Department of Language and Linguistics

Undergraduate
Welcome

A very warm welcome to the Department of Language and Linguistics and thank you for choosing to study with us.

We hope your stay here will be happy and exciting and that you fulfil your personal and academic ambitions.

This handbook is an essential guide for students joining the department, and outlines the various things you’ll need to know about your department as you start your studies with us. It’s a useful reference book, so make sure you have it to hand throughout your period of study. Other sources of information are available to help you too, including Your Campus Guide and The Rulebook – both available as downloads at: www.essex.ac.uk/student_handbook.

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 at: www.essex.ac.uk/students.

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

Professor Monika Schmid

Head of Department
Department of Language and Linguistics

Email: mschmid@essex.ac.uk
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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 Language and Linguistics. Your Student Handbook 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**

You may have to select options 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.

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

**Explore your Campus**

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

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

**Get connected**

**Your IT account**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ecdis@essex.ac.uk
The Essex Experience

The University and the Students' Union have developed our Student Charter as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community. The Student Charter reiterates that you are a member of the University of Essex community, not just while you are a student or recent graduate here, but for life. You can read the full Student Charter at:

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

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

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

Equality, Inclusion and Diversity

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

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

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

In line with the University’s purpose to contribute to society through excellence in education, the Department of Language and Linguistics aims to offer our students a transformational educational experience. We achieve this through high quality teaching in the curriculum and through providing all of our students with a range of extra-curricular workshops, mock conferences and activities that give them the opportunity to fulfil their potential as individuals. We encourage students, as members of our academic community, to become independent learners who are able to take responsibility for their personal and professional development throughout their lives. Our academic community is diverse, and we celebrate and promote this diversity as an important part of the student learning experience, allowing them to develop a genuine world view, inter-cultural awareness and inter-cultural agility, through shared curricula and extra-curricular learning experiences.

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:

- /uniofessex
- /uniofessex
- /Uni_of_Essex
- /uniwessex
- /uniofessex

Our Events calendar brings together all the events happening across our three campuses, so you can make the most of your time at Essex. [http://www.essex.ac.uk/events](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](https://www.essex.ac.uk/welcome/international-students) and [http://www.essex.ac.uk/student/student-communities/international](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](http://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](http://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](http://www.essex.ac.uk/sport)
[https://download.mobilepro.uk.com/a/1CJ8?p=4?pv=1](https://download.mobilepro.uk.com/a/1CJ8?p=4?pv=1)
**Students’ Union**

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

https://www.essexstudent.com

**Get involved**

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

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

https://www.essex.ac.uk/life/colchester-campus/get-involved
**About the Department of Language and Linguistics**

**Meet the team**
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. The departmental office is open daily between 10:00-12:00 and 14:00-16:00 (closed Wednesday afternoons).

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
<th>Office</th>
<th>Email</th>
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<tbody>
<tr>
<td><strong>Samantha Durling</strong></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>4.324A</td>
<td><a href="mailto:sdurling@essex.ac.uk">sdurling@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Clare Alexander</strong></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>4.305</td>
<td><a href="mailto:laiddm@essex.ac.uk">laiddm@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Victoria Wheeler</strong></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>4.305</td>
<td><a href="mailto:laipgadmin@essex.ac.uk">laipgadmin@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Hannah James</strong></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. Hannah specialises in undergraduate administration.</td>
<td>4.305</td>
<td><a href="mailto:laiugadmin@essex.ac.uk">laiugadmin@essex.ac.uk</a></td>
</tr>
<tr>
<td><strong>Victoria Mead</strong></td>
<td>Operations Coordinator</td>
<td>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.</td>
<td>4.305</td>
<td><a href="mailto:laiopc@essex.ac.uk">laiopc@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
A full list of all academic staff for the Department of Language and Linguistics can be found on our website at: [https://www.essex.ac.uk/departments/language-and-linguistics/people](https://www.essex.ac.uk/departments/language-and-linguistics/people).

For general enquiries, please contact your Student Administrators:

**Undergraduate students** | [lalugadmin@essex.ac.uk](mailto:lalugadmin@essex.ac.uk) or call 01206 872196  
---|---
**Postgraduate students** | [lalpgadmin@essex.ac.uk](mailto:lalpgadmin@essex.ac.uk) or call 01206 872199

**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)

### Departmental Office (4.305) Opening Hours

<table>
<thead>
<tr>
<th>Day</th>
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<tr>
<td>Monday</td>
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<td>Tuesday</td>
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<td>Thursday</td>
<td>10:00 – 12:00</td>
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<tr>
<td>Friday</td>
<td>10:00 – 12:00</td>
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**PLEASE NOTE**

During the examination period (weeks 33-39), the departmental office will operate on reduced opening hours.
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 Language and Linguistics noticeboard. 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.

You can find out who is the module tutor for each Module here: https://www.essex.ac.uk/departments/language-and-linguistics/people/academic

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 Language and Linguistics 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/language-and-linguistics/people/academic

Director of Education (Undergraduate)

Ms Jessie Mallinson is responsible for co-ordinating and monitoring undergraduate student affairs, student progress and student staff liaison matters.

Assistant Director of Education

Ms Dounia Bissar and Dr Christina Gkonou are responsible, in co-operation with the named course directors, for monitoring student progress on undergraduate courses administered by the Department including joint courses with other departments (e.g. BA Politics and Modern Languages).

Graduate Teaching Assistants

GTAs (Graduate Teaching Assistants) are postgraduate students who are close to completing their PhDs and are teaching classes under the direction of the Module Directors.

Your Peer Mentor

All first-year students are assigned a Peer Mentor. Your Peer Mentor will be a current second or final-year Essex Language and Linguistics 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 then 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 Clare Alexander at lalddm@essex.ac.uk for further details.

**Staff research interests**

More than three-quarters of our research is ranked ‘world-leading’ or ‘internationally excellent’ (REF 2014), and we’re ranked among the top 150 departments in the world (QS World University Rankings). Research centres, specialised research groups, seminar talks, and our postgraduate research community all support our renowned research profile. You can find out more information about our research areas here: [https://www.essex.ac.uk/departments/language-and-linguistics/research](https://www.essex.ac.uk/departments/language-and-linguistics/research)

**Departmental resources and facilities**

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

**Language and Linguistics Social Space**

The Departmental Social Space is located in room 4.305A and is for all students to use. It has a water cooler and there are foreign language newspapers and magazines. You can relax there between classes. Sometimes we use it for one-off events and meetings, but mostly students can come and go as they please.

**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, including in the following areas:

- All IT labs
- Silberrad Student Centre
- Albert Sloman Library
- Orangery
- Limehouse
- Roding House and Unit 4 (Loughton)
- Orangery
- Gateway Building (Southend)
- The Forum (Southend)

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.

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

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

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

**Noticeboards**

There are several notice boards displaying useful information outside the Departmental Office (room 4.305) and in the Departmental Social Space (room 4.305a).
Recording equipment
Recording equipment and microphones are available for short-term loan for use by students studying in the Department from the Departmental Office (Room 4.305).

Foreign Language Dictionaries
Foreign language dictionaries in French, German, Italian, Portuguese and Spanish are available for short-term loan for students studying Modern Languages in the Department. The dictionaries can be borrowed from the Departmental Office (Room 4.305).

Translation & Interpreting Labs
Our state-of-the-art translation and interpreting facilities include interpreting labs, simultaneous interpreting booths and autonomous learning labs. You can find out more about what they are used for here: https://www.essex.ac.uk/departments/language-and-linguistics/facilities

Linguistics Labs
We have four Linguistics labs – Eye tracking, BabyLab, Computer Lab and EEG lab - for the study of language production, comprehension and acquisition. You can find out more about our labs here: https://www.essex.ac.uk/departments/language-and-linguistics/facilities

Departmental prizes
There are fifteen prizes available to undergraduate students in the Department of Language and Linguistics, which are awarded to students with the best overall performance in the year.

The John Ross Prize was set up in 1985 in memory of Dr John Ross, Senior Lecturer in French and a founder member of the Department of Language and Linguistics at the University of Essex. One John Ross Prize is awarded annually to the best final year student of French. The other is awarded to the best 2nd year student of French.

The John Roberts Prize is awarded annually to the student with the best overall performance in Modern Languages. It is named in honour of a former member of staff, who contributed much to the development of Modern Languages (and Applied Linguistics) in general, and German Language and Linguistics in particular.

The Martin Atkinson Prize is awarded annually to the final-year undergraduate with the best overall performance in English Language and Linguistics. It is named in honour of a former member of staff who served for more than 30 years in the Department (twice acting as Head of Department), and who did a great deal to support the development of Linguistics.

The Mike Jones Prize is awarded annually to the final-year undergraduate with the best final year project in English Language and Linguistics. It is named in honour of a former member of staff who served for more than 30 years in the Department and is best known for his published work on Sardinian Syntax that is highly regarded as a research monograph.

The Andrew Radford Prize is awarded annually to the student with the best overall performance in English Language and Linguistics. It is named in honour of a former Head of Department who achieved international recognition for his book Transformational Syntax and contributed numerous articles on the acquisition of syntax by monolingual, bilingual and language-disordered children.
First Years

| Best overall performance in Modern Languages | Certificate + £50.00 voucher |
| Best overall performance in English Language & Linguistics | Certificate + £50.00 voucher |

Second Years

| The John Ross Prize for 2nd Year French | Interrail + book voucher |
| The Second Year Prize for Modern Languages | Certificate + £50.00 voucher |
| The Second Year Prize for English Language & Linguistics | Certificate + £50.00 voucher |

Final Years

| The Final Year Prize for Spanish | Certificate + £50.00 voucher |
| The Final Year Prize for Italian | Certificate + £50.00 voucher |
| The Final Year Prize for Portuguese | Certificate + £50.00 voucher |
| The Final Year Prize for German | Certificate + £50.00 voucher |
| The John Ross Prize for French | Interrail + book voucher |
| The John Roberts Prize | Certificate + £50.00 voucher |
| The Martin Atkinson Prize | Certificate + £50.00 voucher |
| The Mike Jones Prize | Certificate + £100 voucher |
| The Director of Education’s Prize | Certificate + £50 voucher |
| The Andrew Radford Prize | Certificate + £50 voucher |

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

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

**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.
Learning and Teaching

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

Modern Languages

The Department aims to provide a flexible curriculum offering a wide choice of courses and modules taught by native or bilingual speakers. Modules are designed to enable students to develop proficiency in the target languages and an understanding of aspects of the culture and society of countries or regions where the relevant languages are spoken. This is achieved through a combination of interactive class-based teaching, laboratory – and web-based learning and self-study – utilising a range of authentic (audio, video, lab and web) materials, and employing a variety of assessment techniques.

The modes of assessment provide a good test of (and enable students to demonstrate their level of) knowledge and understanding. They include role-play activities, class presentations, oral exams, written coursework (e.g. essays, book reports, translations, project work), unseen written exams, class tests, and web-based assignments. These activities aim to equip students not only with language skills but also with a range of transferable cognitive, practical and key skills, and provide them with a foundation for further study, employment and lifelong learning. The teaching of Modern Languages in the Department provides a supportive environment within which students are offered academic and personal support whenever they ask for it.

On courses with an integral year abroad, the role of the Year Abroad is to enable students to experience, engage with and integrate into another culture.

Linguistics

The Department aims to provide a flexible curriculum offering a wide choice of modules taught by established scholars. The curriculum introduces students to contemporary linguistic approaches to the study of language and familiarizes them with the results of the best research in relevant area(s) of Linguistics. It develops knowledge and understanding of key concepts, issues, ideas, theories, styles of argumentation, evaluation criteria and research methods used in contemporary work in appropriate areas of Linguistics, and of associated methodological, theoretical, descriptive and (where relevant) pedagogical issues. The unassessed and assessed work that students undertake aims to equip them with a wide range of transferable cognitive, practical and key skills, and give them a foundation for further study, employment and lifelong learning. The teaching of English Language and Linguistics in the Department provides a supportive environment within which students are offered academic and personal support whenever they ask for it.

Student Staff Expectations

What you can expect from us:

We will address the aims of the course for which you are registered through high-quality teaching and supervision of your work, to the best of our abilities. You will be provided with constructive feedback on the assignments we set you as soon as possible, and in any event no later than 28 days (excluding days when the university is officially closed) after receipt.
Each lecturer will set aside at least two academic support hours during term time during which students can consult the lecturer on an individual basis.

We will treat you as colleagues, and show you the professional respect due between colleagues engaged in a collaborative activity.

**What we expect of you:**

We expect you to approach all aspects of your work in an organised and professional manner. You must attend all classes that are obligatory components of your course, arriving on time for every scheduled lecture/seminar/class/examination. You must prepare any work required by a lecturer prior to a class, and submit any required assignment by the specified deadline.

We expect you to engage in self-directed autonomous learning outside of classes to complement the coursework you do, and take advantage of any opportunity for developing your skills and career opportunities. It is expected that an undergraduate student will prioritise their coursework and attendance above any outside activities.

We expect you to treat your fellow classmates and your lecturers with the professional courtesy normally shown between colleagues engaged in a collaborative activity.

**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. The University’s key dates include an overview of the start and end of each term and exam periods. Some courses within departments have slightly different term dates however, you will find that all campus activities and events make reference to the standard academic year terms and schedule noted above.

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

**Module enrolment**

You may have had to select some optional modules as part of your course structure. If this is the case, you should have done this prior to the start of term. More information on how to do this can be found in the ‘Getting Started’ section of this handbook.

**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 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

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

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

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

Credits
You will take 360 credits worth of modules in total during your course at Essex. This is divided into 120 credits per each year of study.

Module information
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.

Module choice
In the summer term, the department/school 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.

Modern Language modules
Unless otherwise specified (e.g. in the case of certain translation modules), LA modules are not open to students who are native speakers of the language in question (whether monolingual or bilingual), or to near-native speakers who are unlikely to improve their language competence by taking the module, and any student contravening this regulation may be deemed to have committed an academic offence.
Changing Modules
Where you must make a choice as to which optional modules you undertake, you should make every effort to research the module and discuss with your Personal Tutor and department before selecting them. In instances where you need to make a change to your module choice, you may do so up until the second week of the Autumn Term. If you wish to change an optional module after the deadline, you should seek advice from the Department or School Office that runs the particular module that you may wish to change to.

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

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 at https://essex.rl.talis.com/index.html. All other information and module materials can be found at https://moodle.essex.ac.uk/.

Study Abroad
Four-year degree courses with integral Modern Languages components involve spending a period abroad in a country where the major language is spoken. During the year abroad, you have three options:

a) You can study in one of our partner universities in Europe or Latin America. You will enrol for a full-time course load (the equivalent of 60 ECTS credits in total) at your host university, and you will complete all associated coursework and exams. The results will count towards your degree. Passing the study abroad modules will ensure a smooth re-entry into your 4th and final year at Essex. If you do not pass or complete the year abroad, this may lead to withdrawal from the University or having to change degree scheme.

b) You can undertake a placement abroad in a country where your major language is spoken. The Placement team provides advice and further information can be found on their webpage at https://www1.essex.ac.uk/careers/placements/default.aspx or via the Essex Abroad page at https://www.essex.ac.uk/study-abroad/essex-students/work-placements-abroad

c) If you are an EU national and a native speaker of English who has completed their secondary education in the UK, you are eligible to apply for a salaried post as an English Language Assistant. You will be under contract with the British Council. In addition to your work in the school, you will have to complete some coursework for the department.

https://www.essex.ac.uk/study-abroad/essex-students/work-placements-abroad

Studying at a university abroad
You spend the year as a student at one of our partner universities. The decision as to which university you will attend will depend on the number of places available, and the availability of courses suitable to your particular degree structure, and of course, we will take into account your preferences. Your first preference cannot be guaranteed.
**Supervision** - You will normally have a local advisor who will provide guidance on academic and other matters. You will keep in regular touch with both this local advisor and with Essex. You will remain in contact with Essex (and with one another) via email and the Year Abroad website at https://www.essex.ac.uk/study-abroad/essex-students

**Accommodation** – In some cases this will be provided for you (if you wish) by the host university. However, many partner universities do not have halls of residence, but will often help you to find accommodation for an initial period before you find your own in the private sector, which is normally not difficult.

**Fees** – For most British or other EU students, no tuition fees will be payable if you study at a European university, either to the host university or to the University of Essex. You must ensure that your normal source of maintenance income will continue for the whole of your third year.

If you are studying in Europe or are a language assistant in Europe you will also be eligible to apply for an ERASMUS grant, which will cover some of the living costs for the year. On vacation grants, see below.

There are also grants available for study in Latin America (see the information on Santander grants on the Study Abroad website). For further information on your Year Abroad, please consult the Essex Abroad website: https://www.essex.ac.uk/study-abroad

An Information Pack is given to students before they leave the University prior to their Year Abroad, containing:

- General information about the Year Abroad
- Specific information about each host university
- Information on assessment
- A schedule of actions to be taken

Consult **Year 4 students** who spent last year at your host university.
Consult **exchange students** currently here at Essex from your host university.

**Requirements for Progression**

**Intensive to Advanced – Four Week Vacation Course**

Students who take an intensive language module in their first year and need to carry on with this language in order to reach level 5 Proficiency or above in the final year of their degree course must take an approved vacation course abroad in the summer in order to be able to access level 4 Advanced modules the following year: the registration fees for the course abroad for these students will be paid by the University and other expenses (e.g. travel, accommodation, insurance) will be paid for by the students themselves.

Students who do not need to reach level 5/6 in their final year and who do not undertake the vacation course will progress into level 3 Higher Intermediate modules.

The four week vacation course can be self-funded by students who do not need it for their progression but would like to do so.

During the autumn term, you must sign a **Vacation Course Acceptance form** to signify that you understand this requirement and that you accept the financial commitment involved. *

For further information about the vacation courses, please see Laetitia Vedrenne (lmvedr@essex.ac.uk) for French, Claudia Alsorf (cnehm@essex.ac.uk) for German, Ignazia Posadinu (posad@essex.ac.uk) for Italian and Teresa Torres (torri@essex.ac.uk) for Spanish.
If after attending the vacation course a student subsequently decides to either withdraw from the university or not continue with the level 4 Advanced module, they will be required to reimburse the tuition fees.

**Sixteen Week Residence Abroad**

Students who have completed level 5 Proficiency modules in their second year and intend to study Mastery level 6 modules in their final year **without spending their Year Abroad in the relevant country** must spend a minimum period of sixteen weeks in a country where the language is spoken.

All cases **must** be discussed with the relevant Module Director in the first instance.

You should try to ensure that you expose yourself as fully as possible to the language (spoken and written) and to the culture of the country. **You should note that there is no ERASMUS funding for any vacation courses.**

You must complete the **Vacation Periods Abroad Form** (available from the Departmental Office) and submit it to the relevant Module Director before the start of your final year. Progression into the level 6 Mastery module is dependent on completion of this time abroad.

**Work Placements**

Some Language and Linguistic courses may also be taken as four-year course, to include a Placement Year. Depending on your course, it may have to be done locally or abroad. 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](https://www1.essex.ac.uk/careers/placements/default.aspx)

**Employability Module**

LA099 is a compulsory module for all students in the department of Languages and Linguistics. This module gives students the opportunity to develop their employability skills, their awareness of their own skills and career aims, and their knowledge of the graduate job market and its requirements. It will also introduce students to the resources that the Employability and Careers Centre and the Department provide for their personal and career development, work placements and volunteering, and their research into the job market. The three-year module is non-credit-bearing, but obligatory for all Modern Language and Linguistics students in the Department. It is important to note that although the module carries zero credits and thus does not count toward final degree class of students, the results of this module will appear on a student’s transcript.

The module will require students to attend a range of different workshops and events and engage in a variety of activities that raise their awareness of their skills, options, and opportunities. It will also provide them with the resources and information that they need to identify appropriate careers and the steps required to achieve your career goals.

**Languages for All**

There are a number of ways for you to learn languages at Essex, increasing your global and cultural awareness, giving you the confidence to work and travel internationally, expanding your options for studying abroad, and giving you a competitive edge when you’re looking for a job. Our Languages for All initiative lets you learn a language for free, alongside your degree, through two study options, Language Express – where you can study a language module taught in the evening or Language Portfolio – where you can study flexibly through web-based learning and optional extra activities. [https://www1.essex.ac.uk/langling/languages_for_all/](https://www1.essex.ac.uk/langling/languages_for_all/)
Essex Modern Language Certificates (EMLC)

Essex Modern Language Certificates (EMLC) give members of the public, students and staff working at our University the opportunity to learn a language on a part-time basis in a well-established and highly-regarded academic environment (on a fee paying basis).

We offer a wide choice of modules in French, German, Italian, Spanish and Portuguese ranging from beginner to mastery level. Our Initial Intensive double module courses in French, German, Italian and Spanish take you from beginner to A-level standard in one year.

Whether you're considering a change of career or need to learn a language for your career development or would simply love to learn a language, EMLC offers:

- a wide choice of modules to match your existing language skills;
- the opportunity to be taught by teachers who are native or bilingual speakers;
- development from beginner to A-level standard within one year; and
- excellent preparation if you are considering full-time higher education

For more information, please contact the Student Administrator.

Library Services

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

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

Skills for Success

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

The use of proofreading services

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

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

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

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

[www.essex.ac.uk/study/why/languages](http://www.essex.ac.uk/study/why/languages)

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**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](http://myessex) portal.

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 how to do this in the Extenuating Circumstances section of this Handbook.**

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.

**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).

**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. Students are notified at the point of enrolment if their course of study is subject to the terms of this procedure. Students enrolled on courses where a practical professional placement is required have additional responsibilities placed upon them regarding not only their conduct but also their professional suitability as outlined in relevant regulatory and/or professional body codes of practice. Failure to meet these responsibilities can lead to the Breach of Professional Conduct with the Fitness to Practice and Termination of Training Procedure being invoked. If this applies to you, you will have been told by your department. You can find the full Fitness to Practise procedure online at: [www.essex.ac.uk/students/exams-and-coursework/ppg](http://www.essex.ac.uk/students/exams-and-coursework/ppg)
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 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. 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.

Special Syllabus
If you subsequently wish to change one of your modules, because either you have missed the enrol deadline or you want to take something that isn’t available from your list of optional modules available you should speak to your course director in the first instance and then if they agree you should complete the relevant Special Syllabus request form via ESF (Electronic Student Files https://www.essex.ac.uk/esf/). Once submitted it will need to be approved by the department before
being passed to the Registry for approval. The final decision rests with the Dean. Please note that it is not normally possible to change modules once we are more than a couple of weeks into the first term. Please remember that these types of requests are not always automatically approved.

**The use of personal devices in teaching**

Please refer to your academic teacher in connection with the use of your mobile phone, other technology and dictionaries for teaching-related purposes in lectures and classes, and in-class tests. We respectfully ask you not to use them for personal calls, social networking and texting in classes or in the Departmental Office.

A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student’s academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of all those present. Disabled students who have difficulty with note-taking are encouraged to contact Student Support for further information on when recording is permissible and other access strategies.
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

Rules of Assessment

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

https://www1.essex.ac.uk/students/exams-and-coursework/ppg/ug/default.aspx

In the Department, we do have a variation to the Rules of Assessment which can be found here: https://www1.essex.ac.uk/students/exams-and-coursework/documents/roa/18-19/appendix-a-18.pdf.

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>Type</th>
<th>Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>You must take this module</td>
<td>Must pass this module. No failure can be permitted.</td>
</tr>
<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.

Ethics in research

All research involving human participants, whether undertaken by the University's staff or students, must undergo an ethics review by an appropriate body and ethical approval must be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here - https://www.essex.ac.uk/staff/research-governance/ethical-approval-resources-for-applicants - along with a link to the online Ethical Approval application form in ERAMS (https://erams.essex.ac.uk/do/essex-login/login).
‘Human participants’ are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.

**Academic Integrity and Academic Offences**

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

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

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

More information about academic offences and getting support can be found at: [https://www1.essex.ac.uk/students/exams-and-coursework/academic-offences.aspx](https://www1.essex.ac.uk/students/exams-and-coursework/academic-offences.aspx)

**Methods of Assessment in Language and Linguistics**

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

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.

Further information on module assessment methods can be found at [https://www1.essex.ac.uk/modules/](https://www1.essex.ac.uk/modules/)

**If you take optional modules outside your home department, you should make sure you are aware of their policies on referencing and how to submit coursework.**

**Coursework**

**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.

For more information on coursework and assignment writing, please visit our Departmental Moodle page for current students at [https://moodle.essex.ac.uk/course/view.php?id=7117](https://moodle.essex.ac.uk/course/view.php?id=7117)
**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, 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 APA. 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

**Submission of coursework**

The online coursework submission system (FASER) can be accessed through myEssex or at this web address: 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

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 Undergraduate Administrator

**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.

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

**Details of samples of coursework**

All work which counts towards assessment for a degree at Essex must be made available for inspection by the External Examiners (expert academic staff who work in other universities) whose function is to ensure that all students are assessed fairly and that marking standards at Essex are comparable with those of other universities. For each module, we routinely send a representative sample of coursework and exam scripts to the relevant external examiners so that they can assess how fair our marking standards are. External Examiners also have the right to look at any other work which contributes to the award of a degree (at Essex or another Institution).

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

In the light of the above, all Intensive Initial language students, second and final year students, Erasmus, International Course, Essex Modern Language Certificate students must re-submit **ALL** their non-FASER assessed coursework and classwork for the year to the Student Administrator within two days of the examination for the module (or by the stipulated deadline for modules which are not assessed by an exam). After the Exam Board has met (usually at the very end of June), your coursework and classwork can be collected from the Departmental Office (4.305). It is recommended that students keep all assessed work until three months after the conferment of their degree, in case of appeal against Exam Board decisions.

**Return of coursework policy**

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 say when they expect to be able to complete the marking.

**Supervision of UG student research and final year projects**

Final year project

Projects take the place of a traditional module assessed by coursework and examination. They help develop a number of transferable skills which are prized by many employers – the ability to work independently, to design and carry out a small-scale piece of research, to write up the results in a professional format, and so on. You should start to think concretely about a possible choice of topic well ahead of time.

Be aware that a project represents the same amount of work as an entire module. For example, if you reckon that an average working week for a student expecting to get a middle-range degree is 35-40 hours for four modules, then you should expect to spend at least 7-8 hours per week on your project, culminating in a dissertation up to 8,000 words.

You can find further information on final year projects, including marking criteria on our Departmental Moodle page for current students at https://moodle.essex.ac.uk/course/view.php?id=7117
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-limetables.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

Sample and past papers

Sample and past papers are now available to access via the Modules Moodle page.

Revision classes

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

Exam stress

Exams create stress for most people, but there is a lot that you can do to prepare for them and help manage the levels of stress associated with exams. The University’s Skills for Success Team offers a series of Exam Workshops which are run by specialist staff. These sessions cover revision planning and techniques, as well as sessions on relaxation and how to cope with stress. Staff in the Student Services Hub can also provide sessions on stress management if required.

Calculators in Examinations

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

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

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

Dictionaries

Please note that dictionaries are not usually allowed during exams. There are exceptions to this rule for certain language exams. Please check with your module director if in doubt.

If you take a dictionary into an exam without prior permission from your module director, you will be reported on suspicion of committing an academic offence. Even if English is not your first language, you are still not entitled to use a translation dictionary or any other kind of dictionary.
Referencing in examinations

Exam papers are judged differently from essays during term, for a number of reasons: (i) exams allow only minimal planning once you are provided the prompt, (ii) they are prepared manually and do not involve fully revised drafts (e.g. handwritten, without ability to spell/grammar check or easily reorganize written sections--while you can and should make an organizational plan before writing your response) and (iii) you cannot consult sources while writing. Speaking to this final point, we do not expect the same level of referencing detail for your in text citations (if used), and unless specifically requested, you do not need to provide an end of paper bibliographic reference list. If you are asked an exam question which involves describing a linguistic phenomenon which has been documented in multiple sources, your mark will focus more on the content and accuracy of your response, not on citing authors for each descriptive point. For essay questions which consider theoretical positions or the evolution of thought on a topic or linguistic phenomenon, it is generally a good habit to demonstrate that you are aware of different authors' positions, theories and findings by mentioning author names or through in-text citations, but your mark will generally will not be affected if you mistake the year of publication, or do not include the year of publication.

However, some modules, and some prompts, rely strongly on demonstrating the evolution of thoughts or policies--for these the expectations for accurate reporting of publication years, along with authors, will likely be higher. Direct quotes from authors are generally not expected in exams, but if you do provide one, please try and cite it in the appropriate (Author Year: Page Number) in text format, and use quotation marks around the quoted material. If you sketch out a graph or chart from an academic source to illustrate a point within your essay, you are expected to properly attribute this in your essay (either within a sentence or via an in-text citation, e.g. somehow tell us the author(s) of this graphic/finding), but you will not be penalized for minor changes from the original graphic (e.g. in the scale of the X and Y columns or the specific data points when showing a larger trend), given that you are replicating it from memory.

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/marketing_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 will in assessment will be as a moderator. You can find
the name and institution of the External Examiner for your course and modules by looking on the Programme Specifications Catalogue and the Module Directory.

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

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

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/marking_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.

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

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 encounter for the work you are undertaking.

Feedback may be provided on a day-to-day basis in seminars/classes and through casual discussion. Feedback is presented in this way is can be just as valuable as a written feedback sheet or notated coursework.

For more information on feedback, please visit our Departmental Moodle page for current students at https://moodle.essex.ac.uk/course/view.php?id=7117

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](http://www.essex.ac.uk/students/exams-and-coursework/schedule.aspx)

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 their Undergraduate Administrator. You can find further information about Assessment Policies at: [www.essex.ac.uk/quality/university_policies](http://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.
Computers, Learning Technologies and your Information

Computers

Using a campus computer

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

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

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

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

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

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

**IT Help and Guidance**

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

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

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

**eNROL**
The **eNROL system** is an online tool used 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.

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

**Learner Engagement Activity Portal (LEAP)**
LEAP is our student centered, 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 activities 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 your studies that you are finding a challenge

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

**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/](https://moodle.essex.ac.uk/)

**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.

[faser.essex.ac.uk](http://faser.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](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](https://listenagain.essex.ac.uk)

**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. 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](https://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 SSLCs 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 wellbeing, accommodation, careers services, money matters and much more. Your questions matter and you’ll get answers from our team of experts.

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

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

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

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

You can find out about the support we offer here:

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

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

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

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

www.essex.ac.uk/students/health

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

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

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

Call 0800 970 5020 or +44 141 271 7168.

**Chat with Charlie**

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

Log on just to chat or find out how to get additional support. For more information, contact wellbeing@essex.ac.uk [https://mnessexmind.org/chat-with-charlie/](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](https://www.essex.ac.uk/student/mental-and-emotional-health/counselling)

**Money management**

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

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

**Students’ Union Advice**

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

www.essex.su/advice

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

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

Loughton students – suaclou@essex.ac.uk, 01206 874034
Residence Life
Our Residence Life team is here to help you settle in and support you during your time living on campus. Each residents’ assistant (RA) is assigned an area and will aim to get to know you and organise a range of social activities. Plus they can help if you’ve got any concerns or complaints. Residence Life operates outside of office hours when other University support services are closed.
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 You can also undertake many courses that include a Placement year – for more information email: placements@essex.ac.uk.

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

Big Essex Award
The University's Big Essex Award gives you recognition for all your extra-curricular achievements. All of your Big Essex Award activities 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

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

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

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

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

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

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

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

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