Welcome

Welcome to the Department of Language and Linguistics!

It is a great pleasure to welcome you to the Department, congratulations on all the work that has led you here and thank you for choosing to study with us. We are really looking forward to working with you and to helping you fulfil your personal and academic ambitions. We hope your time in the Department will be a very happy, inspiring and exciting time and that you take full advantage of all that the Department and the University more broadly have to offer you.

This handbook is an essential guide for you and outlines the various things you will need to know about the Department. It contains lots of really useful and important information, so please read it and be sure to keep a copy of it so that you can refer to it as and when you need to. There are other useful sources of information available to help you, including [the Student Directory and the Handbook](https://example.com).

Make sure you bookmark our departmental website, too, and the central University module directory – both of which you can find via the [University’s student webpage](https://example.com).

Don’t forget all our helpful and friendly departmental staff members are here to help you and further details are outlined in this handbook.

We are excited to get started and we thank you in advance for all the fantastic contributions you will be making to the Department and to sharing our interest and enthusiasm for Language and Linguistics.

[Dr Tracey Costley](https://example.com)
**Head of Department**
**Department of Language and Linguistics**
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Introduction

Your Student Handbook will tell you everything you need to know about your department, the University, its academic policies and procedures, and all of the resources that are available to you.

At Essex we put the success of our students at the heart of everything we do, and want to support you to achieve outstanding outcomes. We are absolutely determined to provide you with the best Essex education and student experience we can, while safeguarding your health and wellbeing. Make sure that you keep up to date with what we all need to do to continue keeping safe as a community.

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

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

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

Registration

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

Right to Study

The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you aren’t a UK or Irish national, your immigration permission to study in the UK will be checked when you first arrive on campus and as necessary thereafter. Students have a duty to maintain valid UK immigration permission that allows study for the duration of their course, failure to do so may lead to withdrawal from the University under the University’s General Regulations.

Students with sponsored immigration permission

The University is a Student Sponsor with a track record of compliance and must ensure we remain compliant in order to retain our sponsor status. Students with a Student visa have additional responsibilities to the University and the Home Office. There will be conditions attached to your visa that restrict what you can do in the UK, breaking any of the conditions may mean you can’t remain in the UK and complete your course. You are expected to attend your in-person teaching events and this will be monitored throughout your course. If your attendance and engagement fall below expected levels or you are absent without permission for a period of time this is likely to impact on the University’s ability to continue to sponsor your Student immigration permission. The
International Services Team can provide immigration information and advice throughout your studies.

**Choosing your modules**

You may have module options to select as part of your course structure. If you do, you must select the modules you wish to enrol on before the academic year begins. Full time students can view and choose specific options through the eNROL system. Part time students should contact their Student Administrator (lalpgadmin@essex.ac.uk) for assistance with module enrolment. New students can do so from the end of August and returning students can from the April preceding the next academic year. Early module enrolment ensures that timetables can be scheduled effectively. We’ll talk more about how you might decide which modules to take in the Learning and Teaching section of this Handbook.

**Explore your Campus**

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

**Get connected**

**Your IT account**

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

**Campus Wi-fi**

If you are studying on any of our campuses, connect to our Wi-Fi by simply finding the ‘eduroam’ network on your device and use the same log in details as your IT account to connect up!
Essex Apps
The University has a variety of online systems and platforms designed to enhance your learning and help make processes, such as submitting coursework, easier. We have rounded up the top platforms, portals and apps that you need to know about!

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

PocketEssex
Pocket Essex is the University's official app for students that can be downloaded on your phone or tablet for free. It acts as a portal through to a variety of areas and resources that will be useful to you throughout your studies. PocketEssex links to many areas that MyEssex does, but also takes you through to other key resources, such as the Students' Union, FindYourWay and the Library.

Find Your Way
When on campus, we know that finding your way can be challenging to start with. Our Colchester campus in particular can be difficult to navigate with a historically complex room numbering system! FindYourWay is our interactive campus map app designed to get you from A to B on either the Colchester or Southend campuses with quick and easy directions. You can download this app on your phone or tablet for free!

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

You can access recommendations on working hours, as well as guidance on rates of pay and National Insurance contributions on the Careers Services webpages.
If you have a student visa, please read our information on [working in the UK for international students](#) before you start looking for a job. The country you're from and your visa type will determine whether or not you can work in the UK. If you can work, the type of work you are allowed to undertake and the number of hours you can work will be restricted.

**Your personal belongings**

The University does not cover costs for personal damage or loss of possessions; only in instances where the University has been negligent would a claim be viable for compensation for personal belongings. Therefore, you are strongly advised to take out personal insurance cover for your possessions. This is especially important for valuable items, such as laptops, phones and tablets.
The Essex Experience

We are proud of our inclusive and international community. Our campuses are places where every single person can feel they belong and where you can find the world in one place. We have created a Student Charter as a pledge that every student signs up to when they join us. By signing up, you promise to uphold our values and to behave in ways that strengthen and support our community. We promise to support you at every stage of your journey with us.

Embracing our 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 encourage you to challenge the status quo and explore the unknown, we expect all of our students do so respectfully, intelligently and act as true ambassadors for the University. Our Code of Student Conduct outlines the rules and regulations that help us maintain our high standards of behaviour.

Equality, Diversity and Inclusion

The University recognises the value of diversity and is committed to providing equal opportunities for both students and staff. Our students and staff are treated with dignity and respect on the basis of their merits, abilities and potential, while still having the relevant impact and implications associated with 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 identity-forming characteristics, taken into consideration as necessary to ensure equal opportunity.

The University is committed to a programme of action to ensure that this policy is fully effective.

The Department of Language and Linguistics has obtained a Bronze award for the Athena Swan Charter in 2019, and is currently working towards its Silver Award, for its work on gender equality and equity.
**Student Communities**

We pride ourselves on being a welcoming and inclusive community. We recognise the value of diversity and are committed to equality of opportunity within the University.

We offer a wide range of support to individuals and groups of student members, such as our postgraduate students – our student communities - who may have specific requirements, interests or responsibilities- to help fulfil your potential. Whether you are an international student, a mature student, a BAME student or have any other requirements or needs, we want to welcome you with open arms. The University is committed to a programme of action to ensure that this policy is fully effective.

**Essex Sport**

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

Join Essex Sport and be part of something bigger. We’re a community of like-minded individuals who are dedicated to enriching your experience at University of Essex. By fuelling your passion for all things active we help you make new friends, find new interests and be the best you. Whatever your sport, whatever your level, from fan to professional athlete, we’ve got a place for you.

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

**Students’ Union**

We’re famous for our Students’ Union at Essex, and for good reason. The Students’ Union is run by students for students, and they’re here for you from the day you arrive, to the moment you graduate. The SU are here to represent your views and work with you to make amazing things happen and shape your experience at Essex.

**Get involved!**

We have 120 Societies where you can meet people with similar interests, challenge yourself with something new or, if you can’t find what you’re looking for, start your own!
Throughout the year we run specific events aimed at postgraduate students. There are also plenty of opportunities to join Sports Clubs, get involved with our BUCS teams, or just try a sport with our Just Play programme if you don’t want to commit to a regular team or would rather not play competitively.

We also train, recruit and support hundreds of student reps each year. These reps gather feedback to share student viewpoints on academic experiences. You can find out more about student reps including how to sign up and getting trained here.

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

There’s also a huge range of extra-curricular and voluntary opportunities available to you at Essex, Chart My Path is your personal development navigation tool to help you find them. Find activities to inspire and develop you in your life, your studies and for your future and gain recognition for your achievements on your digital transcript the Higher Education Achievement Report (HEAR), through the Big Essex Award.

**Essex spirit, social media and what’s on?**

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

Follow us on social media:

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

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

Meet the team

A full list of all staff can be found on [https://www.essex.ac.uk/departments/language-and-linguistics/people](https://www.essex.ac.uk/departments/language-and-linguistics/people). Below is a summary of the roles of staff that can help you with a variety of areas during your time at Essex.

Academic staff

<p>| Image | Name                        | Role Description                                                                                                                                                                                                 | Email                                      |
|-------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------Adamine                                                                                   | Email: <a href="mailto:mallj@essex.ac.uk">mallj@essex.ac.uk</a>                  |
|       | Jessie Mallinson            | The Director of Education supports the strategic development of the department’s educational provision (undergraduate, taught postgraduate and research degree programmes) in order to achieve excellence in this provision, and ensures that the department’s provision is consistent with the University’s framework for academic quality and standards. |
|       | Dounia Bissar               | The Deputy Director of Education will work in conjunction with the Director of Education and will be responsible for some specific Education related duties. |
|       | Neophytos Mitsigkas         | The Deputy Director of Education will work in conjunction with the Director of Education and will be responsible for some specific Education related duties. |
|       |                             | Email: <a href="mailto:dbissar@essex.ac.uk">dbissar@essex.ac.uk</a>                                                                                                                         | Email: <a href="mailto:nmitsi@essex.ac.uk">nmitsi@essex.ac.uk</a>                 |</p>
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<th>Email</th>
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<tr>
<td>Claudia Alsdorf</td>
<td>Employability Development</td>
<td>The Employability Development Director takes a strategic approach to leading the development and enhancement of employability provision for the department, ensuring that it aligns with the University Employability Strategy and work of Student Development.</td>
<td><a href="mailto:c.alsdorf@essex.ac.uk">c.alsdorf@essex.ac.uk</a></td>
</tr>
<tr>
<td>Rebecca Clift</td>
<td>Departmental Disability Liaison</td>
<td>The DDLO acts as a link between Support Services, the department and students with additional support requirements due to a disability, medical condition or mental health issues, to ensure we meet our legal obligations.</td>
<td><a href="mailto:rclift@essex.ac.uk">rclift@essex.ac.uk</a></td>
</tr>
<tr>
<td>Beatriz De Paiva</td>
<td>Departmental Disability Liaison</td>
<td>The DDLO acts as a link between Support Services, the department and students with additional support requirements due to a disability, medical condition or mental health issues, to ensure we meet our legal obligations.</td>
<td><a href="mailto:bdepaiva@essex.ac.uk">bdepaiva@essex.ac.uk</a></td>
</tr>
<tr>
<td>Teresa Torres</td>
<td>Senior Tutor</td>
<td>Senior Tutors act as a link between the department and student support services. Responsibilities include the personal tutor system, overseeing peer mentoring, and acting as the under-18’s coordinator.</td>
<td><a href="mailto:torrmi@essex.ac.uk">torrmi@essex.ac.uk</a></td>
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# Professional Services

The professional services team in the department are your first port of call for any non-academic matters. If they are unable to help directly, they will be able to point you in the right direction.

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<td>Samantha Durling</td>
<td>Department Manager</td>
<td>The Department Manager is accountable to the Head of Department and delivers strategic and leadership support. They are responsible for the management of academic quality assurance processes and the administrative structures in the department.</td>
<td><a href="mailto:langdm@essex.ac.uk">langdm@essex.ac.uk</a></td>
</tr>
<tr>
<td>Karolina Dylewska</td>
<td>Deputy Department Manager</td>
<td>The Deputy Department Manager supports the Department Manager and deputises in their absence. They have specific responsibility for the student services function and is responsible for managing and developing the student administration team.</td>
<td><a href="mailto:lalddm@essex.ac.uk">lalddm@essex.ac.uk</a></td>
</tr>
<tr>
<td>Victoria Wheeler</td>
<td>Student Administrator</td>
<td>The Student Administrators are responsible for providing excellent customer service to students and visitors to the department, and high-quality professional support services to programme directors and other academic staff. Victoria specialises in Postgraduate administration.</td>
<td><a href="mailto:lalpgadmin@essex.ac.uk">lalpgadmin@essex.ac.uk</a></td>
</tr>
<tr>
<td>Zoe Coyne</td>
<td>Student Administrator</td>
<td>The Student Administrators are responsible for providing excellent customer service to students and visitors to the department, and high-quality professional support services to programme directors and other academic staff. Zoe specialises in undergraduate administration.</td>
<td><a href="mailto:lalugadmin@essex.ac.uk">lalugadmin@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
Teaching staff and support

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

Academic support hours are normally published on individual staff profiles, Moodle pages of the individual modules and the Department Moodle Page.

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.

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

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**Tina Robertson**  
*Operations Coordinator*

The Operations Coordinator provides administrative and financial administration support to the department’s senior management team, and general support to facilitate the day-to-day operations, including facilities, equipment, web and social media.

**Email:** lalopc@essex.ac.uk

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**Marisa Bostock**  
*Languages for All Administrator and Administrator*

The Languages for All Administrator is predominantly responsible for the administration of the Languages for All programme. In addition, Marisa is responsible for the administration of the ECDIS programme (English classes for dependants of international students and staff). Marisa also provides administrative support to the department.

**Email:** lfaadmin@essex.ac.uk  
ecdis@essex.ac.uk
Module Director
There are dedicated Module Director to support students for each module. The Module Director for each module can be found on Moodle. If you have a specific study question, contact the relevant module https://www1.essex.ac.uk/modules/.

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

If you have a disability, long term medical condition and/or Specific Learning Difference and have not registered with Student Wellbeing & Inclusivity Service, to discuss your support needs, please email include@essex.ac.uk.

Staff research interests
Staff in the department have a wide range of research interests. We examine the complexities of language from the perspectives of theory, application, and experimentation. We tackle diverse topics such as how children and adults learn languages, how the human brain processes language, how identity is encoded in the way a person speaks, multilingualism, language contact and variation in structures found in languages across the world, including Africa, Central America and the Middle East. Our department is home to one research centre, nine research clusters and plays host to two national research networks.

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

The Department of Language and Linguistics Social Space is located in room 4.305A and is for the use of all students. The room has a kettle, water cooler, fridge and TV amongst other facilities. It is a great space to meet up with other students from your course or to study.

Postgraduate Training

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

Printing, photocopying and scanning

All students can print, copy and scan for free at Essex subject to our fair use policy. You can even print from your mobile by sending your attachment to mobileprinting@essex.ac.uk using your university email on Outlook.

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

Noticeboards

Every department and school has their own noticeboard providing information on staff, courses and classes, updates, careers, events and opportunities. To ensure all the students have equal access to the information available this information is available on our Moodle noticeboard. In addition to this we also have physical noticeboards outside the Departmental Office (4.305).
**Departmental prizes**

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

<table>
<thead>
<tr>
<th>Prize Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Andrew Radford Prize</td>
<td>The Andrew Radford Prize is awarded annually to the student with the best overall performance in English Language and Linguistics.</td>
</tr>
<tr>
<td>The Roger Hawkins Prize</td>
<td>The Roger Hawkins prize is awarded annually to the student with the best overall performance in Translation and Interpreting. It is named in honour of a former member of staff and Head of Department who also served as executive dean for faculty of Social Sciences here at Essex.</td>
</tr>
<tr>
<td>The Head of Department's Prize</td>
<td>The Head of Department's Prize is awarded annual to the student with the best overall PGT dissertation.</td>
</tr>
</tbody>
</table>

**Communications**

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

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

**Social Media**

Keep up to date with important information, news and events from the Department of Language and Linguistics:

- Website: [http://www.essex.ac.uk/langling/](http://www.essex.ac.uk/langling/)
- Facebook: [https://www.facebook.com/lalessex](https://www.facebook.com/lalessex)
- Twitter: [https://twitter.com/EssexLang_Ling](https://twitter.com/EssexLang_Ling)
The use of personal devices

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

Learning and Teaching

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

The academic year

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

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

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

Some courses have slightly different term dates. However, you will find that all campus activities and events make reference to the standard academic year terms and schedule noted above.
You are expected to be available during term time to attend teaching events, unless otherwise advised by your department.

**My Course**

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

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

**Credits**

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

**Learning outcomes**

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

**Grade boundaries**

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

**Module enrolment**

Most modules taught reflect the individual research interests of members of our academic staff. New modules are regularly explored, researched and developed in collaboration with the University’s Quality and Academic Development Team to expand our transformative educational offering at Essex.
The University provide further guidance on choosing modules, and meetings for first and second-year students will be held by your department where students can discuss their choices with their Personal Tutor. Your preferred choices must be submitted prior to the start of term through the eNROL system. Part time students should contact their Student Administrator (lalpgadmin@essex.ac.uk) for assistance with module enrolment.

A full list of modules available can be found on this webpage.

**Changing Modules**

In instances where you need to make a change to your module choice, you may do so up until:

- AU modules – end of week 3
- SP modules – end of week 17

If you wish to change an optional module after the deadline, you should seek advice from the department or school office that runs the particular module that you may wish to change to.

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

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

Requests to study a lot of outside options, to change a core or compulsory module of your course, or to study a module at a different level of study, are unlikely to be approved.
Module Directors
Module Directors are responsible for individual modules. They design, teach and examine them. They monitor student progress and can also talk to students about any related academic issues.

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

Study Abroad
As a postgraduate student there are a variety of opportunities at Essex to have an international experience through one of our Essex Abroad programmes.

Essex Abroad have a wide range of summer programmes suitable for postgraduate students including summer schools abroad, volunteering programmes, international internships and research abroad opportunities which are open to all Essex students. These programmes vary in duration, location and cost. Find out more about Essex Abroad opportunities. Students with disabilities should also liaise with the Student Wellbeing and Inclusivity Service – include@essex.ac.uk.

Work Placements
There are a variety of opportunities to undertake work-based learning and placements either during or as part of your studies.

Students registered on the MA Translation, Interpreting and Subtitling course can opt to undertake a work-based project (module LA898) via a special syllabus in place of their dissertation.

This module offers students the opportunity to undertake an extended work-based placement with an employer. During this placement the student will work on a project(s) defined by the employer as a priority for their organisation. The project(s) will give the student the opportunity to utilise and develop the knowledge and skills developed earlier in the course, applying them in a work-based environment and leading to the production of a substantive project report that will both meet the University's academic requirements for a master's level project and support the
placement provider in addressing the area/issue they identified at the start of the project.

If undertaking a placement, it is your responsibility to find a work placement, however, the Industry Engagement and Placements Team can help prepare and support you and will advertise relevant placements. If you are interested in undertaking a work placement, or other work-based opportunities that may be available to you and your course, contact the Industry Engagement and Placements team. If you have a student visa, please be aware that the immigration rules restrict the length of placements and the type of work you can do.

Upon successfully securing a placement you need to inform the Industry Engagement and Placements team by completing a secured placement form. This is required in order to begin the placement approval process, please note without approval from the Industry Engagement and Placement team you will be unauthorised to commence placement.

For extra-curricular opportunities we recommend that you take a look at Essex CareerHub, where you can not only find details of paid part-time, seasonal jobs and internships and graduate jobs but also more information on Essex Interns, Chart My Path and the Big Essex Award where you can discover other opportunities that are available to you to enhance your experience.

**DBS Checks for Placements**

Some placements may require a DBS check where you are engaging in regulated activity with vulnerable groups. This may include placements that are core, compulsory or optional, depending on the relevant module. Some activities may be carried out on an ad hoc basis for research purposes only, which are not required to meet the learning outcomes of the module or course, but will help inform your learning. More information about the DBS check process can be found on the University’s DBS webpages.

**Module Materials**

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

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

If you wish to report a timetable clash or request a class change, you should do so via the online timetable.

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

Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found on the University’s website.

Recording your attendance

We monitor your attendance at teaching sessions on campus using your student card and an electronic recording system called Count-Me-In. Your attendance at online teaching sessions is monitored by reviewing your logins to sessions on Zoom. You're expected to attend all of your mandatory sessions on your individual timetable and report an absence if you are unable to do so. If you have a student visa, please be aware that poor attendance and engagement may mean we have to withdraw our sponsorship and your visa would be cancelled by the Home Office.

It is your responsibility to remember your student registration card. Lost or faulty cards can be replaced at the Student Services Hub.

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

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

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

Library & Cultural Services
The library aims to provide all of the resources you will need to succeed in your course, via online reading lists and access to extensive collections of books and journals both on our shelves and online. The library team can help you learn how to search effectively so you can find appropriate resources for your assignments. They can also provide advice on referencing, academic integrity, evaluating sources, and more. Our Skills at Library guide provides a range of online support in these areas and our subject guides for each department provide subject-specific guidance and resource recommendations. In addition, the library offers ‘On Track for your Masters’, an annual programme of workshops delivered in collaboration with other professional services teams to help you with a whole range of research skills.

At our Colchester Campus, the Albert Sloman Library on Square 5 has a variety of study spaces, including individual and group work areas. The library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, live chat and the opportunity to book appointments with your Academic Liaison Librarian to help you through your studies and beyond. There is also a dedicated Postgraduate Study Room on the ground floor that is open 24/7. Make sure you remember you student card to access this room.
See the [Library website](#) for the latest information on all our libraries and the services available, including opening hours.

**Art Exchange**

Placing art at its core, [Art Exchange](#) is a space where art, artists and audiences get together. Our programme of exhibitions, talks and events creates a platform for ideas to be exchanged and connections to be made.

We show international art by established and emerging artists throughout the year, while our artist-in-residence programme allows us to commission new work that respond to the world around us. We work with students in creating their own exhibitions and events, as we showcase what issues and debates are important to them.

Sited at the University of Essex in Colchester, we are inspired by our intellectually curious audience that makes up the campus community, while the research and study around us feeds into our programme of talks, films and debate.

Combined with art classes and workshops, we offer ways for everyone to get involved and enjoy great art.

**Lakeside Theatre**

The [Lakeside Theatre](#) provides a warm, welcoming social hub of creativity at the heart of the University to foster the living learning community.

We produce a programme of diverse, dynamic and accessible live performances of theatre, music, comedy, dance, workshops, artist development and live art for audiences on and off campus. It is a learning and social experience for students that will deliver key life skills to enable them to respond to a rapidly changing world with creativity and personal and cultural confidence. Student wellbeing remains at the forefront of what we do which is why we provide opportunities for enjoyment, inspiration and creativity.

The theatre and technical facilities are kept up to date, for student use in education and further skill building in modern practices nationally and internationally.
**Academic Skills Support**

Skills for Success are here to support you with everything that you need to do well in your studies that is not directly related to your course content – in other words, the skills that you need to be successful. 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, and provide a range of embedded teaching, workshops and 1:1s on:

- Academic writing
- Maths and stats
- Digital Skills
- Research and referencing
- English language
- Exam revision

For more information, please contact skills@essex.ac.uk.

**Departmental Support**

Depending on the support you may need, you should always contact your Personal Tutor who will be able to advise you on a number of aspects of your studies. They will also be able to signpost you to relevant University services for any other support.

**Proofreading services**

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

If you are taking a language module (LA) you must not ask anyone to proof-read or correct your work, as that would be deemed an academic offence.

You should ensure that any agreement entered into with a proof-reader conforms to the University’s policy and guidance on proofreading.
Language classes

Academic English Support
Skills for Success run a range of Academic English Support classes which are available throughout the year. Modules include Academic Writing, Speaking, Reading, Grammar Review, and Exam Preparation and Writing Skills. Bookable workshops and 1:1 support are also available.

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

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

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

Rules of Assessment

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

In the Department of Language and Linguistics we do have a variation to the Rules of Assessment:

Each module you take has a credit value which you are awarded if you successfully complete the module. You need to obtain a certain amount of credits to be awarded your degree, and the Rules of Assessment and the Framework for postgraduate taught 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 administrators, 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, falsifying data or evidence, and communicating with another candidate in an examination.

The use of translation or speech to text software is not permitted in language assignments/coursework unless this is a specified part of the assessment task.

All coursework/assessment in the target language must be your own work. You must not ask native/advanced speakers of the language for help with writing the assignment, checking or proof-reading work.
Methods of Assessment in the Department of Language and Linguistics

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.

The Department uses a range of assessment methods throughout the academic year. Methods include online and in-class tests, essay writing, role-play, oral presentations, portfolio submissions, research projects and more.

Coursework

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

Preparation of assignments: assignment and essay length

The length of coursework assignments is specified in number of words for each module that uses this method of assessment. Part of the art of writing assignments lies in the discipline of producing a specific piece of work, of a specific length, by a specific deadline. Coursework must follow the specified length, plus/minus 10%.

For assignments, you should indicate the length of the main text of each assignment you produce (excluding bibliography and appendices) at the end of your assignment.

You will be given the opportunity to practise different forms of assessment (“formative assessment”) before you have to submit an assessment for grading. You will also be able to practise using both Moodle and Faser to submit your work.

For more information on coursework and assignment writing, please visit our Departmental Moodle page for current students.
Referencing in coursework
Respecting authorship through good academic practice is one of the key values of higher education in the UK. Referencing is how you acknowledge all sources used within a piece of work. You must reference all work used whether cited directly (quotes), or indirectly (paraphrasing and summarising).

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

Your departmental referencing style is APA. You must use this referencing style. Guidance on your referencing style is available online, including an interactive referencing tutorial. We recommend that you take the Academic Integrity course on Moodle.

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

You can upload as many draft versions of your work as you like 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 IT Helpdesk as soon as possible to find out if this is a system issue or whether it may be a problem with your computer. This could be used as evidence if you need to submit a late submission or extenuating circumstances claim.
If you are unsure how to upload the assessment or are having any non-technical difficulties, you should contact your Postgraduate Administrator via lalpgadmin@essex.ac.uk.

**Late submission of coursework**

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

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

**Absence from Class Tests or Classwork Assignments**

In cases when assessment takes place at specified times during the academic year, usually in the form of class tests or classwork assignments, students who fail to attend at the specified time, whatever the reason, will be awarded a mark of zero and will not be allowed to re-take the test(s). In cases where absence from a test/classwork assignment is the result of unavoidable circumstances, students should submit an extenuating circumstances form under the normal rules.

**Dissertation Extensions (PGT Only)**

Postgraduate taught dissertations (or equivalent) are not counted as coursework and are therefore not covered by the policy on the late submission of coursework. Students can request an extension for their postgraduate dissertation if they find that, due to extenuating circumstances, they will be unable to submit the dissertation by the published deadline. Students can request an informal extension of up to four weeks from the Department of Language and Linguistics. Where a longer extension is required, an application for an extension to a postgraduate taught dissertation can be completed via the online form on the ESF SharePoint website, for consideration by the relevant Faculty Dean.
Return of coursework
Marked assignments and tests are normally returned to you within 28 days of the submission deadline (excluding days when the University is closed). Where this is not possible (e.g. because of illness or overload), staff should notify students by e-mail that they will not be able to mark the work on time, and when they expect to be able to complete the marking.

You should note that all coursework marks that you receive are provisional until the marks have been ratified by the Board of Examiners.

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

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

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

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

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

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

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

If a request for a re-mark is accepted, your marks are not guaranteed to increase, however, the mark awarded after re-marking will override your original mark. Therefore, please be aware that in all incidences where coursework is re-marked, it is possible that your marks may 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 for appeal and strict deadlines to adhere to. As such, we strongly advise all students thinking about making an appeal to contact the SU Advice Centre.
Feedback

Feedback comes in many forms, some more obvious than others and each type will help you in a different way. It is important to understand the types of feedback you might receive for the work you are undertaking.

Feedback may be provided on a day-to-day basis in seminars/classes and through casual discussion.

Feedback presented in this way can be just as valuable as a written feedback sheet or notated coursework.

For more information about forms of feedback, please visit our Virtual Common Room.

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

The Board of Examiners

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

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

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

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

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1 The Board of Examiners will not be aware of any student’s immigration status. As a result, some reassessment options may be offered that are not compatible with individual student visa rules. All options should be considered in conjunction with applicable visa restrictions.
Publication of results
The publication schedule for results can be found on the website. You will receive an email to your Essex email account as soon as your results are published online.

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

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

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

Credit accumulation
You can decide if you want to accumulate credit by taking individual modules with the aim of achieving a postgraduate award; this is called Modular study. The Rules of Assessment are different when you study individual modules. There are opportunities to achieve postgraduate awards through credit accumulation study in an increasing number of departments, as an alternative to standard full or part-time study.

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

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

**Exit Awards**

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

**Extenuating Circumstances**

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

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

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

Computers

Using a campus computer
If you need to use a computer on campus our computer labs are the perfect place to study or work. We also have group study pods which are ideal for group projects. Many labs stay open until late and some are open 24/7. Labs may be booked for teaching, and so it is best to check availability first.

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

If you can’t find what you’re looking for, or if you need to talk to someone, then the IT Helpdesk team are here to assist you further.

Learning Technologies and Systems

Learner Engagement Activity Portal (LEAP)
LEAP is our student centred, personalised engagement tool. LEAP displays your engagement with university resources and an algorithm within LEAP combines your use of these resources and activities to produce an overall engagement indicator.

There are 5 engagement indicators (high, good, partial, low and very low) which will help you map and better understand your engagement pattern over time based on your class attendance, utilisation of Moodle etc.. Full details on the resources included in LEAP, the engagement ratings and how LEAP uses your data can be found on the LEAP webpage.

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

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

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

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

The University has a Student Engagement Policy which provides a structured approach based on support and mutual decision-making to maximise the success and achievement of every student.

**Moodle**

Moodle is our online learning environment. It holds key course and module materials, discussion forums, chat facilities, quizzes, surveys, glossaries and wikis released by your lecturers.

**FASER**

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

**Online reading lists**

Reading lists can be accessed online. Use this service to find out the details of each week’s reading and to access resources through the library.

**Listen Again**

Did you miss something? Our Listen Again digital recording service lets you listen again to lectures so you grasp every detail. It’s available in teaching rooms or lecture theatres where you see the sign. Lecture videos are normally uploaded on Listen Again 24 hours after the lecture.
Zoom
You can use Zoom to join online lectures delivered by the University or attend online meetings and tutorials. If your lecture or class is going to be online the link to join will be available in your individual timetable 48 hours before the class.

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

For a quick rundown of what you need when you first start, head to the Getting Started with IT guide on the Student Directory.

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

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

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

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

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

Student Voice Groups

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

Student Representatives

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

Student Surveys

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

Postgraduate Taught Experience Survey (PTES)

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

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

If you’re eligible to complete the survey, we will contact you to invite you to take part.
**Student Module Feedback**

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

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

If you have some feedback but don’t know who to tell, email: [studentvoice@essex.ac.uk](mailto:studentvoice@essex.ac.uk)

Your department will also welcome your feedback. They will have a range of quick feedback mechanisms for you to use. Contact your departmental office if you are not sure what these are.
You Matter

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

Student Services Hub

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

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

Support for students with disabilities or additional needs

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

Funding opportunities

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

Personal Emergency Evacuation Plans (PEEP)

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

The Essex Accessibility Forum is a university-wide discussion and advocacy forum and consultation body working to support excellence in all aspects of physical and non-physical access at Essex (student education, staff employment and visitor experience). Membership is open to both staff and students, with and without disabilities.

Seeing a Doctor

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

Counselling services

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

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

Drop In/Wellbeing Appointments

The Wellbeing Assessors provide support to students with anything affecting their wellbeing, mental health and/or disability through pre-booked appointments (whilst remote working) or face to face appointments within the Silberrad Centre. To book an appointment please find further information on the website and scroll down to “enquiry form”.

UK Immigration Advice and Guidance

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

**Money management**

If you get into financial difficulty, you should get help and talk to someone as soon as possible. The sooner your problem is identified, the sooner it can be solved. You may be eligible to apply for financial support to assist you with short-term unexpected and unforeseen costs. Further details regarding money-management and sources of financial support can be found here. Advisers in our Student Services Hub and our independent Students’ Union Advice can listen and talk you through the issues you are experiencing.

**Students’ Union Advice**

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

**Colchester students** – suadvice@essex.ac.uk; 01206 874034  
**Southend students** – suacsou@essex.ac.uk; 01702 328235 (term time only)  
**Loughton students** – suaclou@essex.ac.uk; 01206 874034

**Residence Life**

Our Residence Life team is here to help you settle in and support you during your time living on campus. Each residents’ assistant (RA) is assigned an area and will aim to get to know you, provide advice and support with any wellbeing issues and organise a range of social activities to help you connect with others. Find your RA’s contact details on your flat kitchen poster if you live on campus. During term-time, our friendly RAs are available for a virtual chat via Zoom every day from 7pm – 8pm use Zoom Meeting ID: 920 1237 9049, all Essex students are welcome to drop in. You can find out about all our exciting events by following us on Facebook or by checking out the University Events page.
Religion, faith and beliefs
We’re proud of our vibrant and diverse multicultural community and welcome everyone, of all faiths and none. The calm, friendly and supportive atmosphere in our Faith Centre is a welcoming place for staff, students and the wider community to meet, interact and engage with each other.

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

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

COVID-19 (Coronavirus)
The health and wellbeing of our students is our priority. This means we are constantly monitoring advice from the UK Government, Public Health England, the Foreign and Commonwealth Office, and the World Health Organisation, and updating our guidance on students in line with their advice.

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

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

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

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

All students residing on campus must complete the Moodle Fire Safety Course for Residents training.

If you have any health and safety concerns or need to report an incident, please use the University’s reporting service to notify us.

**Making a Complaint**

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

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

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

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.

Your Personal Development at Essex
Activate your Gradintelligence account to discover the broad range of extra-curricular and voluntary opportunities available to you at Essex using Chart My Path, your personal development navigation tool. Be sure to update your profile as well to be matched with a range of opportunities that can help you to enhance your employability from job opportunities to workshops and events. Find activities to inspire and develop you in your life, your studies and for your future. You can achieve the Big Essex Award through the activities that you complete during your time at Essex and gain University recognition on your digital transcript, the Higher Education Achievement Report (HEAR).

Join the Career Mentoring Programme to be matched with an experienced professional based on your individual needs and aspirations. Your mentor can not only share industry expertise, but will be there to listen, talk through your plans, fears, and dreams, empower you, and give you the time and space you need to make decisions that are right for you.

Volunteering
Join the vTeam and make a 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 back to the local community, and gain valuable skills.

**Get Work Experience**

*Fronrunners* is the University’s in-house internship programme, offering valuable, structured opportunities to students with little or no employment experience. With a wide range of part-time paid internships across university departments, this is your opportunity to gain valuable skills, knowledge and experience employers are looking for.

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

Graduation and Awards

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

You will be able to access your full academic transcript electronically via your Higher Education Achievement Record (HEAR).

Upon conferral of your award, all graduates will receive both an electronic and hard copy parchment award certificate. Your electronic Certificate will be available on your GradIntelligence account within 5 working days of your conferral and your hard copy parchment will be posted to you within 10 working days of being printed. You will be contacted to ask for confirmation of the most suitable address to use.

Graduation ceremonies

The culmination of all your hard work! Graduation ceremonies take place at our Colchester Campus in the Ivor Crewe Lecture Hall with a departmental Reception held afterwards on campus. All eligible students studying at our Colchester, Loughton and Southend Campuses will be invited to attend their course’s ceremony at the next available Graduation. Confirmed dates for future graduation ceremonies are published online.

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

HEAR

When you study at Essex, you graduate with far more than just a degree. Your Higher Education Achievement Report (HEAR) not only showcases a full record of your academic achievements, but also any activities you have undertaken and logged
through the Big Essex Award, and any other awards and prizes that you may have received.

Your HEAR will be updated within 5 working days of results being release following ratification at a Board of Examiners.

When you graduate, you will have full electronic access to your HEAR and award certificate 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. You will receive an e-mail from GradIntelligence to enable you to activate your account log-in. As soon as you do this you can start accessing your HEAR.

If you completed your undergraduate degree at Essex, you will be able to view both your undergraduate and postgraduate HEAR and award certificates through your GradIntelligence account as separate documents.

**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.

We will be here for you wherever life takes you next. You might know the path you wish to take, but if you need help to reach your goals, our Careers Services Team offer information, guidance and advice on your different options after graduation. Careers support is for life as an Essex graduate and we'll be with you every step of the way. We are proud of our world-class research at Essex and your invitation to contribute is lifelong. As an Essex graduate, you can also take advantage of generous discounts on further postgraduate study and postgraduate research degrees.

Whatever you choose to do, please stay in touch. We’d love to hear where your Essex degree has taken you.