Welcome to the Department of Language and Linguistics!

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

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

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.

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

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

Dr Tracey Costley  
Head of Department  
Department of Language and Linguistics
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Introduction

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

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

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

Things might have to change and adapt over the year, so make sure that you’re checking online and keeping in touch with your department for the latest updates. The Student Directory contains a wealth of other helpful sources of information which you may also find useful.
Practicalities and Getting Started
You’ve made it to Essex! We’ve outlined below the most important things you need to make sure you do as soon as possible to get your time at Essex started.

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

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

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

**Choosing your modules**
You may have module options to select as part of your course structure. If you do, you must select the modules you wish to enrol on before the academic year begins. You can view and choose your specific options through the eNROL system. New students can do so from the end of August and returning students can from the April preceding the next academic year. Early module enrolment ensures that timetables can be scheduled effectively. We'll talk more about how you might decide which modules to take in the Learning and Teaching section of this Handbook.

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

**Get connected**

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

**Campus Wi-fi**
If you are studying on any of our campuses, connect to our Wi-Fi by simply finding the ‘eduroam’ network on your device and use the same log in details as your IT account to connect up!
Essex Apps

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

MyEssex

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

PocketEssex

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

Find Your Way

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

Working while studying

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

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

**Your personal belongings**

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

**The Essex Experience**

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

**Embracing our values**

We are different at Essex. We are brave, we are bold, and we embrace challenges and drive change. Our values are underpinned by this very culture. While we encourage you to challenge the status quo and explore the unknown, we expect that all of our students do so respectfully, intelligently and act as true ambassadors for the University. Our Code of Student Conduct outlines the rules and regulations that help us maintain our high standards of behaviour.

**Equality, Diversity and Inclusion**

The University recognises the value of diversity and is committed to providing equal opportunities for both students and staff. Our students and staff are treated with dignity and respect, and solely on the basis of their merits, abilities and potential, while still having the relevant impact and implications associated with race, ethnic or national origin, gender, gender identity, sexual orientation, disability, age, socio-economic
background, family circumstances, religious or political beliefs and affiliations, or any other identity-forming characteristics, taken into consideration as necessary to ensure equal opportunity.

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

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

**Student communities**

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

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

**Essex Sport**

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

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

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

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

**Get involved!**

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

There are also plenty of opportunities to join Sports Clubs, get involved with competitive sports with our BUCS teams, or just try a sport with our Just Play programme if you don’t want to commit to a regular team, or would rather not play competitively.

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

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

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

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

Follow us on social media:

- [Facebook](#) /uniqfesse
- [Twitter](#) /uniqfesse
- [Twitter](#) /Uni_of_Essex
- [LinkedIn](#) /uniqfesse
- [Google+](#) /uniqfesse

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

Meet the team
A full list of all staff can be found on the Department webpages. Below is a summary of the roles of staff that can help you with a variety of areas during your time at Essex.

Academic staff

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

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

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<th>Name</th>
<th>Description</th>
<th>Email</th>
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<td>Samantha Durling</td>
<td>Department Manager is accountable to the Head of Department and delivers strategic and leadership support. They are responsible for the management of academic quality assurance processes and the administrative structures in the department.</td>
<td><a href="mailto:langdm@essex.ac.uk">langdm@essex.ac.uk</a></td>
</tr>
<tr>
<td>Karolina Dylewska</td>
<td>Deputy Department Manager supports the Department Manager and deputises in their absence. They have specific responsibility for the student services function and is responsible for managing and developing the student administration team.</td>
<td><a href="mailto:lalddm@essex.ac.uk">lalddm@essex.ac.uk</a></td>
</tr>
<tr>
<td>Victoria Wheeler</td>
<td>Student Administrator is responsible for providing excellent customer service to students and visitors to the department, and high-quality professional support services to programme directors and other academic staff. Victoria specialises in Postgraduate administration.</td>
<td><a href="mailto:lalpgadmin@essex.ac.uk">lalpgadmin@essex.ac.uk</a></td>
</tr>
<tr>
<td>Zoe Coyne</td>
<td>Student Administrator is responsible for providing excellent customer service to students and visitors to the department, and high-quality professional support services to programme directors and other academic staff. Zoe specialises in undergraduate administration.</td>
<td><a href="mailto:lalugadmin@essex.ac.uk">lalugadmin@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
| **Tina Robertson**  
| **Operations Coordinator**  
| The Operations Coordinator provides administrative and financial administration support to the department’s senior management team, and general support to facilitate the day-to-day operations, including facilities, equipment, web and social media.  
| Email: lalopc@essex.ac.uk |
| **Marisa Bostock**  
| **Languages for All Administrator and Administrator**  
| The Languages for All Administrator is predominantly responsible for the administration of the Languages for All programme. In addition, Marisa is responsible for the administration of the ECDIS programme (English classes for dependants of international students and staff). Marisa also provides administrative support to the department.  
| Email: lfaadmin@essex.ac.uk  
ecdis@essex.ac.uk |

**Teaching staff and support**

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

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

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

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

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

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 academic staff and is someone you talk to about your course or any difficulties that may encounter. They can recommend and direct you to other support services that might be able to further help and support you. You can find out who your Personal Tutor is through MyEssex.

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

Your Peer Mentor

All first-year students are assigned a Peer Mentor. Peer Mentors are either a second or final-year student. They will contact you to introduce themselves and organise how you'll stay in contact.

Become a Mentor

If you are currently in your first or second study year and are interested in becoming a Peer Mentor in the next academic year, a call for mentor applications is usually circulated in the Spring term. If you have any questions in the meantime, you can contact Marisa Bostock (marisa@essex.ac.uk) for further details.

Staff research interests

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

**Departmental resources and facilities**

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

**Language and Linguistics Social Space**

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

**Printing, photocopying and scanning**

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

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

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.

**Noticeboards**

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

**Departmental prizes**

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

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. There are two John Ross Prizes awarded annually; the first to the best final year student of French; and the second to the best second 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.
Communications

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

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

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

Website:  http://www.essex.ac.uk/langling/
Facebook:  https://www.facebook.com/lalessex
Twitter:  https://twitter.com/EssexLang_Ling

The use of personal devices

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

Learning and Teaching

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

The academic year

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Week numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>2-11</td>
</tr>
<tr>
<td>Spring</td>
<td>16-25</td>
</tr>
<tr>
<td>Summer</td>
<td>30-39</td>
</tr>
</tbody>
</table>
You can view the University’s week numbers with the equivalent dates in the week by week calendar. The University’s key dates include an overview of the start and end of each term and exam periods.

Some courses have slightly different term dates. However, you will find that all activities and events make reference to the standard academic year terms and schedule noted above.

You are expected to be available during term time to attend teaching events, unless otherwise advised by your department.

My Course

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

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

Credits

Your course will be made up of a certain number of credits. Generally, undergraduate degrees contain 360 credits worth of modules in total during your course at Essex. This is divided into 120 credits per each year of study, with credits allocated to each module that you take.

Learning outcomes

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

Marks for undergraduate modules fall into one of the classifications set out in the table below. Bachelor degrees are usually awarded under these classifications too. The method for calculating your final award classification will take into account module marks and any other requirements - full details are set out in the Rules of Assessment.

<table>
<thead>
<tr>
<th>Degree mark</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>69.5% and over</td>
<td>Class 1</td>
</tr>
<tr>
<td>59.5 - 69.4%</td>
<td>Class 2.1</td>
</tr>
<tr>
<td>49.5 - 59.4%</td>
<td>Class 2.2</td>
</tr>
<tr>
<td>39.5 – 49.4%</td>
<td>Class 3</td>
</tr>
<tr>
<td>39.4% and under</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Module enrolment

Most modules taught reflect the individual research interests of members of our academic staff. New modules are regularly explored, researched and developed to expand our transformative educational offering at Essex.

The University provide further guidance on choosing modules, and meetings for first and second-year students will be held by your department where students can discuss their choices with their Personal Tutor. Your preferred choices must be submitted prior to the start of term through the eNROL system.

A full list of modules available can be found on this [webpage](#).

Changing Modules

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

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

If you wish to change an optional module after the deadline, you should seek advice from the department or school office that runs the particular module that you may wish to change to.
Late changes may be permitted but will be subject to the approval of the department that runs the module and the relevant Dean. Late changes of modules that run for one term or less will not usually be permitted. Students may not change modules that are core or compulsory for the course for which they are registered.

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

Requests to study a lot of outside options, to change a core or compulsory module of your course, or to study a module at a different level of study, are unlikely to be approved.

Module Directors

Module Directors are responsible for individual modules. They design, teach and examine them. They monitor student progress and can also talk to students about any related academic issues.

Fitness to practise

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

Employability Modules

LA099 “Careers and Employability Skills” is a compulsory module for all undergraduate 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 introduces students to the resources that the careers team in Student Development 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. Information regarding
assessment and teaching materials can be accessed via Moodle. 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.

**Study Abroad**

**Essex Abroad** supports you to have an international experience during your time at Essex. You can study, volunteer, intern or complete research abroad as part of our programmes. Many courses can be taken as a four-year variant to include a year studying abroad at one of our partner universities across the world. You can find out more about applying and what you’ll need to consider if you’re interested in a study abroad year. Students with disabilities should also liaise with the Student Wellbeing and Inclusivity Service – include@essex.ac.uk.

All Modern Languages courses are four year courses and involve a compulsory year abroad where students can study, work or undertake a language teaching assistantship. Language Studies courses are three year courses and do not involve a year abroad.

As well as a year abroad, we have a wide range of summer programmes including volunteering programmes, international internships and research abroad opportunities which are open to all Essex students. These programmes vary in duration, location and cost and can be a great addition (or alternative!) to a full year of study abroad.

**Work Placements**

There are a variety of opportunities to undertake work-based learning and placements either during or as part of your studies. Many courses may also be taken as four-year variant to include a Placement Year. If undertaking a placement year, it is your responsibility to find a work placement, however, the Industry Engagement and Placements Team can help prepare and support you and will advertise relevant placements. If you are interested in undertaking a Placement Year, or other work-based opportunities that may be available to you and your course, contact the Industry Engagement and Placements team. If you have a student visa, please be aware that the immigration rules restrict the length of placements and the type of work you can do.
Upon successfully securing a placement you need to inform the Industry Engagement and Placements team by completing a secured placement form. This is required in order to begin the placement approval process, please note without approval from the Industry Engagement and Placement team you will be unauthorised to commence placement.

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

**Work placement year for linguistics students (LG088)**

Students must have secured a work placement offer in writing and have notified their academic tutors and the Placement Team by 1st June (before their third year) for overseas work placements and 1st September (before their third year) for UK placements.

**Students on courses with compulsory year abroad (Modern Languages)**

Students have 3 options for their year abroad (with exception of MLan students where options are more restricted) – and the deadline for all options is 31st January of their 2nd year.

- **A. Study Abroad** (departmental contact Emma Hopper, see separate section)
- **B. British Council Teaching Assistant** (departmental contact Teresa Torres)
- **C. Overseas Work Placement LA078** (departmental contact Claudia Alsdorf)

Students interested in the British Council Teaching option MUST also apply for Study Abroad at a university. In the event of a student failing to secure a British Council place, they can then revert to Study Abroad.

Students interested in an overseas work placement CANNOT apply for Study Abroad at the same time. Should the placement fall through, students will need to transfer to a programme of study that does not require a year abroad (a 3-year programme e.g. BA Language Studies).
Upon securing an overseas work placement, students should notify their language tutors by 31st January of their 2nd year (with cc to Claudia Alsdorf) who will verify whether the placement satisfies the language requirement for the year abroad. Note that the work placement for Modern Languages must be outside the UK. If the placement satisfies the language criteria, language tutors will refer students to the placement team who will begin the health and safety checks and other administrative processes. The work placement is still provisional until the Placement Team have finished these processes. You should not make any travel plans until formal University approval has been given.

**DBS Checks for Placements**

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

**Module Materials**

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

**Teaching timetable**

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

If you wish to report a timetable clash or request a class change, you should do so via the [online timetable](#).
During Welcome Week (week 1) you may find that your timetable is blank as teaching normally commences week 2. **Please be aware that there may be changes to the location of teaching during the year, so regularly check your personal online timetable and Essex e-mail for up to date teaching information.**

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

**Reading weeks**

30-credit modules may have a Reading week in either the Autumn or Spring term or both. This week is designed to allow you to consolidate your learning and you will be provided with take-home activities and exercises to complete during this time. In the Autumn term the Reading week will take place in week 6, and in the Spring term in week 20.

**Recording your attendance**

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

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

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

**Your attendance at Language modules**

All first-year students taking a language module (with LA pre-fix) must achieve a minimum 70% attendance* at all teaching events for that module. Language modules are taught mainly through small group classes which often rely on practical language exercises requiring your presence and participation which makes non-attendance
incompatible with meeting the learning outcomes. If your attendance falls below 70% you will be required to take an oral assessment in order to be awarded credits for the module. The process for notifying absence and reporting Extenuating Circumstances will apply in the normal way and where justified, non-attendance will be condoned.

*By ‘attendance’ we mean attending for the full duration of the teaching events (class, lecturer, seminar, assessment, etc.). These will be timetabled sessions where you must tap in (F2F teaching) or log in on zoom.

**Making changes to your study**

**Changing your course**

If you are thinking about changing course, you will need to do so by a certain date and should first speak to your department and personal tutor. They will be able to advise of the things you should be thinking about before changing your course. If you are thinking of undertaking a placement year or year abroad, you should check the requirements and any potential visa implications for these programmes by contacting the Industry and Placements Team or Essex Abroad Team. Students with a Student visa may not be able to change their course without first obtaining a new visa, if eligible.

**Thinking of leaving or taking a break?**

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

**Library & Cultural Services**

**Library**

The library aims to provide all the resources you will need to succeed in your course, via online reading lists and access to extensive collections of books, journals and a
variety of other resources, both on our shelves and online. The library team can help you learn how to search effectively so you can find appropriate resources for your assignments. They can also provide advice on referencing, academic integrity, evaluating sources and more. Our Skills at Library guide provides a range of online support in these areas, and our subject guides for each department provide subject-specific guidance and resource recommendations. In addition, the library offers a programme of ‘Workshops at Library’ sessions which cover key information and research skills, including searching for information, checking and evaluating sources and referencing.

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

See the library website for the latest information on all our libraries and the services available, including opening hours.

Art Exchange

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

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

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

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

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

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

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

Academic Skills Support

Skills for Success are here to support you with everything that you need to do well in your studies that is not directly related to your course content – in other words, the skills that you need to be successful.

We are committed to ensuring that every student is able to get the most out of their academic study and achieve their potential on their course, and provide a range of embedded teaching, workshops and 1:1s on:

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

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

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

The Department of Language and Linguistics has two Assistant Lecturers who are available to assist the Linguistics students, particularly whilst they prepare or complete their Capstone project. This includes a voluntary lecture and data drop-in sessions in the Autumn and Spring term. The Assistant Lecturers will support the students in working out quantitative aspects of their project, from its implementation to the data analysis. The additional sessions will appear on students’ timetables as voluntary sessions.

Proofreading services

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

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

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

Language classes

English classes for dependants

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

**Learning a Language**

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

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

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 to the rules, which must be met. These are published alongside the Rules of Assessment for your year of study.

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

Each module you take has a credit value which you are awarded if you successfully complete the module. You need to obtain a certain amount of credits to be awarded your degree, and the Rules of Assessment and the Framework for 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 administrators, or SU Advice.
Core, compulsory and optional modules

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

<table>
<thead>
<tr>
<th>Core</th>
<th>You must take this module</th>
<th>You must pass this module. No failure can be permitted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory</td>
<td>You must take this module</td>
<td>There might be limited opportunities to continue on your course/be eligible for your 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 your course/be eligible for your 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.

Some modules may not be core or compulsory, but you will still have to pass these to be able to progress. This is often the case with Language modules (LA), where a pass is required to progress to the next language level.

Academic Integrity and Academic Offences

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

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

The use of translation or speech to text software is not permitted in language assignments/coursework unless this is a specified part of the assessment task.
All coursework/assessment in the target language must be your own work. You must not ask native/advanced speakers of the language for help with writing the assignment, checking or proof-reading work.

**Methods of Assessment in Department of Language and Linguistics**

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

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

Further information on module assessment methods can be found on this [webpage](#).

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**

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

**Preparation of assignments: assignment and essay length**

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

For assignments, you should indicate the length of the main text of each assignment you produce (excluding bibliography and appendices) at the end of your assignment.
You will be given the opportunity to practise different forms of assessment (through ‘formative assessment’) before you have to submit an assessment for grading (‘summative assessment’). You will also be able to practise using both Moodle and Faser to submit your work.

For more information on coursework and assignment writing, please visit our Departmental Moodle page for current students.

Samples of coursework

The department would recommend that you use Writing In the Disciplines Moodle Course where you will find a bank of coursework examples with highlighted good practice. You can also ask your module director if they are able to provide you with examples you could use.

Referencing in coursework

Respecting authorship through good academic practice is one of the key values of higher education in the UK. Referencing is how you acknowledge all sources used within a piece of work. You must reference all work used whether cited directly (quotes), or indirectly (paraphrasing and summarising).

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

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

Submission of coursework

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

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

Problems with FASER

If you have technical difficulties, please contact the IT Helpdesk as soon as possible to find out if this is a system issue or whether it may be a problem with your computer. This could be used as evidence if you need to submit a late submission or extenuating circumstance claim. You can also contact IT Services helpdesk by emailing it.helpdesk@essex.ac.uk.

If you are unsure how to upload your assessment, or are having any non-technical difficulties you should contact your Undergraduate Administrator via lalugadmin@essex.ac.uk.

Late submission of coursework

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

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

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

Return of coursework

Marked assignments and tests are normally returned to you within 20 working days of the submission deadline (excluding days when the University is closed). Where this is not possible (e.g., because of illness or overload), you will be notified by your teacher that they will not be able to mark the work on time and when they expect to be able to complete the marking.

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

Ethics in research

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

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

Examinations

From 2022-23, examinations will either be remote via FASER, Moodle or Perception, or on campus in an invigilated setting. To find out whether your exam is in-person or
remote, you can check the module directory. Your personal exam timetable, when available, also has this information.

Exam timetable

The University publishes the dates for exam periods at the start of each year, including the date on which your personal exam timetable will be issued for each period. A link to your personalised exam timetable will be sent to your Essex account when it is ready to view.

Attending an in-person exam

You must bring your registration card and exam entry form to any invigilated exams on campus. You may not be allowed entry without these. You will be able to download and print your exam entry form when you view your personal exam timetable.

For exams that are more than one 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 one hour long, you will only be admitted up to 10 minutes after the start of the exam.

Attendance at examinations, whether remote or in-person, is compulsory and if you do not attend them and do not have extenuating circumstances then you are at risk of being withdrawn.

Calculators in Examinations

If you are allowed to use a calculator in your examinations, the only models you are permitted to use in invigilated exams 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).
Open and closed-book exams

You should check the module directory to see whether your exam is open or closed-book. Your department will provide further guidance on how to prepare for your exams and on what materials can be taken into an open-book exam. You should also check the information published on the exam web pages.

Sample and past papers

You can access past exam papers for each module through Moodle at https://moodle.essex.ac.uk/

Revision classes

The scheduling of revision classes will vary by module. Modules that are assessed by both coursework and final exam will include revision classes in the Summer term. Where Reading weeks are included in the module, revision activities will form part of the take-home work set.

Exam stress

Exam 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.

Access to your exam script

If you want to see your script for an invigilated exam, you should make the request to the department responsible for the module within four weeks of the exam. 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.
Feedback on your exam script will not include a discussion of the mark. The marks will have been approved by External Examiners and ratified by the Board of Examiners.

**Moderation and marking**

The [University’s Marking Policy](#) can be found online and includes our policy and procedure on the moderation of work.

**Marking**

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

**Moderation**

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

**External Examiners**

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

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

If a request for a re-mark is accepted, your marks are not guaranteed to increase, however, the mark awarded after re-marking will override your original mark. Therefore, please be aware that in all incidences where coursework is re-marked, it is possible that your marks may go down as well as up.

Appeals

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

Feedback

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

For assessment that counts towards your mark you will receive a feedback sheet including marking criteria and comments. For most written assignments, you will also receive in-text comments.

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

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

For more information about forms of feedback, please visit our Virtual Common Room.
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, where you have, the classification/citation you are eligible for

If it is 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, and your eligibility for an exit award

Publication of results

The publication schedule for results can be found on the website. You will receive an email to your Essex email account as soon as your results are published online.

Reassessment

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

If you must undertake 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 or trailing fails if you have not attempted the reassessment.

Reassessed modules are normally capped at the pass mark of 40 unless you have extenuating circumstances which are accepted by the Board of Examiners. Please be

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1 The Board of Examiners will not be aware of a student’s immigration status. As a result, some reassessment options may be offered that are not compatible with individual student visa restrictions. Students should consider all options in conjunction with applicable visa restrictions.
aware that reassessment in examinations and coursework carries a fee of £50 per module being reassessed.

Depending on how your module is assessed, you may need to take a resit exam at the beginning of September or undertake coursework reassessment in August. You will be given instructions by the end of July.

**Resit exams**

*Resit exams* are usually scheduled to take place in late August and early September or ‘out of residence’ in the Summer of the following year. A considerable amount of useful revision material for each module is available on Moodle. Students can contact staff, particularly Module Supervisors for the modules they are resitting if they need help with revision or have 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.

**Exit Awards**

If you decide to withdraw from your course before you finish, or you do not meet the requirements to be considered for your full award, you may be awarded an exit award which may be at a lower level, if appropriate.

**Extenuating Circumstances**

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

If you do need to make an extenuating circumstances claim, you should first read the guidance very carefully and seek advice from SU Advice or the Student Services Hub. Please be aware that you should include supporting evidence with your claim. Extenuating circumstance claims must be submitted via MyEssex by the appropriate deadline.
Your department will review your claim at an Extenuating Circumstances Committee and determine whether it will be accepted or rejected. The Board of Examiners will determine an appropriate course of action, such as permitting further reassessment opportunities for uncapped marks. Please note that the Board of Examiners cannot award extra marks even where there are serious extenuating circumstances.
Computers, Learning Technologies and your Information

Computers

Using a campus computer

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

IT Help and Guidance

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

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

Learning Technologies and Systems

Learner Engagement Activity Portal (LEAP)

LEAP is our student centred, personalised engagement tool. LEAP displays your engagement with university resources and an algorithm within LEAP combines your use of these resources and activities to produce an overall engagement indicator. There are 5 engagement indicators (high, good, partial, low and very low) which will help you map and better understand your engagement pattern over time based on your class attendance, utilisation of Moodle etc. Full details on the resources included in LEAP, the engagement ratings and how LEAP uses your data can be found on the LEAP webpage.

By providing you with a more holistic view of your studying experience, LEAP offers you the opportunity to take control of your own learning and make more informed choices about your studies, enabling you to:
- Reflect on your academic activities and overall engagement to make informed decisions about your academic studies
- Review the notes created in LEAP from meetings with Tutors or other university staff
- Check your attendance and ensure the information is correct

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

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

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

**Moodle**

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

**FASER**

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

**Online reading lists**

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

**Listen Again**

Did you miss something? Our Listen Again digital recording service lets you listen again to lectures, so you grasp every detail. It’s available in teaching rooms or lecture
theatres where you see the sign. Lecture videos are normally uploaded on Listen Again 24 hours after the lecture.

**Zoom**

You can use Zoom to join online lectures delivered by the University or attend online meetings and tutorials. If your lecture or class is going to be online, the link to join will be available in your individual timetable 48 hours before the class.

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

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

**Your information**

**Changes to your information**

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

**Your personal information**

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

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

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

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

**Student Voice Groups**

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

**Student Representatives**

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

**Student Surveys**

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

**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 Discover Uni website to help prospective students make informed decisions about where and what they want to study.
UK Engagement Survey (UKES)

The UK Engagement Survey (UKES) is a national survey for undergraduate students. It invites you to reflect on your time at University so far in relation to your course and wider learning experience. The survey is run each spring term and is open to first, second and some third/final year students.

We’re keen to make sure students have the best possible experience while studying at the University. To do that we need to know what we are doing well and what we can do better. The survey is a chance to reflect on how you study and what might help your studies in future. The results also help the University and Students Union to make changes that will improve what we do in future and to make sure we keep doing the things that are of value to students.

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

Student Module Feedback

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

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

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

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

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

Student Services Hub

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

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

Support for students with disabilities or additional needs

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

Funding opportunities

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

Personal Emergency Evacuation Plans (PEEP)

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

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

Seeing a Doctor

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

Counselling services

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

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

Drop In/Wellbeing Appointments

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

UK Immigration Advice and Guidance

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

**Money management**

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

**Students’ Union Advice**

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

**Colchester students** – suadvice@essex.ac.uk; 01206 874034

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

**Loughton students** – suaclou@essex.ac.uk; 01206 874034

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

**Residence Life**

Our [Residence Life team](#) is here to help you settle in and support you during your time living on campus. Each residents’ assistant (RA) is assigned an area and will aim to get to know you, provide advice and support with any wellbeing issues and organise a range of social activities to help you connect with others. Find your RA’s contact details on your flat kitchen poster if you live on campus. During term-time, our friendly RAs are available for a virtual chat via Zoom every day from 7pm – 8pm use Zoom Meeting ID: 920 1237 9049, all Essex students are welcome to drop in. You can find
out about all our exciting events by following us on Facebook or by checking out the University Events page.

**Religion, faith and beliefs**

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

**Harassment support**

At Essex, 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.

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

**COVID-19 (Coronavirus)**

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

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

**Health and safety on campus**

Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this, we work closely with local agencies including the police and borough councils. Take a look at our website for general information and advice.
Please familiarise yourself with fire safety and emergency evacuation procedures for your accommodation, work or study location. If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).

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

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

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

**Making a Complaint**

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

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

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

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

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

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

If you are a first year and have already faced barriers in your education or when thinking about your career options, Rising Stars can provide an exclusive opportunity
to develop your skills, experience and confidence for the future. For more information search ‘Rising Stars at Essex’.

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

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

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

Graduation and Awards

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

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

Upon conferral of your award, all graduates will receive both an electronic and hard copy parchment award certificate. Your electronic Certificate will be available on your GradIntelligence account within 5 working days of your conferral and your hard copy parchment will be available to collect at graduation. If you are unable to attend graduation, the Graduation and Awards team will post this to your home address.

Graduation ceremonies

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

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

HEAR

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

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

When you graduate, you will have full electronic access to your HEAR and award certificate for free for life. You will be able to share this with employers and other universities by providing them with a University-certified record of your achievements. You will receive an e-mail from GradIntelligence to enable you to activate your account log-in. As soon as you do this you can start accessing your HEAR!

References

Requesting references from members of staff

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

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

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

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

Alumni

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

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

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