latter case the footnotes stand-alone and thus do not form an intrinsic part of the argument of the thesis).
Notice of Intention to Submit
Students can obtain the ‘Approval of Title’ form from the Senior Student Administrator in the Department or from the Student Services Hub. It should be completed and sent to the Registry, no less than two months before submitting the thesis. The purpose of this form is to confirm the title of the thesis and to give the Registry Research Team and the Department time to make arrangements for the examination. This deadline should ensure that there is no delay in sending the thesis for examination once it has been submitted; the Registry will normally seek the nomination of external examiners within one week of receiving the form and send a submission form to the student to complete.

Preparation for Submission
A thesis must show evidence of being a significant contribution to knowledge and of the capacity of the student to pursue further research without supervision. The thesis should contain a significant amount of material worthy of publication and must be of good presentation and style.

A thesis must be the sole work of the student, however, if the investigations which it describes are joint work, and other descriptions or publications have derived from this work, they may be referred to in the thesis, and copies of the work may be appended to the thesis (eg jointly authored published papers).

Presentation
The Postgraduate Research Education Team publishes details of the arrangements for the examination of theses presented by research students, together with notes for guidance on how to present the thesis. These are available on the Postgraduate Research Education Team web pages. However once you have submitted the ‘Approval of Title’ form to the Registry, they will send you the document ‘Notes for Guidance on the Submission and Presentation of a Thesis’. A copy of this document is also available from the Senior Student Administrator. All students must present their thesis in accordance with these guidance notes.

A useful publication is the MHRA Style Book, which is obtainable from the University Bookshop. A copy of this publication can also be borrowed from the Senior Student Administrator. The final version of your MA dissertation or research thesis should conform as strictly as possible to the guidelines laid down in this publication (London: Modern Humanities Research Association, 1981).

Examination Period
You must remember that examiners need a certain amount of time to read your thesis. The normal time is around three months. In certain circumstances it may be possible to ask the examiners to read your thesis more quickly, but they are under no obligation to do so.

Students should be aware that examiners look for evidence of training in the appropriate methods, for knowledge of relevant literature concerning the topic in question, and for general competence in background related to the topic. Especially in the case of a PhD thesis, examiners look for evidence of originality and other particular strengths. They are also concerned with the quality of presentation of the thesis, including its literary presentation, and note whether the thesis has exceeded the maximum permissible length. The examiners will also need to be convinced that the student has acquired the relevant skills, which may include a reading ability in such languages as are germane to the topic of the thesis.

Examiners’ Recommendations
Following the examination, one of the following recommendations will be made.
(a) **Pass with no corrections or minor typographical/presentational corrections.** The candidate makes any corrections prior to submission of the final version of the thesis.

(b) **Pass with minor corrections to be made within three months.** The examiners must provide a list of corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.

(c) **Pass with major corrections to be made within six months.** The examiners must provide a list of corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, rewriting of substantial parts of the thesis, re-analysis of existing data, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within six months.

(d) **Referral for re-examination in up to 12 months.** The candidate has not met the requirements for the degree examined but may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months. For viva outcomes (e), (f) and (g) (below) the candidate is awarded a degree at a lower level from the qualification for which they were initially assessed (for example awarding a MPhil to a PhD candidate). In such cases, the examiners must clearly provide in their statement how the candidate has met the criteria for the lower award in addition to the reasons for not meeting the criteria for the higher award.

(e) **Award of a (lower award) with minor corrections to be made within three months.** The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of minor corrections. The examiners must provide a list of the corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.

(f) **Award of a (lower award) with major corrections to be made within six months.** The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of major corrections. The examiners must provide a list of the corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, rewriting of substantial parts of the thesis, re-analysis of existing data, etc. and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within six months.
(g) **Referral for a (lower award).** The candidate has not met the requirements for the degree examined but may resubmit a revised thesis for re-examination for a (lower award). The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

(h) **Fail.** The examiners must provide a clear statement describing the shortcomings of the thesis.

### Publication of Result

The student will normally be informed of the result of the viva within one month from the date of the viva. Students are entitled to receive copies of the examiners’ reports on their thesis on request, when examining is complete.

### Appeals and complaints

If the recommendation of your Research Students Progress Board is that your degree should be downgraded or your studies discontinued, and you want to appeal, you must do so **within 10 working days** of receiving the formal notification. You must do so in writing on the Form of Appeal which is available online at [www.essex.ac.uk/students/exams-and-coursework/ppg/pgr](http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgr). You may also appeal against an examination decision. ‘Failed’ or ‘referred’ candidates may submit their appeal no later than **40 working days** after the formal notification of the decision.

You should read carefully the Progress and Appeals Procedures for research degree students: [https://www.essex.ac.uk/governance/policies](https://www.essex.ac.uk/governance/policies)

**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.

A complaint is defined as the expression of a specific concern about matters that affect the quality of a student's learning opportunities (this is in line with the QAA Quality Code for Higher Education, Chapter B9: Academic Appeals and Student Complaints). The University aims to resolve complaints quickly and informally.

You can find the complaints procedure and the forms here: [www.essex.ac.uk/see/complaints](http://www.essex.ac.uk/see/complaints)

### 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](http://www.essex.su/advice)) or the Student Services Hub.
(www.essex.ac.uk/students/contact/default.aspx). Please be prepared that you may need to include supporting evidence with your claim. Extenuating circumstance claims should be made via a form available from the History Department Office.

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

**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: https://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.

**The Board of Examiners**
Assessment for progress in the research thesis will be considered by an annual Supervisory Panel meeting that determine whether a student can progress to the next year.

The outcome of the Supervisory Panel is reported to the Research Student Progress Board (RSPB). The RSPB then makes a recommendation for final approval by the Dean of whether the student can progress to the next year.

An External Examiner will be appointed for the Professional Doctorate and will not normally act as the external for the research thesis. For research-only Professional Doctorates, where research methods is the only taught module for the course, the marks can be approved by the Board of Examiners for the appropriate Masters course and no course level External Examiner is required to be appointed.
Students can move into a completion year on the course when they have successfully completed all their assignments and a substantial proportion of the thesis is in draft. This would include completion of all data collection and analysis.

The research thesis is assessed in accordance with the normal arrangements for research degrees, as outlined in the Principal regulations for research degrees and Codes of practice relating to higher degrees.

**Failure to pass**
In order to be awarded the Professional Doctorate a candidate must:

a) Pass all pieces of assessment of the taught component of the programme
b) Pass the assessment of professional competencies if they are a part of the programme (these are normally assessed on a pass/fail basis)
c) Pass the research thesis.

In order to progress between years the student must have also made satisfactory progress on their research.

If you **fail your dissertation** you may be permitted by the Board of Examiners to resubmit your work, provided you meet the criteria as set out in the Rules of Assessment for Postgraduate Research Programmes. Alternatively, if you have obtained enough credits in your taught modules, you may be eligible for another exit award.

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

**Exit Awards**
Each Professional Doctorate course should, where possible, include criteria for the award of a taught Masters for students who do not satisfactorily complete the full programme. If a student does not meet the progression requirements on the Professional Doctorate, they may be eligible to receive an exit award subject to completing a dissertation. To complete a dissertation they will need to be a registered student.

If a student does not meet the progression requirements on the Professional Doctorate, the student may be eligible to receive an exit award of a Masters in Professional Studies subject to completing 180 credits of coursework at level 7 and completing a 60 credit dissertation (min 12,000, max 15,000 words), which they will need to be a registered student to complete.

If a student submits a thesis but the examiners feel that the thesis has not met the requirements for the Professional Doctorate, the examiners can recommend that a lower award of a Master of Arts by Dissertation (180 credits).

**Computers, Learning Technologies and your Information**

**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/](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](http://www.essex.ac.uk/it/services/computers-and-software/default.aspx?tab=3)

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

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

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

**Learning Technologies and Systems**

**eNROL**
The eNROL system is an online tool to review and select available modules specific to a particular course and year of study. **The majority of Postgraduate Research students will not need to use eNROL.**

eNROL: [https://www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2Fenrol%2F](https://www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2Fenrol%2F)

**Learner Engagement Activity Portal (LEAP)**
LEAP is our student centred, personalised engagement tool. LEAP displays your engagement with university resources.

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

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

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

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

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

Your information

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 representatives 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

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 work 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. Nightline work under strict confidentiality ensuring complete anonymity, and are 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 them.

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/

The Department has a fund of £500 made available for research each year, any surplus being rolled over from one year to the next. Research students can apply in writing for up to £100, but can only receive a maximum of £300 over the course of their studies. Applications should be submitted via Karen Shields, Department Manager. Please send a letter of request including the amount requested, what it will be spent on and how this will further your research. This should be accompanied by a statement of support from your supervisor. Decisions on bids will be made by a subcommittee of the Department’s Research Board. A student who has been successful is not precluded from making another bid in future years but priority will be given to those who have not previously received support.

Research students are also given help in providing copies of papers, for Supervisory Panel meetings. If you wish the Department to produce the additional copies needed for the Board meeting then please pass the original copy to Lisa Willis, in the History Department Office, at least two weeks before the Panel meeting.

As well as the funding opportunities information, which is included in the Department’s postgraduate application pack, information about funding opportunities is placed on the History website and on the postgraduate noticeboards, which are located near the History Office.

**Hugh Brogan Endowment Fund**
Thanks to the late Professor Hugh Brogan’s generous bequest to the Department, the interest (a couple of hundred pounds per annum) is available to support postgraduate research students facing hardship (an unexpected financial crisis likely to impede or terminate their postgraduate studies), rather than academic-related expenditure. Payments from the fund are at the discretion of the Head of Department, Postgraduate Director Research and Postgraduate Director Taught. Applications and
a supporting statement from your Supervisor (on no more than one side of A4 paper each) should be forwarded to the Senior Student Administrator in the first instance.

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

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

Colchester students - [suadvice@essex.ac.uk](mailto:suadvice@essex.ac.uk), 01206 874034

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

[https://www.essex.ac.uk/life/accommodation/living-on-campus/residence-life](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](http://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/report/report-harassment)
[https://www.essex.ac.uk/student/equality-and-diversity](https://www.essex.ac.uk/student/equality-and-diversity)
[https://www.essex.ac.uk/welcome](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/student-communities)
[https://www.essex.ac.uk/student/access-and-disability](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](http://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 You can also undertake many courses that include a Placement year – for more information, see your department handbook and email placements@essex.ac.uk.

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

careerhub.essex.ac.uk/students/login

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

www.essex.ac.uk/careers/bige

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

www.essex.su/vteam

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

www.essex.ac.uk/careers/internships

Voluntary roles in local museums
Pick up a leaflet about this scheme in the Departmental Office or Common Room, or check out the careers and volunteering noticeboard. We have links with various local museums and other history related organisations which welcome enquiries from History students seeking voluntary work experience. The Department also has some money to help students with the costs of travel to gain voluntary work experience.
**GradIntel**
Postgraduate students do not currently have access to the Higher Education Achievement Record (HEAR); this is only available for undergraduate students. However, you can use GradIntel to record any extra-curricular activities you may be involved in through the Big Essex Awards but not full access to your academic achievements.


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

www.essex.ac.uk/students/graduation/default.aspx

**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.

Every reasonable effort will be made to meet a request for reference for a student who has undertaken study within our Department. Requests received from students who have graduated from the University within the last three years will be prioritised. Requests received outside of this period may, of course, be met if a member of staff is equipped with the necessary information and is willing to provide a reference.

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

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

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

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

Spread your wings graduand; but you can always come back! As an alumnus of Essex, you can take advantage of generous discounts on further postgraduate qualifications or research degrees should you choose to return to study at Essex now, or at any time in the future.
https://www1.essex.ac.uk/fees-and-funding/masters/loyalty/

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

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

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

www.essex.ac.uk/coursefinder