Welcome

I would like to offer a warm welcome to all new students this autumn and welcome back all who are returning for another year. I hope you will enjoy your time with the Department of Psychosocial and Psychoanalytic Studies (PPS) and find your studies rewarding and engaging. All the modules and courses we run encourage both learning and personal growth, so you can look forward not only to being intellectually and emotionally stimulated, but also challenged to think about problems in new ways. As people search for individual meaning and ways to find personal, social and political relatedness in a conflicted and uncertain world, the work of our Department is relevant as never before.

The Department provides the setting for a very wide range of courses and modules, from foundation degree to doctoral programmes, and across a multitude of often intersecting subjects including psychoanalysis, analytical psychology, psychosocial studies, refugee care, therapeutic care, childhood studies, counselling and management and organisational dynamics. Our research explores theoretical and clinical knowledge, as well as applying these in many different social and cultural settings. You will be tapping into this breadth of interest and expertise and starting to make your own particular contribution to a vibrant and expanding field.

We know you will be busy with your chosen studies, but we hope you will also make broader use of what the Department and the University have to offer. As well as conferences and workshops, the Department holds an Open Lecture Series monthly in term time – these are free talks with invited speakers on a wide range of topics and full details can be found on the Department's web page. We also encourage you to follow your interests and take full advantage of the rich offerings in other departments, and make full use of the University environment and facilities.

We strive to be an enabling academic environment for all our students and staff. All of us at PPS want to help enable you make your time here successful and enjoyable. There are many sources of advice and support available to you, should you require it. Besides your supervisor and the members of your supervisory panel, the members of the Professional Services Team are knowledgeable and helpful about all aspects of Department and University life.

You will have opportunities to let us know how you are experiencing your time here: individually; through the Student Voice Groups (SVGs) and student satisfaction surveys. It is important for us to have feedback and we take your input seriously and use it to improve our programmes. As Head of Department and Senior Tutor, I will also be available by appointment if you have a specific concern. You can arrange this through Mrs Debbie Stewart in room 5A.203, or by phone (01206 873640) or email ppsdm@essex.ac.uk. Please also feel free to e-mail me direct at cnich@essex.ac.uk. I am always happy to meet with you.
The Handbook

This handbook should be your first resource whenever you have a question. It contains important information that the University and Departmental staff will assume you know.

There are two other very important documents you will need read and become familiar with. The first is the Confidentiality Policy which is available on Moodle but we will give you a paper copy too at your Welcome. The second is the PPS Essay Writing Guide (also available on Moodle). This guides you through all the elements of essay writing and referencing for this Department.

The handbook contains information on all the Department’s activities, and what you cannot find in it, you can follow up on our web pages, at: www.essex.ac.uk/departments/psychosocial-and-psychoanalytic-studies and on Moodle.

I look forward to seeing you around the Department. Best wishes for your time with us.

Chris Nicholson
Head of Department
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Introduction

This Handbook is designed to provide you with an overview of all the essential information about the University and the Department of Psychosocial and Psychoanalytic Studies. Your Student Handbook provides details of your department, including staff and contact details, facilities and ways to communicate and receive updates, as well as information relating to your course of study at Essex, including Rules of Assessment and the related policies, prizes awarded by the department each year, student feedback and meetings, and University regulations regarding progress, appeals and extenuating circumstances.

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

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

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

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

Complete your Registration

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

To begin your registration, use one of the links below:

New students: www.essex.ac.uk/welcome/registration

Returning students: www.essex.ac.uk/student/registration/returner-registration

Explore your Campus

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

www.essex.ac.uk/life/student-facilities

Get connected

Your IT account

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

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

Campus Wi-fi

Wi-fi is available across all campuses. Simply find the ‘eduroam’ network on your device and use the same log in details as your IT account to connect up!
Essex Apps
The University has a variety of online systems and platforms designed to enhance your learning and help make processes, such as submitting coursework, easier. We have rounded up the top platforms, portals and apps that you need to know about!

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

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

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

www.essex.ac.uk/myessex/

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

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

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

The Tier 4 rules and guidance include restrictions relating to the length of time you can spend studying in the UK and academic progress; this may mean you are unable to take an academic option offered to you or that we can’t continue to sponsor you under Tier 4. The University has many duties as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 licence. Find out more on the University’s website: [www1.essex.ac.uk/immigration/](http://www1.essex.ac.uk/immigration/) and [www.essex.ac.uk/about/governance/regulations](http://www.essex.ac.uk/about/governance/regulations)
If you would like to get additional support with your English language skills, you can find helpful information and a range of resources here: www1.essex.ac.uk/students/study-resources/tdc/english/

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

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

ecdis@essex.ac.uk
The Essex Experience

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

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

You can read the full Student Charter at: [www.essex.ac.uk/students/experience/charter](http://www.essex.ac.uk/students/experience/charter)

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

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

Equality, Inclusion and Diversity

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

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


The Department of Psychosocial and Psychoanalytic Studies is applying for an Athena SWAN Bronze Departmental Award:

[www.essex.ac.uk/departments/psychosocial-and-psychoanalytic-studies/equality-and-inclusion](http://www.essex.ac.uk/departments/psychosocial-and-psychoanalytic-studies/equality-and-inclusion)

Embrace the Essex Values

We are different at Essex. We are brave, we are bold, and we embrace challenges and drive change. Our values are underpinned by this very culture. While we full heartedly encourage students to challenge the status quo and explore the unknown, we expect that students do so respectfully, intelligently and act as true ambassadors for the University.

The University’s Code of Student Conduct can be found on the website:

[www.essex.ac.uk/governance/regulations](http://www.essex.ac.uk/governance/regulations)
Essex Spirit, social media and events

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

Follow us on social:

facebook /uniofessex
Twitter /Uni_of_Essex

Our Events calendar brings together all the events happening across our three campuses, so you can make the most of your time at Essex. [http://www.essex.ac.uk/events](http://www.essex.ac.uk/events)

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

You can find helpful information here –

[www.essex.ac.uk/welcome/international-students](http://www.essex.ac.uk/welcome/international-students) and [www.essex.ac.uk/student/student-communities/international](http://www.essex.ac.uk/student/student-communities/international)

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

You can find more information here: [www.essex.ac.uk/students/groups/mature-students.aspx](http://www.essex.ac.uk/students/groups/mature-students.aspx)

Student Ambassadors
Be a Student Ambassador, make a difference to others and also make a difference on your CV! Student Ambassadors help to promote the University and higher education. You’ll be a valued part of the Student Recruitment and Outreach teams. Keep an eye out for Student Ambassador vacancies on CareerHub+ in January. [www.essex.ac.uk/careers/job_hunting/on_campus](http://www.essex.ac.uk/careers/job_hunting/on_campus)

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

Essex Sport offers a great range of sport courses, social active sessions, over 300 fitness classes a month and a state-of-the-art gym, so there’s something for everyone! Visit the Essex Sport website or download the app to discover all the ways you can keep active during your time at Essex.

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

[https://download.mobilepro.uk.com/a/1CJ8?p=4?pv=1](https://download.mobilepro.uk.com/a/1CJ8?p=4?pv=1)
**Students’ Union**

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

www.essexstudent.com

**Get involved**

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

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

www.essex.ac.uk/life/colchester-campus/get-involved
About the Department of Psychosocial and Psychoanalytic Studies

Meet the team
A full list of all academic and professional services staff for the Department of Psychosocial and Psychoanalytic Studies can be found on our website at: www.essex.ac.uk/departments/psychosocial-and-psychoanalytic-studies/people.

HEAD OF DEPARTMENT
Dr Chris Nicholson 5A.205 3075 cnich

PROFESSORS
Professor Matt ffytch 5A.125 3903 mffytche
Professor Roderick Main 5A.207 4842 rmain
Professor Renos Papadopoulos 5A.213 3558 renos

SENIOR LECTURERS
Sue Kegerreis 5A.209 3263 skeger
Chris Tanner 5A.213 3962 chris.tanner
Dr Poul Rohleder 5A.211 2209 p.rohleder
Dr Norman Gabriel TBC TBC TBC
Dr Raluca Soreanu TBC TBC raluca.soreanu

LECTURERS
Dr Manuel Batsch GB.3.54/5A.204 - mbatsch
Jessica Clark TBC TBC jmclarg
Dr Elena Della Rosa 5A.204 2921 edella
Dr Carolyn Laubender 5A.208 3958 c.laubender
Dr David Henderson 5A.204 2921 dh19591
Dr Zibiah Alfred Loakthar 5A.204 2921 z.loakthar
Dr Kevin Lu 5A.123 4971 klu
Dr Bethany Morgan Brett TBC TBC bmorga
Dr Leonardo Nascimento 4SB.6.13 3962 nnasci
Arianna Pulsoni, 5A.204 TBC ap16257
Mark Saban 5A.204 2921 msaban
Dr Julie Walsh 5A.208 3903 Julie.walsh
Dr Deborah Wright TBC TBC diswri

Centre for Myth Studies:
Professor Roderick Main (Director)

Centre for Trauma, Asylum and Refugees (CTAR)
Professor Renos Papadopoulos (Director)

EMERITUS PROFESSORS
Professor Karl Figlio kfiglio
Professor Bob Hinshelwood rhinsh
PROFESSIONAL SERVICES STAFF: 5A.202
Debbie Stewart - Department Manager 3640 ppsdm
Alison Evans - Student Administrator 4969 ppsug/ppspgr
Emily Gordon - Student Administrator (Part-time) 4172 ppsug
Sarah Smith - Student Administrator 3745 ppsug/ppspgr
Anne Snowling - Operations Assistant (Part-time) 4554 pps
Nicola Palmer - Student Administrator UG Southend (Part-time) ppsugse

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

Supervision of Research Students during periods of leave
Academic Staff serving as supervisors of postgraduate research students will, on occasion, take periods of research leave for research purposes. During some periods of research leave, supervisors may not be in residence at the University. It is incumbent upon the supervisor, with the approval of the Graduate Director of Research, to develop a plan for the continuing supervision of students during periods of research leave. In making such arrangements, it is the policy of the department that:

a) Members of staff are expected to continue to carry out their role as Supervisor during periods of research leave.
b) Members of staff on research leave are not expected to attend Supervisory Panels, but are expected to provide a written assessment of progress.
c) Members of staff on research leave should make arrangements for continuing contact with their supervisees, whether through face-to-face meetings, or through some form of remote communication,
d) In cases where a member of staff plans to be out-of-residence for an extended period during their research leave, an alternate member of staff should be named (by the Graduate Director of Research, in consultation with the Supervisor) as a local contact for the supervisee. The local contact is not meant to act as a substitute supervisor (see point (A) above) but to serve as a designated point of contact in the Department during the period when the Supervisor is out-of-residence.

Research Students’ Progress Committee (RSPB)
The RSPB is made up of senior members of academic staff and is chaired by the Graduate Director, PGR. It “reviews the progress of every student through to the award of a degree, withdrawal or failure, on the basis of the reports from the supervisory panel, including the written report from the student. Where no supervisory board has taken place, for instance because a student is carrying out research abroad, the supervisor and the student must each submit a progress report. A decision/recommendation for discontinuation, downgrading or upgrading or to confirm PhD status or change to MPhil, to permit entry into completion, or to extend the minimum period can only be made by the RSPB.”

www1.essex.ac.uk/students/exams-and-coursework/ppg/pgr/assess-rules.aspx
Staff research interests

Dr Manuel Batsch
- Freud’s metapsychology
- The connections between the theory and the practice of psychoanalysis
- The writing of the psychoanalytic session
- Psychoanalysis and post-structuralism
- Psychodynamic approaches to depression

Jessica Clark
- Sociology of childhood and youth
- Ethics in research with children
- Representation and Popular Culture
- Discourse Analysis
- Agency and Interdependency
- Intergenerational relations
- Critical disability studies and disabled children’s childhood studies
- Children’s Geographies

Dr Elena Della Rosa
- Psychoanalytic psychotherapy with adolescents
- Young people’s relationship and use of mental health services
- Qualitative and process research in psychotherapy
- Psychotherapeutic technique and short term psychoanalytic psychotherapy

Professor Matt ffytche
- The history of psychoanalysis (particularly mid-twentieth century)
- The relation between psychoanalysis and modernist literature
- The psychoanalytic imaginary and its integration with social and psychosocial theory
- Nineteenth-century theories of the unconscious
- Psychoanalysis and critical theory

Dr Norman Gabriel
- Integrating relational psychoanalysis with relational sociology
- Norbert Elias and process sociology
- Comparing the national habitus of different childhoods
- Beyond developmental psychology and social constructionism?
- Crossing the narrow bridge: the socio-emotional development of young children
- Challenging the adult establishment – children’s humour

Dr David Henderson,
- Apophasis and psychoanalysis
- Freud-Jung relationship
- Dialogue in psychoanalysis
- Psychoanalysis and religion
- Cultural homelessness & third culture kids
- History of psychoanalytic theory and clinical practice

Sue Kegerreis
- Child and Adolescent Psychotherapy
- Psychodynamic Counselling with Children and Adolescents
- Applications of Psychodynamic Thinking in non-clinical work
- Organisational Dynamics
- Eating Disorders
- Training issues with Counsellors and Psychotherapists
Dr Carolyn Laubender
- Childhood in the 20th Century
- Feminist & Queer Theory
- Psychoanalysis and Critical Theory/Cultural Studies
- The Politics of Clinical
- Psychoanalysis, Literature, and Film

Dr Zibiah Alfred Loakthar
- People's experiences of seeking refuge from persecution
- Voicing identities: power and belonging
- Diasporic community development
- Psychosocial perspectives on Human Rights
- Therapeutic humanitarian interventions
- Charity sector work, social justice campaigns and ethical conundrums
- The changing nature of the refugee voluntary sector in London
- Oral History, museums and public archives
- Life stories of talking therapists
- Equality and Social Inclusion

Dr Kevin Lu
- C. G. Jung, analytical psychology, Jungian and Post-Jungian theory
- Psychoanalytic history, psychohistory, psychobiography and oral history
- Transgenerational transmission of trauma
- Chinese/Vietnamese Diaspora
- Psychology of Religion
- Graphic Novels
- Racial hybridity

Professor Roderick Main
- Historical, philosophical, religious and cultural contexts of the work of C. G. Jung
- Depth psychology (especially Jungian psychology), religion and modernity
- Analytical psychology and society
- Synchronicity
- Myth

Dr Bethany Morgan Brett

Leonardo Nascimento
- History of Psychoanalysis, Psychology and Psychological Practices
- Epistemology of Psychoanalysis, Psychology and Psychological Practices
- Psychoanalysis and Neuroscience
- Consciousness and Philosophy of Mind
- Psychoanalytic approaches to Manic-Depressive (Bipolar) Disorder

Dr Chris Nicholson
- The nature of hysteria and trauma
- Transition in looked after children and higher education
- Psychoanalytic observation and learning
- Therapeutic community theory and practice
- Enabling Environments
- Terror and Islamic terrorism
- Psychoanalytic applications to literature
- Robert Graves: modernism, poetry and The White Goddess

Professor Renos Papadopoulos
- Involuntary dislocation (forced migration), trauma and refugees
- Working with survivors of violence and disasters
• Psychosocial humanitarian interventions
• Psychosocial perspectives on Human Rights
• The interface between Analytical Psychology and systems, family therapy, and culture
• Epistemology of therapeutic endeavours
• Academic and professional interface with Eastern Orthodox Christianity

Arianna Pulsoni
• Child Development
• Infant mental health
• Intergenerational family difficulties
• Autism in relation to early trauma
• Organizational Dynamics and group dynamics
• Wellbeing and Counselling Service in Schools
• Psychoanalytic short interventions in Schools
• Psychoanalysis
• The integration of Psychoanalysis with Philosophy
• The application of Psychoanalytic theories to Art and Land Art.

Dr Poul Rohleder
• Psychoanalysis and Sexuality
• Homophobia, Heteronormativity and Shame
• Psychosocial/Psychoanalytic Disability Studies
• Psychosocial Research on Marginalised Identities
• Psychosocial Aspects of HIV
• Qualitative Research in Psychoanalytic And Psychodynamic Psychotherapies
• Training Issues in Psychotherapy

Mark Saban
• The prehistory and early development of analytical psychology
• Psychosocial aspects of analytical psychology
• Philosophical dimensions to psychoanalysis (especially Schelling and Simondon)
• Myths

Dr Raluca Soreanu
• Psychoanalytic theory and metapsychology
• The history and epistemology of psychoanalysis
• The Budapest School of Psychoanalysis; the work of Sándor Ferenczi and Michael Balint
• Trauma theories and the study of collective trauma
• Fragmentation and psychic splitting
• Theories of recognition
• Psychosocial studies of collective creativity
• Time studies
• Contemporary social theories; post-humanist theories; feminist theories
• Sociology of emotions; sociology of creativity; sociology of knowledge
• Epistemologies and methodologies of the social sciences and of psychosocial studies

Chris Tanner
• Creating effective learning environments
• Psychoanalytic perspectives on organisational dynamics
• Executive coaching and consultancy practice in organisations
• Leadership development-psychodynamic perspectives
• Compassionate care in health and social care
Dr Julie Walsh
- Psychoanalysis
- Gender & sexuality studies
- Social & cultural theory
- The meeting of psychosocial studies and literature

Dr Deborah Wright
- Freud, Klein, Bion, Winnicott and Object Relations
- Human relations with the non-human world
- Psychosocial and psychoanalytic perspective on humans’ relationships with their environment
- Children’s’ and residential care clients’ relationship with their (bed)rooms
- Patients’ relationship with the consulting room
- Spatialisation, environmental usage and political connotations

Your Department Contacts

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<tr>
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<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Dr Chris Nicholson</td>
</tr>
<tr>
<td>Deputy Head of Department</td>
<td>Dr Kevin Lu</td>
</tr>
<tr>
<td>Director of Education</td>
<td>Prof Matt fytche (Autumn term)</td>
</tr>
<tr>
<td></td>
<td>Prof Roderick Main (Spring and Summer terms)</td>
</tr>
<tr>
<td>Director of Graduate Studies (Research)</td>
<td>Professor Matt fytche</td>
</tr>
<tr>
<td>Director of Graduate Studies (Taught)s</td>
<td>Dr Kevin Lu</td>
</tr>
<tr>
<td>GTA Co-ordinator</td>
<td>Dr Carolyn Laubender</td>
</tr>
<tr>
<td>Director of Research</td>
<td>Dr Raluca Soreanu</td>
</tr>
<tr>
<td>Director of Development and Employability</td>
<td>Dr Norman Gabriel</td>
</tr>
<tr>
<td>Placements Liaison Officer</td>
<td>Sue Kegerreis</td>
</tr>
<tr>
<td>Academic Offences Officer</td>
<td>Dr Jessica Clark</td>
</tr>
<tr>
<td></td>
<td>Dr Norman Gabriel</td>
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<tr>
<td></td>
<td>Dr Kevin Lu</td>
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<tr>
<td>Academic Offence Committee Nominees</td>
<td>Dr Kevin Lu</td>
</tr>
<tr>
<td></td>
<td>Dr Norman Gabriel</td>
</tr>
<tr>
<td>Open Seminars Convenor</td>
<td>Colchester: Prof Roderick Main, Dr Julie Walsh</td>
</tr>
<tr>
<td></td>
<td>Southend: Dr Manuel Batsch</td>
</tr>
<tr>
<td>Social Media Officer</td>
<td>Dr Carolyn Laubender</td>
</tr>
<tr>
<td>Athena Swan Co-ordinator</td>
<td>Dr Julie Walsh</td>
</tr>
<tr>
<td>Departmental Disability Liaison Officer and Inclusivity Lead</td>
<td>Dr Zibiah Loakthar</td>
</tr>
<tr>
<td>Social Media Officer</td>
<td>Dr Carolyn Laubender</td>
</tr>
<tr>
<td>Athena Swan Co-ordinator</td>
<td>Dr Julie Walsh</td>
</tr>
<tr>
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<td>Dr Zibiah Loakthar</td>
</tr>
<tr>
<td>Green Impact</td>
<td>Mark Saban</td>
</tr>
<tr>
<td>Tavistock Link</td>
<td>Sue Kegerreis</td>
</tr>
</tbody>
</table>
Departmental location, resources and facilities

<table>
<thead>
<tr>
<th>Our location</th>
<th>Direct tel: 01206 873745/4969</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colchester Campus</td>
<td>General enquiries: <a href="mailto:ppspgr@essex.ac.uk">ppspgr@essex.ac.uk</a></td>
</tr>
<tr>
<td>Department of Psychosocial and Psychoanalytic Studies</td>
<td>Pre-registration programme enquiries: <a href="mailto:pgadmit@essex.ac.uk">pgadmit@essex.ac.uk</a></td>
</tr>
<tr>
<td>University of Essex, Wivenhoe Park</td>
<td>Website: <a href="http://www.essex.ac.uk/see/pps">www.essex.ac.uk/see/pps</a></td>
</tr>
<tr>
<td>Colchester CO4 3SQ</td>
<td></td>
</tr>
</tbody>
</table>

Opening hours
Our Professional Services Office (5A.202) is open: Monday to Friday 10am to 1pm and 2pm to 4pm.
We are located just off Square 4, enter by the doors labelled 4NW, turn right and go up the steps to the 5A corridor. Proceed along the corridor and turn left, we are around the corner.

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

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Department of Psychosocial and Psychoanalytical Studies Common Room
The Department Common Room (5A. 325) is located at the end of the corridor from our main Department academic and professional services offices and is for the use of all students and is shared with the Department of Sociology

Postgraduate (Research) Study Room
The Postgraduate Study room (5A.121) is available for all research students in our department.

Postgraduate Lockers
There are a limited number of lockers are available in the Department Common Room (5A. 325), these are available on a first-come first-served basis. Please empty the locker and return the key when you are finished.

Printing, Photocopying and Scanning
All students can print, copy and scan for free at Essex! There are over 100+ multi-function devices that can be used at various locations across our three Campuses, including in the following areas:

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

Simply log in to the devices using your Essex login and password, or tap with your student card. These devices can also scan to email and feature mobile printing. Whilst printing is free for all students, please think of your carbon footprint and only print if necessary.

Premium services (chargeable) for printing and finishing, including binding your documents for presentational purposes are available at The Copy Centre (Square 4).
Please note that there are strict laws about infringement of copyright; more information can be found on the library website which explains what and how much you are permitted to copy. Usage is monitored and subject to a fair use policy.

https://library.essex.ac.uk/copyright

Noticeboards
Every department and school has their own noticeboard(s) providing information on staff, courses and classes, updates, careers, events and opportunities; ours are located in the 5A corridor near to the professional services office 5A.202.

Publications
We have a small Departmental library in room 5A.119. All the books have been donated and relate mainly to the fields of psychoanalysis, analytical psychology and psychotherapy. Books and journals are for reference, and should be used in the library during office hours and when it is available. Information and a searchable database can be found on Moodle.

Pigeonholes
There are pigeonholes in the professional services office (5A.202) where any post addressed to you in the department will be delivered.

HEROES: Helping Each other with Research On Empirical Subjects
HEROES is a group of empirical minded PhD students. HEROES stands for Helping Each other with Research On Empirical Subjects.

Communication
It is important to keep up to date with information relating to your department and course. This section also summarises how the department/school will communicate updates with you and provides some guidance on communicating with University staff.

Email
The University’s policy is to use e-mail for routine communication between staff and students. Your Essex e-mail address will have been added to the relevant e-mail groups specific to your department or school, course and modules to ensure that you receive the essential information, updates and general communication related to your study and issues that may affect you. It is therefore vital that you check your Essex email regularly. It is recommended that you check your Essex email each day to ensure you do not miss any important updates to classes and assessment.

If you are elected as a Student Representative, work as a Graduate Teaching Assistant, or volunteer in another form or means, it is even more important to regularly check your Essex email as should other students and staff need to get in touch, they will do so via your Essex email.

You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. To opt in or out of such lists, please visit:

www1.essex.ac.uk/it/services/forms/default.aspx

While email can be a quick and easy means of communicating, you should still consider how you structure and write each email to ensure it is appropriate when contacting members of staff at the University.
**Our website and Moodle**
Each department and school has its own section of the University website. This is an important source of information and news about all aspects of your studies. You can find the Department of Psychosocial and Psychoanalytic Studies website and Moodle here:

www.essex.ac.uk/departments/psychosocial-and-psychoanalytic-studies

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

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

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

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

**Social Media**
www.facebook.com/UoEPsychoanalytic/
www.facebook.com/ctaressex/?ref=py_c
https://essexmyth.wordpress.com/
https://twitter.com/PPS_Essex
Learning and Teaching

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

Student Staff Partnership

The pattern of your PhD supervision will be unique to you, and hinges largely on your own teaching and learning style as well as the supervisory styles of your supervisor/supervisors. Patterns will also shift depending on where you are in your research journey. However, it is extremely important that students and supervisors meet regularly to discuss work and find convenient ways of keeping in touch. We urge you to contact your supervisor/supervisors as soon as possible to gauge their rhythm of work, your preferred level of contact, and to come up with an agreement as to the pattern of your work together.

There is, however, a minimum level of contact you can expect from your supervisory experience. A supervisor should normally meet with a student three times between supervisory panels. The frequency will vary with the stage of the research and the nature of the research project. Part-time students should meet with their supervisors at least once per term and twice per term leading up to a Supervisory Panel meeting.

For Taught Doctorate students there may be less frequent meetings with a nominated member of staff, who will advise on the research proposal, in the first year.

A student or a supervisor may request a meeting at any time, but students should plan their work so that they can meet during term times, or give their supervisor plenty of advance notice if a vacation meeting is going to be necessary. Vacation meetings are more difficult, because supervisors must attend conferences, visit abroad and undertake research activities.

As a Postgraduate Research student, you have a responsibility to:

- Read the documentation provided, including the regulations for your degree, the Code of Practice and details of the departmental supervisory arrangements.
- Attend meetings with your supervisors and Supervisory Panels as arranged, and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- Keep in regular contact with your supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).
- Provide updates on progress as outlined in the Progress and Appeals Procedures for Research Degree Students.
- Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- Familiarise yourself with the departmental milestones for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study.
milestones will be considered at your RSPB which takes place twice a year (or equivalent for part-time students). It’s important you review your milestones regularly to ensure you’ll be ready to submit your thesis by the required date.

- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.

- Familiarise yourself with the expectations and conventions regarding academic referencing other people’s work.

- Attend any research training and generic skills courses as agreed with your supervisor

- As requested, submit reports on progress to professional practice and research supervisors, Supervisory Panels, or the departmental Research Students’ Progress Board.

- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a log book or research portfolio to be signed off by your supervisor.

- Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students’ Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.

- Discuss any supervisory problems with your supervisor, the Director of Graduate Studies, or the Head of Department. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the Postgraduate Research Education Team to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.

- You must present your thesis for examination by the end of the final term of your standard period, or by the end of the prescribed completion period.
  - A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two-week period.

- If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree, unless you are permitted an exceptional further period of completion.

- Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.

- Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

The duties of the supervisor are:

- To maintain regular contact with the student (keeping the student well-informed in advance of any prolonged absences from the University).

- Students’ contact with supervisors will be regularly monitored by the Department.

- To convene meetings of the Supervisory Panel (at least twice a year for full-time students and once a year for all other students, as well as more frequently when appropriate and/or
- when determined by the Research Students Progress Board) where appropriate, coordinating
- contact with such associate supervisors as may be appointed
- To help with the formulation of the problem to be elaborated in the thesis
- To give guidance on the appropriate methodologies to be employed
- To suggest relevant literature to be consulted
- To read and comment on outlines, working and position papers, draft chapters, etc
- To co-ordinate any other supervisory or consultative input to the student’s research from other sources, either officially appointed by the University or otherwise
- To communicate with the Director of Graduate Studies of the Department and through him or her, to submit reports, as required, for example to the Supervisory Panel and Progress Board
- To warn and advise students and, as necessary, the Supervisory Panel and the Progress Board where work is not of the appropriate standard and the steps which might be taken to remedy the situation or of the supervisor’s belief that the standard is unlikely to be achieved.

**PGR milestones**

Postgraduate Research Milestones are used to ensure you are making sufficient progress during your studies and to keep you on track to submit within the standard period. At each Research Student Progress Board, your progress will be considered against the relevant milestones for your course. Your supervisor will talk you through the relevant milestones, however please ensure you refer to them on a regular basis. The relevant milestones for your course will be available online during the autumn term. They are accessible on the ‘Psychosocial and Psychoanalytic Studies – Information for Current Students’ Moodle course:

All students must familiarise themselves with this document, as it forms the core basis on which progression is determined.

**The academic year**

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Week numbers</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>2-11</td>
<td>3 October 2019 – 13 December 2019</td>
</tr>
<tr>
<td>Spring</td>
<td>16-25</td>
<td>13 January 2020 – 20 March 2020</td>
</tr>
<tr>
<td>Summer</td>
<td>30-39</td>
<td>20 April 2020 – 26 June 2020</td>
</tr>
</tbody>
</table>

You can view the University’s week numbers with the equivalent dates in the week by week calendar. The University’s key dates include an overview of the start and end of each term and exam periods. Some courses within departments have slightly different term dates. However, you will find that all campus activities and events make reference to the standard academic year terms and schedule noted above.

**Teaching timetable**

Most PGR students won’t be required to undertake taught modules, and so a teaching timetable isn’t applicable. For those students who do undertake taught modules as part of their course, you’ll have a personal timetable, this shows you when your teaching is taking place, as well as who is teaching you. Check your personal online timetable regularly 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 here.

[www.essex.ac.uk/student/timetables/your-timetable](http://www.essex.ac.uk/student/timetables/your-timetable)
You can find the location of your teaching rooms using the interactive campus map, Find Your Way, you can get directions quickly and easily

Course structure
Each course at the University has its own Programme specification which provides key information, including the aims and learning outcomes. Your programme specification, can be found in the MyStudy section of your MyEssex homepage. www1.essex.ac.uk/myessex/

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

Changes to study
Until your final term, you may request a transfer from one mode of study to another, for example from full time to part time, including distance learning, or vice-versa. You should discuss any proposed change with your supervisor.

If you are a sponsored student, you should discuss any proposed change with your funding body and/or check its terms and conditions. If you are a Research Council funded student, you should contact the Postgraduate Research Education team to discuss your request to change your mode of study.

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online Change of Mode of Study form, which will need to be approved by your department and the Dean. You can find the form at: www.essex.ac.uk/esf/

If your request is approved your period of study will be adjusted pro-rata.

If your title has been approved by the University, you should discuss any proposed change of degree title with your supervisor. Once you have decided you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form (available here: www.essex.ac.uk/esf/).

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

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

You should also read our guidance on intermitting very carefully at www.essex.ac.uk/see/intermit. If your intermission is agreed to, we will also give you the advice and support you need to help you carry on with your studies.
**Withdrawing** is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from your Department or the Student Services Hub at the earliest opportunity. It is very important that you discuss your circumstances with the University and follow the formal procedure for withdrawing. If the university is not formally notified, then you may risk continuing to incur further tuition or accommodation fees. More advice and information is available at [www.essex.ac.uk/see/withdraw](http://www.essex.ac.uk/see/withdraw).

### Periods of study

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

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

[https://www1.essex.ac.uk/immigration/studies/changes_course.aspx](https://www1.essex.ac.uk/immigration/studies/changes_course.aspx)

### Library Services

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

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

### Skills for Success

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

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

The University maintain a list of local freelance proofreaders who offer services to students and staff at Essex that have read and agreed to abide by the University’s policy and guidance on proofreading. The University’s full policy and guidance can be found along with the list of local freelance proofreaders on the website:

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

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

Learning a Language

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

www.essex.ac.uk/study/why/languages
Research Skills Development

Proficio
Proficio is our innovative professional development scheme for doctoral students, and it’s unique to Essex. We believe that your academic and professional development is vital to your growth as a postgraduate research student and so we credit your Proficio account with funds that can be spent on a variety of courses and for conference attendance. You can find out more information via: https://www1.essex.ac.uk/students/study-resources/research.aspx

You can contact the Proficio team at: proficio@essex.ac.uk

University and departmental training events

Student induction
All research students should be provided with an induction programme. As well as a Departmental induction this will also include an Essex wide PGR Welcome and Induction Conference which will cover such topics as “an overview of the PGR lifecycle, making the most of your supervisor, support available to you and Professional Development for PGR students”. During this induction, or within the first three weeks of term, the Director of Graduate Studies should discuss the supervisory documentation and other University and Departmental regulations.

The student also meets with her/his supervisor. Together they devise an overall plan of the research, which includes a) an assessment of training needs and how they will be met; and b) the content, procedures and a tentative timetable for the research. A more detailed plan of the initial phase of the research is drawn up, where tasks are assigned and deadlines set. The Training Needs Analysis (TNA) form is completed online. Training plans will also be discussed during the PGR Welcome and Induction Conference.

Presentation of work in progress and participating in the research community
An important part of your degree involves making contact with other researchers in the field and presenting your work to your peers and academic audiences. Taking part in the research culture of the Department plays a key role in your learning experience – in dialogue with others you will learn about shared methodological or theoretical issues, and also about what counts as good practice and how best to manage hurdles of the Phd process.

In PPS in particular, given the diverse and developing nature of our field, it is important to stay abreast of the different kinds of research that go on – whether empirical, clinical or theoretical; psychosocial, psychoanalytic, Jungian or post-Jungian, or relating to psychotherapy, refugee care or management. However unique or particular your own project appears to you, as one component of a constantly evolving set of interlinked disciplines and practices, you will benefit from being aware of broader current debates and conceptual or methodological issues, and by sharing your work in a wider context than just your supervision or supervisory panel.

We regard it as part of your programme, and your training here, that you will present work to staff and fellow postgraduates in the Research Student Forum, the Research Student Conference and in seminars and conferences, as well as generally attending and participating in these activities.

All students in PPS are required to present twice during their time at Essex. The presentations can be delivered either as part of the Research Student Forum or the Research Student Conference.
In addition all UK-based students (not on the Distance Learning programme) are required to attend the Research Student Forum and Conference. This is a mandatory requirement in order to pass the PhD confirmation process (see below).

Research Student Forum
The Research Student Forum is a central platform through which the Department seeks to foster critical thinking in our community of PhD students. It is a place to share work in progress and respond to the work of your peers. Generally, they are scheduled on two to three occasions in the Autumn and Spring term, and are timed to coincide with Open Seminars and other Research student training sessions. This year the Research Student Forum will take place on Wednesdays in weeks 10, 18, 21 and 24 from 1.30 to 2.45 pm. Whenever possible, papers will be pre-circulated.

Students who live within travelling distance are expected to attend every research forum. Distance learners are strongly advised to attend whenever possible. Regular attendance at the Research Forum will allow students to get a broader understanding of the different ways in which a research question can be posed; how best to form arguments in the realm of psychoanalytic studies; what kind of obstacles people find in their research; different disciplinary perspectives on and attitudes to methodology; and how to ask your own critical questions as well as the chance to enter into discussion and to socialise with other research students from the Department.

Students from their second year onwards are expected to apply to present to the Research Forum, though first year students may also present (application can be made direct to the Director of Graduate Studies, Professor Matt ffytche).

Annual Research Student Conference
The annual conference is a two-day conference, co-organised with the students, and is held each year in week 35. It is dedicated to exploring the state of research in the Department and to furthering critical discussion on all aspects of psychoanalytic studies, theoretical, clinical and applied. Attendance is required from all students, including Distance Learners and Professional Doctorate students. The Freud Memorial Lecture takes place during this conference.

Other Training in Research Skills Methodologies, and Career Guidance
Throughout the year further training and guidance events will be organised aimed specifically at research students in PPS. Where possible these will be timed to coincide with Research Student Forum days. The Department also frequently runs a Short Course on Methods and Research Skills. All students are encouraged to attend this. It usually covers a range of topics including basic academic research skills and questions of methodology for those in the early stages of their research. The programme changes from year to year and students in any year of their studies may attend. Research students will be able to pay for this course using their Proficio funding.

In addition the Department will from time to time set up workshops run by the Department staff or visiting fellows. Please refer to the PPS Events page for more information: www.essex.ac.uk/events?page=1&organiser=psychosocial-and-psychoanalytic-studies,-department-
of

Auditing MA modules
PhD students may wish to receive extra training on certain areas of their research by auditing MA modules. These might be modules from the Department’s own programmes, including those on Psychoanalytic Studies or Jungian and Post-Jungian Studies. But they can also be from other departments, such as Sociology which has a wide range of MA modules on empirical methodologies, and especially quantitative and qualitative research and interviewing techniques. Other relevant modules may be found in the Philosophy Department, or in Literature Film and Theatre. ‘Auditing’
means one sits in on MA seminars or lectures without undertaking the assessment. There is no charge for auditing an MA module, but application must be made to the convener of the module concerned as there may be limitations on numbers attending particular modules. Further information can be obtained from the module directory at http://www.essex.ac.uk/modules/Default.aspx

All PhD students are welcome to audit our PGT pre-sessional course ‘Basic Jungian Concepts’. Please contact the Student Administrator to register your interest: ppspgt@essex.ac.uk

**Graduate Teaching Assistants (GTAs) and Demonstrators**
The University Senate has approved a Code of Practice on Teaching and Demonstrating by Graduate Students which covers the selection and training of GTAs and Demonstrators as well as teaching duties and departmental arrangements. The Code of Practice is available on the Registry web pages at [www.essex.ac.uk/academic/docs/regs/gstudents.shtm](http://www.essex.ac.uk/academic/docs/regs/gstudents.shtm)

Details of any GTA posts that become available will be sent to all PhD students within the Department with details of how to apply for these posts, usually in the Summer term.

A Sub-Committee has been established by Academic Standards Committee to consider all matters relating to GTAs and Demonstrators and its membership includes representatives of both groups.

**Advice on Clinical Training**
The Department offers training in psychodynamic counselling, but beyond this, there are staff in the Department with knowledge or experience of a wide range of other pathways to a clinical role in psychoanalysis, psychotherapy and analytic psychology. There is a talk every year on issues around clinical trainings which you are welcome to attend, and students wanting advice can also get in touch informally with staff working in the appropriate clinical fields.

**Details of any Departmental support or funding for attending conferences/other events**

**Research Fund**
The Department has a small fund to help our research students with exceptional expenses related to their research. All PGR students registered after October 2012 will be guaranteed a sum of £750 to be used over the course of their studies. If you registered prior to October 2012 please contact our Departmental Manager on ppsdm@essex.ac.uk for advice on the funds available to you. The principle will be 1) whether the expense is exceptional (not fees or ordinary travel expenses, books, photocopying, etc); 2) whether it is essential or very advantageous to your research; 3) whether it adds to the research reputation of the Department, especially its international reputation; 4) whether it enhances your research standing and career prospects. Typically students may request funds to help them attend conferences at which they have had a paper accepted.

We cannot promise to fund all requests, and you must set out your request in writing, with enough detail to make clear how it meets the above criteria, as well as the criteria outlined on the application form (in the section Notes for Information). The Application Form can be found on the [Psychosocial and Psychoanalytic Studies – Information for Current Students](#) Moodle course.
Assessment and Good Practice

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

The Principal Regulations and the Codes of Practice are extremely important documents that set out both your responsibilities and the responsibilities of the University to you; take time to familiarise yourself with them. They outline the roles and responsibilities of you, your supervisor, your Supervisory Panel and the Research Students’ Progress Board.

www.essex.ac.uk/governance/regulations

Research Student Supervisory Panels

Each student has a supervisory panel which consists of the supervisor and two other members of staff invited by the supervisor in consultation with the student. They may include members of other departments, if appropriate. The supervisory panel meets with the student to consider written work presented by him/her and to plan further research. These are formal meetings but are undertaken in a friendly and informal way in order to support students’ academic progress during their research journey. The purpose of the panel is to assist the supervisor, to widen the range of professional advice available to the student, to monitor student progress and to set out in a report, in discussion with the student, the work expected by the time of the next panel meeting. Other members of the panel may also act as replacement supervisors when the principal supervisor goes on leave.

• The panel must meet twice a year (for full-time students), with more frequent meetings when needed or appropriate. The mid-term panel will be scheduled in late November or early December. The second panel will be held between early May and the end of June.

• Part-time students have one supervisory panel each year. This panel will be held between early May and the end of June.

• Part-time distance learning research students will have their supervisory panel during Research Student in Week 35.

• Full-time distance learners will have two panels per year. The first panel may be conducted via skype, Adobe Connect or a similar platform. The second panel must be attended in person.

All students have a supervisory panel in May or June. For students not resident in the UK, that meeting takes place in the same week as a range of research student activities, including seminars, the Research Student Conference, as well as other Departmental activities, including the annual Freud Memorial Lecture. The aim of this timing is to allow all research students to attend these events, which they are strongly encouraged to do.

You will be contacted by the Student Administrator to arrange a date for your panel to take place.

Feedback

You will receive feedback after your supervisory panel via the Part Two form. The Chair of the Panel will collate this feedback at the end of the panel meeting. This will normally be in the form of some bullet points or a short paragraph picking up the key themes of the discussion. However, students are advised to take their own notes during the panel in order to gain the full benefit of the discussion. The form will be sent to you by email for you to review and sign.
Confirmation of PhD status

PhD students will be registered for a standard minimum period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students will be supervised as PhD students, but PhD status will need to be confirmed by the end of the first full year of study (i.e., the second Panel for both full-time and part-time students). During the Confirmation Panel, the Panel members will review the evidence to confirm whether or not progress and work is at PhD level. In order to decide whether to confirm PhD status, the supervisory panel will apply the following criteria:

1. The student has completed a review of the secondary literature in the field, established a critical position in relation to it, and identified the major primary and secondary sources to be used.
2. The student has begun examining primary sources and has demonstrated this in a draft chapter(s) of the thesis.
3. The student has adequately formulated the topic and produced a clear outline of the thesis, together with a plan of work for the remainder of the minimum period.
4. The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time.

The supervisory panel will also use the Milestones document to determine whether a student's PhD status may be confirmed.

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

- Confirm PhD status
- Defer a decision to the next Panel
- Downgrade to MPhil
- Discontinuation

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

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

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

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

All research involving human participants, whether undertaken by the University’s staff or students, **must** undergo an ethics review by an appropriate body and ethical approval **must** be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here - www.essex.ac.uk/staff/research-governance/ethical-approval-resources-for-applicants - along with a link to the online Ethical Approval application form in ERAMS (https://erams.essex.ac.uk/do/essex-login/login).

‘Human participants’ are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.

Department of Psychosocial and Psychoanalytic Studies Confidentiality Policy

A copy of the Department’s Confidentiality Policy can be found on the ‘Psychosocial and Psychoanalytic Studies – Information for Current Students’ Moodle course.

Risk assessments in research

If the research you are undertaking could potentially harm participants, researchers or the university (e.g. risks to physical or mental health, safeguarding or reputational, legal or financial risks) you will need to carry out a risk assessment, which you may be asked to provide as part of the ethics approval process. Your academic supervisor will be able to advise you on this.

You will also find information about risk assessment and managing health and safety risks on the student directory. Or email our health and safety team (safety@essex.ac.uk) for advice or to book onto Research Risk Assessment training; www.essex.ac.uk/student/health-and-safety

If you are planning to carry out research abroad it is important that you research your destination, so that you are aware of security, safety or culture issues that may affect you or your research.

The University has comprehensive travel insurance, which you will be able to arrange by completing the online Travel Insurance Application Form.

You will find information about overseas travel and travel insurance on the Student Directory: www.essex.ac.uk/student/health-and-safety/overseas-travel

Academic Integrity and Academic Offences

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

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

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

More information about academic offences and getting support can be found at: www.essex.ac.uk/about/governance/policies/academic-offences.aspx.
Samples of coursework
The Department has a selection of hardcopy theses’ from past graduates available for reference in the professional services office 5A.202.

Referencing in coursework
Respecting authorship through good academic practice is one of the key values of higher education in the UK. The University takes academic offences very seriously. You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully.

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

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

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

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

Submission of Thesis

Thesis Submission Pre-Examination
All candidates for Masters by Dissertation (MA or MSc), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate must submit two copies of their thesis for examination.

The two copies of your thesis should be submitted for examination in an unbound format.

They must be adequately secured (for example in spring-back binders or comb binding and not in ring binders or lever arch box files). They must not be overfilled and to avoid all risks of coming open and jeopardising examination, two binders must be used, if required.

All registration fees and debts must be paid before the thesis can be accepted for submission.

You should submit to the Silberrad Student Centre:

a) Two copies of the thesis or dissertation.
b) A submission form (RD1) completed and signed by yourself.

You are strongly advised to retain one good copy of the thesis or dissertation yourself.

Please note that you must provide an electronic copy of your submitted thesis to the Postgraduate Research Education Team if your examiner requests an electronic version.

All submitted copies of the thesis belong to the University and shall be returned to the candidate following the viva.
Thesis Submission for Award
Following the completion of the examination process, the candidate will be notified via email that in order to gain their award they must submit one electronic version of their thesis to the online Research Repository. Following the receipt of this deposit, the candidate will be awarded their postgraduate research degree.

Thesis Deposit
Detailed thesis deposit instructions to the Repository can be found here: www.essex.ac.uk/reo/repository/research-thesis.aspx

Students wishing to place a restriction on their thesis must do so in writing prior to submission of their thesis to repository@essex.ac.uk. Further information regarding restrictions can be found here: www.essex.ac.uk/reo/repository/research-thesis.aspx

When depositing your thesis in the online Repository you will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement.

Retention
Your thesis will be made open access when deposited in the online Research Repository. The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository. You may request for an embargo to your thesis, details of which can be found on the intention to submit form. Full details of the requirements for thesis submission can be found at: www.essex.ac.uk/-/media/documents/about/governance/thesis-submission-deposit.pdf

Examiners and the Viva
Your supervisor will not normally be present during your viva and will not normally have any contact with your examiners other than to arrange their appointment.

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

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

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

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

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

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

Appeals
If the recommendation of your Research Students’ Progress Board is that your degree should be downgraded or your studies discontinued, and you want to appeal, you must do so within 10
working days of receiving the formal notification. You must do so in writing on the Form of Appeal which is available online at www.essex.ac.uk/students/exams-and-coursework/ppg/pgr.

**Extenuating Circumstances**

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

Your department will review your claim at an Extenuating Circumstances Committee and determine whether it will be accepted or rejected. Extenuating circumstances deadlines will be issued by the department ahead of the Supervisory Panel.

The Supervisory Board and Research Student Progress Board will determine an appropriate course of action and the corresponding methods, to take into account your extenuating circumstances.

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

www1.essex.ac.uk/myessex/ExtenuatingCircumstancesHome.aspx

Further information and the full Extenuating Circumstances Policy can be found on the website: www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

**The Board of Examiners**

Assessment for the taught and professional components/competencies will be considered by an annual Board of Examiners meeting that determine whether a student can progress to the next year.

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

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

An External Examiner will be appointed for the Professional Doctorate and will not normally act as the external for the research thesis. For research-only Professional Doctorates, where research methods is the only taught module for the course, the marks can be approved by the Board of Examiners for the appropriate Masters course and no course level External Examiner is required to be appointed.

Students can move into a completion year on the course when they have successfully completed all their assignments and a substantial proportion of the thesis is in draft. This would include completion of all data collection and analysis.

The research thesis is assessed in accordance with the normal arrangements for research degrees, as outlined in the Principal regulations for research degrees and Codes of practice relating to higher degrees.
**Failure to pass**
The following is only a summary of the key points. You should read the rules and make sure you understand them. If you need advice, ask your personal tutor, departmental administrator, or SU Advice.

The pass mark for the required taught modules and the professional components/competencies (if required) is 50%.

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

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

In order to progress between years the student must have passed the taught module assignments and/or assessment of professional components/competencies. If appropriate to that year, the student must have also made satisfactory progress on their research.

The research thesis can be submitted before all of the required taught and professional practice components/competencies are completed but the degree will not be conferred until all components are completed and passed.

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

**Results**
You will receive an email to your Essex email account as soon as your results are published.

**Resubmission**
The standard arrangements for the research thesis apply. A research thesis may be referred for substantial revision for a period of no more than 12 months. Alternatively minor editorial corrections may be required, to be completed in up to three months from notification of the requirements, or editorial revisions may be required, to be completed in up to six months from notification of the requirements.

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

If a student does not meet the progression requirements on the Professional Doctorate, they may be eligible to receive an exit award of a Master of Arts/Master of Science by Dissertation subject to completing a dissertation of a maximum of 30,000 words. To complete a dissertation they will need to be a registered student.

If a student does not meet the progression requirements on the Professional Doctorate, the student may be eligible to receive an exit award of a Masters in Professional Studies subject to completing 180 credits of coursework at level 7 and completing a 60 credit dissertation (min 12,000, max 15,000 words), which they will need to be a registered student to complete.
If a student submits a thesis but the examiners feel that the thesis has not met the requirements for the Professional Doctorate, the examiners can recommend that a lower award of a Master of Arts by Dissertation, Master of Science by Dissertation (180 credits) or Masters in Professional Studies (240 credits) be made, as appropriate for the course.
Computers, Learning Technologies and your Information

Computers
Using a campus computer

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

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

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

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

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

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

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

www.essex.ac.uk/student

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

Learning Technologies and Systems

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

eNROL: www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2Fenrol%2F
**Moodle**

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

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

**Your information**

**Keep your information up to date**

During your period of study at Essex, your details may change, including your name. It is really important that your information on our student record database (ESIS) is accurate, so make absolutely sure that if your circumstances change that you let us know. Equally, you may wish to be known by a preferred name. You can add this to your record for staff to use, and find more information about updating your name on your student record at: [www1.essex.ac.uk/students/course-admin/default.aspx](http://www1.essex.ac.uk/students/course-admin/default.aspx)

**Your personal information**

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

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

[www.essex.ac.uk/records_management/request](http://www.essex.ac.uk/records_management/request)

To find out more about what information we collect, what we do with it, who gets to see it, and your rights under the data Protection Act 2018, read our Privacy Notice for students.

[https://www1.essex.ac.uk/records_management/policies/students.aspx](https://www1.essex.ac.uk/records_management/policies/students.aspx)
**Student Voice**
At the University of Essex, the views, ideas and feedback of our students are at the heart of what the University does. The time students take to offer feedback is hugely appreciated. This feedback, both positive and developmental, is used to help make short and longer term improvements, both to the experience of current students, but also for Essex students of the future. You can do this in a number of ways.

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

Greta Kaluzeviciute is our representative for Postgraduate research students, email gkaluz@essex.ac.uk.

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

**Student Voice Groups**
Student Voice Groups (SVGs), formerly known as Student Staff Liaison Committees (SSLCs), are made up of elected student representatives and members of staff. SVGs typically meet once per term and provide an accessible arena for students to discuss with staff issues connected to teaching, learning and student support. They also provide an opportunity for the academic department/school/centre to consult with students and receive feedback on new proposals.

www1.essex.ac.uk/quality/student_representation/SVGs.asp

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

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

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

We know university life can throw up all kinds of concerns and questions - if you need some information, advice or support to succeed, stay healthy and happy, we've got it covered.

Student Services Hub

If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, the Student Services Hub is the place to go. Ask us about health and well-being, accommodation, careers services, money matters and much more. Your questions matter and you’ll get answers from our team of experts.

Colchester: askthehub@essex.ac.uk / 01206 874000

Health Centre

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

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

Disability and emotional wellbeing

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

You can find out about the support we offer here:

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

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

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

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

www.essex.ac.uk/students/health

Counselling services

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

Validium

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

You can also contact the Validium 24-hour Student Wellbeing Support Line. You will be able to have an initial chat, in confidence, about the difficulties you’re experiencing and the support available to you. Call 0800 970 5020 or +44 141 271 7168.

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

Log on just to chat or find out how to get additional support. For more information, contact wellbeing@essex.ac.uk.

https://mnessexmind.org/chat-with-charlie/

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

www.essex.ac.uk/students/health-and-wellbeing/nightline.aspx

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

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

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

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

www.essex.su/advice

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

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

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

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

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

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

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

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

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

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

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

www.essex.ac.uk/student/emergencies/fire-emergency-action

www.essex.ac.uk/student/fire-safety/peep

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

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

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

www.essex.ac.uk/student

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

www.essex.ac.uk/student/report

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

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

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

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

www.essex.ac.uk/careers You can also undertake many courses that include a Placement year – for more information, see your department handbook and email placements@essex.ac.uk.

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

careerhub.essex.ac.uk/students/login

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

www.essex.ac.uk/careers/bige

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

www.essex.su/vteam

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

www.essex.ac.uk/careers/internships
You Are Essex

GradIntel
You can use GradIntel to record any extra-curricular activities you may be involved in through the Big Essex Awards.


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

Requesting References

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

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

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

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

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

What comes next?
The world is your oyster! The options and opportunities open to you as a postgraduate can be overwhelming. You may know the exact path and next steps that you wish to take, or you might not, and this is okay. Our Careers Services can offer information, guidance and advice on your different options after graduation and you can return to Essex for these services at any time.
Spread your wings graduand; but you can always come back! As an alumnus of Essex, you can take advantage of generous discounts on further postgraduate qualifications or research degrees should you chose to return to study at Essex now, or at any time in the future.

https://www1.essex.ac.uk/fees-and-funding/masters/loyalty/

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

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

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