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 Handbooks provides details of your department, including staff and contact details, facilities and ways to communicate and receive updates, as well as information relating to your course of study at Essex, including Rules of Assessment and the related policies, prizes awarded by the department each year, student feedback and meetings, and University regulations regarding progress, appeals and extenuating circumstances.

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

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

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

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

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

To begin your registration, use one of the links below:
New students: [https://www.essex.ac.uk/welcome/registration](https://www.essex.ac.uk/welcome/registration)
Returning students: [https://www.essex.ac.uk/student/registration/returner-registration](https://www.essex.ac.uk/student/registration/returner-registration)

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

Changes to modules can be made up until the end of the second week of the Autumn Term, subject to availability. If you wish to change an optional module after the deadline, you should seek advice from the Department Office in the department that runs the module you want to change into. Late changes may be permitted but will be subject to the approval of the department that runs the module and the relevant Dean. Late changes into modules that run for one term or less will not normally be permitted. Students are not permitted to change modules that are compulsory for the course for which they are registered.

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 of all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.
[https://www.essex.ac.uk/life/student-facilities](https://www.essex.ac.uk/life/student-facilities)
Get connected

Your IT account
You will need to set up your IT account and create a password through the University website www.essex.ac.uk/it/getaccount. 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!

Visit the IT Services website for helpful information, including how-to guides, answers to frequently asked questions, and links to video screencasts. www.essex.ac.uk/it

If you can’t find what you’re looking for, or if you need to talk to someone, then you can get help from the IT Helpdesk in the Silberrad Student Centre. Open Monday to Thursday 8.30am to 6.00pm, and Friday 8.30am to 5.45pm.

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

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!

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

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

- **1GB 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

**IT Help and Guidance**
You can search the Student Directory for more IT information, including how-to guides, answers to frequently asked questions, and links to video screencasts. https://www.essex.ac.uk/student

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

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

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

**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.

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

**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/](https://www1.essex.ac.uk/immigration/) and [https://www.essex.ac.uk/about/governance/regulations](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](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](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

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: /uniemiessex

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

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

International Students
We are proud to be a global community and we recognise that living and studying in the UK may be very different from your own country. Essex has a wide range of support covering academic and health and wellbeing issues. Our friendly and professional staff will be able to guide, give advice and assist you during your time at Essex.

You can find helpful information here – https://www.essex.ac.uk/welcome/international-students and http://www.essex.ac.uk/student/student-communities/international

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

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

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

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

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

Essex Sport offers a great range of sport courses, social active sessions, over 300 fitness classes a month and a state-of-the-art gym, so there’s something for everyone!
Visit the Essex Sport website or download the app to discover all the ways you can keep active during your time at Essex.
www.essex.ac.uk/sport
https://download.mobilepro.uk.com/a/1CJ8?p=4?pv=1

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

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

Furthermore, we have our very own letting agency SU Homes designed to offer help and support for students to find off campus accommodation.
https://www.essex.ac.uk/life/campus-get-involved
About the Department of History
The Department of History 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.

Direct tel: 01206 874387
General enquiries: history-office@essex.ac.uk
Website: www.essex.ac.uk/history

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 from 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.

The following provides information on specific support roles; however, we are all here to help and you can talk to whoever you feel most comfortable with about any academic or personal problems.

<table>
<thead>
<tr>
<th>Professional services contacts</th>
<th>Hannah and Matthew are in the History Department Office and will be your first point of contact for general enquiries.</th>
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<tbody>
<tr>
<td>Student Administrators:</td>
<td></td>
</tr>
<tr>
<td>Mrs Hannah Onslow</td>
<td></td>
</tr>
<tr>
<td>Mr Matthew Davies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office: 5NW.7.18&lt;br&gt;Emails: <a href="mailto:hannah.onslow@essex.ac.uk">hannah.onslow@essex.ac.uk</a>&lt;br&gt;<a href="mailto:mdavieb@essex.ac.uk">mdavieb@essex.ac.uk</a>&lt;br&gt;Phone: 01206 874387/2302</td>
</tr>
<tr>
<td>Mrs Belinda Waterman</td>
<td>Belinda deals with student administration and can help with more specific queries.</td>
</tr>
<tr>
<td>Deputy Department Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office: 5NW.7.14&lt;br&gt;Email: <a href="mailto:belinda@essex.ac.uk">belinda@essex.ac.uk</a>&lt;br&gt;Phone: 01206 872313</td>
</tr>
<tr>
<td>Mrs Lisa Willis</td>
<td>Lisa deals with postgraduate administration and enquiries.</td>
</tr>
<tr>
<td>Senior Student Administrator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office: 5NW.7.18&lt;br&gt;Email: <a href="mailto:lwillis@essex.ac.uk">lwillis@essex.ac.uk</a>&lt;br&gt;Phone 01206 872190</td>
</tr>
<tr>
<td>Mrs Karen Shields</td>
<td>Karen deals with departmental administrative matters and can arrange appointments with the Head of History.</td>
</tr>
<tr>
<td>Department Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office : 5NW.7.20&lt;br&gt;Email: <a href="mailto:karen@essex.ac.uk">karen@essex.ac.uk</a>&lt;br&gt;Phone: 01026 872303</td>
</tr>
</tbody>
</table>
**Departmental support contacts**

If you have any pastoral or academic problems or questions you can contact any of our departmental support staff, below:

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Director &amp;</td>
<td>Dr Tom Freeman</td>
<td><a href="mailto:tfreeman@essex.ac.uk">tfreeman@essex.ac.uk</a></td>
</tr>
<tr>
<td>Second-Year Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate Director</td>
<td>Dr Amanda Flather</td>
<td><a href="mailto:flatak@essex.ac.uk">flatak@essex.ac.uk</a></td>
</tr>
<tr>
<td>and Senior Tutor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability Liaison Officer</td>
<td>Dr Lisa Smith</td>
<td><a href="mailto:lisa.smith@essex.ac.uk">lisa.smith@essex.ac.uk</a></td>
</tr>
</tbody>
</table>

Other staff you may wish to contact:

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Dr Mark Frost (au)</td>
<td><a href="mailto:mrfrost@essex.ac.uk">mrfrost@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Dr Andrew Priest (sp &amp; su)</td>
<td><a href="mailto:apriest@essex.ac.uk">apriest@essex.ac.uk</a></td>
</tr>
<tr>
<td>Director of Education</td>
<td>Dr Nadine Rossol (au)</td>
<td><a href="mailto:nrossol@essex.ac.uk">nrossol@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Dr Matthew Grant (sp &amp; su)</td>
<td><a href="mailto:m.grant@essex.ac.uk">m.grant@essex.ac.uk</a></td>
</tr>
<tr>
<td>Research Project Director</td>
<td>Professor Alison Rowlands</td>
<td><a href="mailto:alisonc@essex.ac.uk">alisonc@essex.ac.uk</a></td>
</tr>
<tr>
<td>Study Abroad Officer</td>
<td>Dr Sean Kelley</td>
<td><a href="mailto:skelley@essex.ac.uk">skelley@essex.ac.uk</a></td>
</tr>
<tr>
<td>Employability Development</td>
<td>Dr Justin Colson</td>
<td><a href="mailto:jcolson@essex.ac.uk">jcolson@essex.ac.uk</a></td>
</tr>
</tbody>
</table>

Further information about our staff can be found on our website: [https://www.essex.ac.uk/departments/history/people/academic](https://www.essex.ac.uk/departments/history/people/academic).

**What’s going on in the Department?**

| Department Meetings | Autumn Term: Wednesday 16 October
|                     | Wednesday 4 December
|                     | Spring Term: Wednesday 15 January
|                     | Wednesday 4 March
|                     | Summer Term: Wednesday 22 April
|                     | Wednesday 17 June (if required)

| Student Voice Group (SVG) Meetings | Autumn Term: Wednesday 6 November
|                                    | Spring Term: Wednesday 29 January
|                                    | Wednesday 18 March

| Module Fair | The Module Fair will be held at the beginning of the Summer Term where you can get information about enrolling for modules for the following year and a chance to consult staff.

| Exam dates and results | Examinations take place in the summer term, 11 May–5 June. |
Your Module Tutor
All teaching staff hold regular weekly academic support hours during term time. This is a time when you can go and see them about anything to do with your modules, from difficulties you might be having with your seminar readings, to discussions about feedback on your coursework. These academic support hours operate on a ‘drop-in’ basis - this means that you do not need to book an appointment; you can just turn up during the time advertised. Details of academic support hours are posted on office doors and on the main Department of History noticeboards. If you cannot make the advertised time for any reason, you can e-mail your tutor to make an appointment.

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

Your Personal Tutor
All undergraduate students have a Personal Tutor who will meet you soon after you arrive, and regularly throughout your course. Your Personal Tutor will be a member of the academic staff from within the Department of History and is there to help you feel connected to your department. Your Personal Tutor is someone who you can talk to if you have questions about your course or encounter any difficulties that may affect your studies, and can recommend and direct you to other support services on campus that might be able to further help and support you. You can find out who your Personal Tutor is through MyEssex, and the contact details of all staff can be found on our website: https://www.essex.ac.uk/departments/history/people/academic.

Your Peer Mentor
All first-year students are assigned a Peer Mentor. Your Peer Mentor will be a current second or final-year Essex History undergraduate and should contact you before you arrive at Essex. You will have the opportunity to meet your Peer Mentor at the Induction Day in Welcome Week; from them on, how often you contact or meet your Peer mentor is entirely up to you. You may find that they are an incredibly useful source of information, especially during the first few weeks of term.

Further information on mentoring at Essex role can be found here: http://www.essex.ac.uk/students/study-resources/mentoring/peer-mentoring/default.aspx

Become a Mentor
If you are in second or final-year and are interested in becoming a Peer Mentor, a call for mentor applications is usually circulated in the Spring term. If you have any questions in the meantime, you can contact Belinda Waterman on belinda@essex.ac.uk.

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, international relations and global history. Themes of particular interest in research include protest and citizenship, gender, race, class formation, nationalism, cultural history, violence, 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 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. There is a drinks machine which provides free hot drinks in term time. Tea, coffee and hot chocolate sachets available from the main Office, 5NW.7.18. This is where you will also find the student photocopier, a computer for student use, and the History Society and general noticeboards.

**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, Local History and Student Experience.

**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)

**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 of the research seminars and other public history events, please see the History website.

**Departmental prizes**

The Department awards prizes annually in the form of vouchers. The prizes for final-year students are presented at the reception for graduates and their guests, given by the Department on Degree Day. The prizes for first and second-year performances are presented at the meetings for second and final-year students which takes place at the beginning of the Autumn Term.

- **The Research Project Prize** is awarded to the final-year BA History or History joint course student deemed by the Board of Examiners in History to have written the best IRP.

- **The Pop Ronson Memorial Prize** for the best Research Project on a Local History Topic is awarded to the final-year BA History or History joint course student deemed by the Board of Examiners in History to have written the best research project on any topic on local and regional history.

- **The Simon Collier Essay Prize** is awarded by the Board of Examiners in History to the best second or final-year essay on a topic relating to the history of Asia, Africa, Latin America, Australasia and Oceania.
- **The Harry Lubasz Memorial Prize** for the best performance on HR211
- **The HR111 Prize** is awarded to the student with the best performance on the first-year core module HR111 Europe Transformed: 1450-1750.
- **The HR100 Prize** is awarded to the student with the best performance on the first-year core module HR100 The Making Of The Modern World Since 1750.
- **The Prize for the Best Overall Degree Performance** by a Final-Year History Student (in joint or single honours History)

**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.

**By email**

The University’s departments and schools will predominantly use e-mail for routine communication between staff and students. Your Essex e-mail address will have been added to the relevant e-mail groups specific to your department or school, course and modules to ensure that you receive the essential information, 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 Student Ambassador, 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](https://www1.essex.ac.uk/it/services/forms/default.aspx)

**How you should communicate**

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

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

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

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

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

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

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

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

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

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

**Becoming an Historian at Essex**
Your History course follows a clear progression from the first to the final year, ensuring that you develop the skills you need to produce your Research Project in your final year of study. These skills are also transferable to the world of work after you graduate. In core and optional modules you will learn to:

- analyse primary sources and secondary works critically and with confidence
- identify and find primary and secondary resources in libraries and databases
- convey historical ideas and arguments fluently in writing and verbally
- work effectively independently and with others
- produce a Research Project
- manage your time effectively and respond to feedback
<table>
<thead>
<tr>
<th>Skill</th>
<th>First Year</th>
<th>Second Year</th>
<th>Final Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critically read secondary works</td>
<td>Detect the structure and main argument of an article or book.</td>
<td>Relate the argument to its evidence base; set secondary works into historiographical context.</td>
<td>Critique the author’s use of evidence and the strength of his/her argument.</td>
</tr>
<tr>
<td>Analyse primary sources</td>
<td>Develop an understanding of the author’s purpose; set the source in context.</td>
<td>Detect the techniques of persuasion and bias in a source.</td>
<td>Place a source in dialogue with other primary evidence.</td>
</tr>
<tr>
<td>Find and investigate hard-copy and on-line resources</td>
<td>Learn to access a range of materials in differing locations.</td>
<td>Recognise the need to evaluate the material available.</td>
<td>Apply your skills to the research for your Research Project.</td>
</tr>
<tr>
<td>Write in a fluent historical style, using footnotes properly.</td>
<td>Construct an essay with each paragraph being a step in your argument; write fluently, using scholarly language and style; learn how and why you need to provide accurate footnotes and a Bibliography.</td>
<td>Develop your writing style to show increasing engagement with historiography and primary sources. Use your writing skills in other formats.</td>
<td>Translate your writing skills to your Research Project and enhance your skills by embedding the fruits of primary research within the argument.</td>
</tr>
<tr>
<td>Produce your own piece of independent historical research</td>
<td>Develop key skills of historical research and writing.</td>
<td>Learn how to design and outline an original research project which is do-able with the time and resources available.</td>
<td>Manage the planning, research, writing and submission of your Research Project.</td>
</tr>
<tr>
<td>Present your ideas fluently verbally</td>
<td>Participate in seminar discussions; prepare and deliver an individual presentation.</td>
<td>Participate regularly in seminar discussions; prepare and deliver an individual presentation.</td>
<td>Participate regularly in seminar discussions and debates; do an individual presentation about your Research Project.</td>
</tr>
<tr>
<td>Work effectively in collaboration with others</td>
<td>Undertake a group presentation.</td>
<td>Participate effectively in group work.</td>
<td>Work effectively with your supervisor on your Research Project.</td>
</tr>
<tr>
<td>Manage your time effectively</td>
<td>Submit all coursework on time.</td>
<td>Submit all coursework on time, begin to plan your Research Project.</td>
<td>Submit all coursework on time and manage the research and writing up of your Research Project.</td>
</tr>
<tr>
<td>Respond effectively to feedback</td>
<td>Respond to formative assessment on autumn-term assignments.</td>
<td>Develop good habits of responding to coursework feedback.</td>
<td>Respond effectively to feedback from your project presentation.</td>
</tr>
</tbody>
</table>

**Learning and teaching methods**

The standard format for module delivery is through lectures and seminars, although there is some diversity; for example, some modules are taught through seminars or workshops with an emphasis on small group work. You will be given more details on the individual modules’ teaching methods at the start of the term. The Module Directory https://www.essex.ac.uk/modules/ also gives information about the teaching and learning methods used.

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. Where appropriate, reasonable adjustments will be made for individual students to support them through their studies.
**Student and Staff Expectations**

It will help both staff and students if they can try to meet the following expectations.

**What students can expect from their teachers:**

- for each module, a module description with aims and objectives, a reading list and assessment rules;
- a series of well-prepared lectures and seminars, the themes of which are clearly indicated in the module description;
- for modules with separate seminars, that the seminar will discuss material relevant to topic(s) covered in the previous lecture;
- to be informed at least two weeks in advance if they are expected to make a seminar presentation;
- that coursework submitted on time will be returned within 20 working days of the relevant coursework deadline;
- that legible comments will be provided on or with essays - these comments will normally offer a broad rationale for the mark awarded and where possible suggest some direction for further development. The length of comments will vary but will usually be about 50-100 words;
- that members of staff will be available to see students during academic support hours, the times of which will be posted on the member of staff’s office door;
- that members of staff will normally to reply to emails within two working days during term-time and a week out of term-time, unless otherwise indicated;
- that students will be informed of any last minute changes to the timetable (e.g. due to teacher’s illness) by email or text message;
- that any cancelled teaching will be rescheduled for a time at which all students can attend.

**What teachers can expect from their students:**

- that students arrive punctually, and attend regularly, all lectures and seminars - in the event of an absence, an explanation is expected;
- that any required reading has been completed before the relevant lecture or seminar;
- that a sufficient amount of time is spent each week reading and preparing for each module, including the writing of coursework;
- that students participate actively in seminars and honour commitments to produce work for a seminar, including presentations;
- that coursework is submitted on time;
- that all coursework is properly documented, cites all sources used and is the student’s own work;
- that students be familiar with the Departmental Student Handbook, and the rules contained therein, particularly relating to essay writing, submission and the coursework deadline policy;
- that students read, reflect on, and take account of feedback.

**The use of personal devices in teaching**

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

**The academic year**

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Week numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>2-11</td>
</tr>
<tr>
<td>Spring</td>
<td>16-25</td>
</tr>
<tr>
<td>Summer</td>
<td>30-39</td>
</tr>
</tbody>
</table>
You can view the University’s week numbers with the equivalent dates in the week by week calendar: [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.

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

**Teaching timetable**

Once you have chosen all of your modules (if applicable) and received confirmation, they will appear on your personal timetable. Each student has a personal timetable. This shows you when and where you teaching is taking place, as well as who is teaching you. Check your personal online timetable ([https://www1.essex.ac.uk/timetables/login.aspx](https://www1.essex.ac.uk/timetables/login.aspx)) regularly for up to date teaching information. You can access your timetable on most mobile devices, including smart phones and tablets.

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

Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found at: [https://www.essex.ac.uk/student/timetables/your-timetable](https://www.essex.ac.uk/student/timetables/your-timetable)

**Course structure**

Each course at the University has its own syllabus, full details of which can be found in the University’s Programme Specifications Catalogue at: [https://www1.essex.ac.uk/programmespecs/](https://www1.essex.ac.uk/programmespecs/)

Programme specifications provide key information, including the aims and learning outcomes of your course. Your own course structure, including your specific programme specification, can be found in the MyStudy section of your MyEssex homepage. [https://www1.essex.ac.uk/myessex/](https://www1.essex.ac.uk/myessex/)

**Course Directors**

Course Directors have overall responsibility for a degree programme and as such have an overview of the programme’s modules. They are responsible for addressing any problems both staff or students may have. They offer advice and support to the students.

<table>
<thead>
<tr>
<th>Single Honours Courses:</th>
<th>Course Director:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA History</td>
<td>Dr Amanda Flather</td>
</tr>
<tr>
<td>BA Modern History</td>
<td>Dr Amanda Flather</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Joint Honours Courses:</th>
<th>Course Director:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA History and Literature</td>
<td>Dr Jeremy Krikler</td>
</tr>
<tr>
<td>BA Modern History and Politics</td>
<td>Dr Felix Schnell</td>
</tr>
<tr>
<td>BA Modern History &amp; International Relations</td>
<td>Dr Felix Schnell</td>
</tr>
<tr>
<td>BA History and Criminology</td>
<td>Dr Catherine Crawford</td>
</tr>
</tbody>
</table>
Learning Outcomes

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

Credits

You will take 360 credits of modules in total during your course – 120 credits in each year of study. For a single honours course you will take 45 credits of core/compulsory modules in your first year. Your remaining credits can be chosen from our optional modules and from a range of outside options in other subjects. If you are taking a joint honours course then you will also have compulsory and optional modules in your other department.

Module information

Most modules reflect the individual research interests of members of our academic staff. New modules are regularly explored, researched and developed in collaboration with the University's Quality and Academic Development Team to expand our transformative educational offering at Essex. Information on all modules can be found here: https://www1.essex.ac.uk/modules/.

Module choice

In the summer term, the department produces a Module and Enrolment information booklet with details of modules running in the following academic year. Meetings for first and second-year students will be held where students can discuss their choices with their Personal Tutor.

Module Directors

Module Directors are responsible for the individual modules, which make up courses. They design the modules, teach them and examine them. They monitor student progress and talk to students about any academic issues related to their particular module.

Module Materials

Reading lists for each module can be found on Talis Aspire. All other information and module materials can be found on Moodle.

Study Abroad

All History courses may also be taken as four-year courses, to include a year studying at a University abroad. It is also possible for students to study abroad for one term in their final year. You may have applied for and been accepted on a course with a Year Abroad. If you have not, but are interested in undertaking a Year Abroad or other international experience, you can get in contact with the Essex Abroad Team here: https://www.essex.ac.uk/study-abroad

Work Placements

All History courses may also be taken as four-year courses, to include a Placement Year. It is your responsibility to find a work placement year, however, the Industry and Placements Team can help
prepare and support you in finding placements and will advertise relevant placements available to Essex students. If you are interested in undertaking a Placement Year, or other work-based opportunities that may be available to you and your course, you can find more information, including who to contact, here: https://www1.essex.ac.uk/careers/placements/default.aspx

**Employability Skills**

Having successfully completed a course which will include a non credit-bearing employability module (HR510), students will have acquired the following skills:

- the ability to gather and assimilate large amounts of information and data;
- the critical analysis of such material for deployment in a reasoned argument;
- fluent and lucid communication, both oral and written;
- self-discipline and self-direction;
- the ability to work with others;
- the ability to understand the needs of employers in the not for profit and for profit sectors

**Library Services**

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

library.essex.ac.uk

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

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.

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: http://libwww.essex.ac.uk/

**Skills for Success**

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

**The use of proofreading services**

Many students seek ‘proofreading’ services at some point during their studies, but different editing practices at times go on in this name that may not be appropriate in an academic context, and could potentially qualify as an academic offence. In a context where work is to be assessed, the University is keen to ensure as far as possible that students understand what proofreading work should entail and the acceptable boundaries to which any proofreading or editing must adhere to.
The University maintain a list of local freelance proofreaders who offer services to students and staff at Essex that have read and agreed to abide by the University’s policy and guidance on proofreading. The University’s full policy and guidance can be found along with the list of local freelance proofreaders on the website: https://www.essex.ac.uk/student/academic-skills/proofreading

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

**Learning a Language**
Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you’re looking for a job. There are a number of ways to do it, including the opportunity to learn a language alongside your degree for one year at no extra cost. Look online to discover the best option for you: www.essex.ac.uk/study/why/languages.

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

**Talis Aspire**
Talis Aspire is our online reading list system. Use it to find out the details of each week’s reading and to access resources through the library.
https://essex.rl.talis.com/index.html

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

**Attendance Monitoring (Count me in)**

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

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

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

**Recording an absence**
If you are unable to attend a teaching event, you must report your absence in your MyEssex portal (https://www.essex.ac.uk/myessex/AbsenceFromTeaching.aspx).

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

If you need to report an absence from an examination or class test, you must report your absence in your MyEssex portal and submit an extenuating circumstances form. You can find out more at: [https://www1.essex.ac.uk/myessex/ExamAbsenceNotification.aspx](https://www1.essex.ac.uk/myessex/ExamAbsenceNotification.aspx)

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

**Learner Engagement Activity Portal (LEAP)**

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

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

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

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

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

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

[https://leap.essex.ac.uk/login](https://leap.essex.ac.uk/login)

**Lost or faulty cards**

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

**Making changes to your study**

**Changing your course**

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

There are deadlines in place for when you need to change course by, so please make sure you are aware of these deadlines before requesting to change. Further details on changing course and the relevant deadlines can be found at [www.essex.ac.uk/students/course-admin/changing-course.aspx](http://www.essex.ac.uk/students/course-admin/changing-course.aspx) or by visiting your Student Services Hub.
You should investigate your potential new course by looking at course information on the department’s web pages, talking to students on the course and speaking to tutors. You should also look at our [Rules of Assessment](#) for the new course to check whether there are any course-specific requirements.

**Maximum period of study**

Undergraduate students have a maximum period in which to complete their studies. This is set at the point at which you register, and is normally the length of your programme plus two additional years. This is to allow some flexibility in cases where you find you must intermit, or you fail a stage of study and must repeat it, or you want to transfer to a new course and must retake a stage of study.

**Thinking of leaving or taking a break from your studies?**

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

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

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

**Withdrawing** is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from your Department or the Student Services Hub at the earliest opportunity. It is very important that you discuss your circumstances with the University and follow the formal procedure for withdrawing. If the university is not formally notified, then you may risk continuing to incur further tuition or accommodation fees. More advice and information is available at [www.essex.ac.uk/see/withdraw](http://www.essex.ac.uk/see/withdraw).
Assessment and Good Practice
All schools and departments at the University should employ a variety of assessment methods designed to ensure that the learning outcomes of each module, and course, have been successfully met by the student.

The Regulations relating to Academic Affairs which govern assessment at the University can be found online:
www.essex.ac.uk/governance/regulations

Methods of Assessment in Department of History
History modules are assessed either by coursework or coursework and examination. The assessment for each module can be found on the online Module Directory. Coursework usually consists of several pieces of written work. In some modules, students are given a mark for participation or are required to do an oral presentation which may form part of the assessment. Module directors will explain the system for each individual module at the beginning of each year.

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.

Rules of Assessment
The Rules of Assessment are used to calculate your results. There is a main set of rules for three-year and four-year 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/ug/default.aspx

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

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

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

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

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

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

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

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

More information about academic offences and getting support can be found at: [www.essex.ac.uk/about/governance/policies/academic-offences.aspx](http://www.essex.ac.uk/about/governance/policies/academic-offences.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](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](https://erams.essex.ac.uk/do/essex-login/login)).

**Grade Criteria**

Senate requires that all Departments inform their students of the specific criteria for their marking ranges. In an essay-based discipline such as History, grade descriptions can be, at best, suggestive; judgement must include a subjective element that cannot be quantified. However, members of the Department have provided indicators for the respective grades for different types of assessment. This marking criteria can be found on the Departmental [Information for Current Students Moodle page](https://www.essex.ac.uk/staff/research-governance/ethical-approval-resources-for-applicants).

**Coursework**

**Essay writing skills**

Please refer to the Coursework Guide which will help when you write essays and other similar pieces of coursework and outlines the use of quotations, referencing, footnotes, stylistic advice and much more.

**Presentation**

Students should follow the style guidelines provided in the Coursework Guide. It is particularly important that coursework be correctly presented as follows:

- use a minimum font size of 11pt
- double-spaced text, except long quotations, footnotes and the bibliography
- quotations of more than four lines should be single spaced and indented
- footnotes and bibliography should be double-spaced between each item
- margins: top and left = 3 centimetres; bottom and right = 2 centimetres
- all pages numbered
Referencing in coursework

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

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

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

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

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

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

Please refer to the Coursework Guide. This will help when you write essays and other similar pieces of coursework and outlines the use of quotations, referencing, footnotes, stylistic advice and much more.

Coursework deadlines

FASER

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

History coursework must be submitted online via FASER by 12:00 noon on the published deadline date for the module (see paragraph below on the Coursework Deadline Policy).

In order to make sure that you submit an assignment by the deadline you must be organised and start the work for your assignment well in advance of the deadline. You must allow yourself time to find and read the necessary books and articles, to think about and plan your assignment, to read and think some more, and then to write up your assignment.

All deadline dates will be announced at the start of the academic year by module teachers and published on FASER.

Producing assignments to specified deadlines throughout the academic year is an important aspect of the educational experience of doing your degree. It develops your ability to plan and organise your own work and time efficiently, and enables you to apply lessons learnt in the writing of assignments earlier in the year to those written later in the year. The reasons for having a strict system of deadlines (see paragraph below on Course Deadline Policy) are:

- to reinforce the importance of meeting deadlines;
- to ensure that no students have an unfair advantage in taking longer to do their assignments than others; and
- to ensure that staff members are able to use their time for marking assignments as efficiently as possible and in a way which is most beneficial to all students.
You should allow ample time for typing your essay in case things go wrong with computers, wi-fi, etc. Do ensure that you back up your work regularly to another location, e.g. memory stick. Remember also that if you have a deadline then so do lots of other students and that pressure on resources increases, the closer the deadline looms.

**Submission of coursework**

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

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

We strongly advise everyone to print out a paper copy of each essay for proofreading and correcting before submitting the essay electronically. As any experienced writer will confirm, you are much more likely to spot errors and weaknesses in your own writing when you see it on paper, than when you see it on a screen.

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

**Problems with FASER**

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

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

**Late submission of coursework**

We have a single policy at the University of Essex for the late submission of coursework in undergraduate courses: all coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the University’s and Department’s arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline. For example, minor ailments, computer failure, confusion about deadlines, etc., are NOT extenuating circumstances. More information about extenuating circumstances relating to late submission of coursework is available on the website at https://www.essex.ac.uk/students/exams-and-coursework/late-submission.aspx.

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

The University’s full Late Submission policy and further information can be found on the website: https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx
Return of marked coursework
Seminar teachers will mark assignments and provide feedback, within a maximum of 20 working days of the deadline.

Samples of coursework
Examples of previous first-class Research Projects can be borrowed from the History Department Office. For guidance on producing good coursework see the Coursework Guide.

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

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

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

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

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

Help with Exam preparation
Exams create stress for most people and to help students prepare, History modules have timetabled revision seminars. In addition, the Student Support Office offers a series of Examination Workshops which are run by specialist staff. Sessions cover revision, including planning and techniques; the examinations, using the exam paper and the examination room, as well as sessions on relaxation and how to cope with stress. Staff in the Counselling Service can also provide sessions on stress management. If you find examinations difficult or unusually stressful, you should discuss this with your Personal Tutor.

Revision classes
Revision classes will be timetabled at the beginning of the summer term.

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

Moderation and marking
The University’s Marking Policy can be found online and includes our policy and procedure on the moderation of work. https://www1.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy/default.asp
**Moderation**

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

**External Examiners**

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

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

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

**Second marking**

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

**Anonymous marking**

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

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

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

**Re-marking of coursework**

You may, under certain circumstances, have the right to request a re-mark of your coursework. Should you feel that your work needs to be reviewed and potentially re-marked, you should first contact your department to advise you accordingly and assess whether you meet the criteria to be able to submit a request for re-marking.
The re-marking of work is included within the University's Marking Policy can be found here: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy.

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

**Appeals**

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

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

**Extenuating Circumstances**

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

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

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

**The Board of Examiners**

The Board of Examiners meet at the end of the Summer Term and use the Rules of Assessment to determine whether:

- you have passed the modules you have studied and can be awarded credit
- you have met the requirements to progress to the next year of your course
- you have met the requirements to pass your course and what classification you will receive for each module
- how your module marks are used to calculate your degree classification
- you are eligible to receive a merit or distinction

If it determined that you have not passed sufficient credits to progress to the next stage of study, or, for final year students, to graduate, the Board of Examiners will also determine:
what reassessment you could be offered and when you can take it
whether you must withdraw from your course, with or without an exit award

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

Year and Degree Marks
As your studies draw to a close, and once your exam board has met, it takes up to five working days for your results to be confirmed. You will be sent an email to inform you when the results are live on a password protected web page. You will be able to see your marks obtained and any decisions that you must make in order to progress to the next stage of study.
When in your final year of study, graduating students will receive a degree certificate at Graduation and graduating undergraduate students also be able to access their electronic HEAR; which gives details of all marks obtained during their studies.

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

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

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

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

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

A student who wishes to view an examination script or project should contact the Senior Tutor. You can find further information about Assessment Policies at: www.essex.ac.uk/quality/university_policies

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

If you have to take compulsory reassessment, whether coursework or examination, it is really important that you do this. If you do not, it is likely that you will be unable to progress with your studies at the University. The Board of Examiners will not consider permitting you to proceed carrying fails if you have not undertaken the required reassessment offered.
Reassessed modules are normally capped at the pass mark of 40% unless you have extenuating circumstances which are accepted by the Exam Board. Please be aware that reassessment in examinations and coursework carries a fee.

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

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

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

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

**Your information**

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

**Keep your information up to date**
During your period of study at Essex, your details may change, including your name. It is really important that your information on our student record database (ESIS) is accurate, so make absolutely sure that if your circumstances change that you let us know. Equally, you may wish to be known by a preferred name. You can add this to your record for staff to use, and find more information about updating your name on your student record at: [https://www1.essex.ac.uk/students/course-admin/default.aspx](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](http://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](https://www1.essex.ac.uk/records_management/policies/students.aspx)
Student Voice
At the University of Essex, the views, ideas and feedback of our students are at the heart of what the University does. The time students take to offer feedback is hugely appreciated. This feedback, both positive and developmental, is used to help make short and longer term improvements, both to the experience of current students, but also for Essex students of the future. You can do this in a number of ways.

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

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

Every year, we will ask you to complete the Student Assessment of Module and Teaching (SAMT). This survey will be summarised and discussed by SVGs and will inform reports written by us for central University committees as part of our quality assurance processes.

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.

National Student Survey
The National Student Survey (NSS) is an independent survey commissioned by the Office for Students aimed mainly at final-year undergraduate students. The survey provides students the opportunity to provide feedback on their University course and experience. The feedback you provide will be used to help shape the future for your fellow students, and published on the Unistats website to help prospective students make informed decisions about where and what they want to study:
https://www.thestudentsurvey.com

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

There are also many other satisfaction surveys taking place, to ensure students are happy with the services the University of Essex provides. From time to time you will be invited to participate via an email. If you have some feedback but don’t know who to tell, email: studentexperience@essex.ac.uk
https://www.essex.ac.uk/student/feedback/student-voice
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.

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 exam stress, relationships, low mood, anxiety or anything else which may be troubling you, however big or small it may seem.

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

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

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

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

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

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

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

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

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

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

**Health and safety on campus**

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

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

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

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

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

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

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

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

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

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

**Making a Complaint**

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

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

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

Careers Services
Get valuable, one-to-one advice from careers specialists throughout your time at Essex and beyond. You can access our services via the Student Services Hub or log in to CareerHub+ whether you have one hundred questions or just don’t know where to start! We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online services for creating CVs, interview preparation and job vacancies.

www.essex.ac.uk/careers

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 go onto your Higher Education Achievement Report (HEAR). Get involved and get ahead of the game. Activate your HEAR and get started.

www.essex.ac.uk/careers/bige

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

www.essex.ac.uk/frontrunners

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

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

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

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.
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
You Are Essex

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

Job References

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

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

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

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

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

What comes next?
The world is your oyster! The options and opportunities open to you as a graduate can be overwhelming. You may know the exact path and next steps that you wish to take, or you might not, and this is okay. Our Careers Services can offer information, guidance and advice on your different options after graduation and you can return to Essex for these services at any time. Whether it is discussing different career paths, bringing your CV or LinkedIn profile up to date, or prepping for that interview you have worked all year for, the Student Development Team are here to support you.

Spread your wings graduand; but you can always come back! As an alumnus of Essex, you can take advantage of generous discounts on postgraduate qualifications and degrees if you chose to return to study at Essex as a postgraduate student.
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.

www.essex.ac.uk/masters, www.essex.ac.uk/coursefinder